



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	CLARA'S COLLEGE OF COMMERCE
Name of the head of the Institution	Dr.Madhukar Gitte
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07738501168
Mobile no.	9869180656
Registered Email	cwchs@hotmail.com
Alternate Email	madhukar.gitte13@gmail.com
Address	Yari Road, Versova, Andheri West
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400061
2. Institutional Status	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Dr.Mamta Rajani
Phone no/Alternate Phone no.	07738501168
Mobile no.	9769470738
Registered Email	cccqac@gmail.com
Alternate Email	madhukar.gittel3@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://claracollegeofcommerce.edu.in/pdf/AQAR2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://claracollegeofcommerce.edu.in/pdf/2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.66	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC	21-Jun-2016
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Faculty Enriching Programme for Teaching & Non-Teaching Staff	30-Jun-2018 1	29

Session on Image Enhancement		
Faculty Enriching Programme Workshop on NAAC Way Forward	04-Jul-2018 1	25
One Day Workshop on Framework for Data Collection and Analysis in social science research	07-Jul-2018 1	21
Session on Campus to corporate	31-Jul-2018 1	73
Seminar on Invest to create Wealth Start Early	03-Aug-2018 1	48
Faculty Enriching Programme Workshop on Digital Retrieval	04-Aug-2018 1	18
One day National level Workshop on Expanding Emotional Intelligence for Professors	25-Sep-2018 1	56
Session on Right To Information Act	14-Jan-2019 1	75
Expert talk on Start Up India	28-Jan-2019 1	59
Session on Training on Wealth Habits for Youth	30-Jan-2019 1	76
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
1. Orientation Programme 2. Organised International Conference and workshops 2. Organised various programmes for Sensitizing Students on Social Issues 4. Promoting research culture. 5.Feedback Analysis

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
To organise Motivational Talks and Career guidance session.	Motivational talks and sessions on ``Start Up India', " Time Management for Effective Learning, Women's Rights, Quest for women's safety & security ,Image Enhancement, Cybercrime, Invest to create wealth-start early , connecting career to life were organised
To enhance the quality of teaching and learning.	To enhance the quality of teaching and learning various sessions and workshops were organised such as workshop on " Digital Retrieval", One Day Workshop on "Framework for Data Collection and Analysis in social science research",Workshop on Expanding Emotional Intelligence for Professors ,Faculty Devevelopment Programme on "NAAC A way Forward" was organised for the faculties to keep intune with the measures to be adopted as per new guidelines.
To strengthen the bond between the institution and the alumni	As an alma matter , Alumni has actively participated in various events organised by the college such as Blood Donation Drive, Annual Medical Camp, Coaching Training for (Dance, Drama, Singing, Sports etc.) ,Annual Day ,Convocation Function
To conduct seminars, workshops and conferences of National and International importance.	International conference on the theme "World Road to Cashless Economy was held on 16 th March, 2019 .We have received 328 Research Papers. Research Publications were published in the UGC

listed journal. Workshop on "Expanding Emotional Intelligence for Professors" was conducted during the Academic Year 201819.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
CDC	12-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

31-Dec-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Institution has partial Management Information System. All the PCs in college administrative office are linked to the centralised server on which administrative data related to the college functioning is maintained. For the year 201819, vendor Monis software services managed students fees collection. Astute Information Management solutions managed examination software, Edusms software for messaging services. The library is partially automated using eGranthalaya Library Management Software eG3REV No.3.0 (2007) version designed and developed by NIC, New Delhi. This Library Software is a userfriendly software that helps to perform the day to day library activities and keep a backup of library records.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Curriculum for various courses is framed keeping in mind the syllabus laid out by the University of Mumbai. The programme objectives and course objectives are taken into consideration while designing the curriculum. The curriculum is well planned and designed by the teachers. It is aimed at overall grooming of the students. Teaching plans are prepared at the beginning of every semester by the teachers for their concerned subjects. The content to be completed in each month and teaching methods to be adopted are indicated in the teaching plan. Teachers maintain daily log book to keep track of portions covered in classrooms on daily basis. The Portion completion schedule is collected from teachers one month before the beginning of exam to keep track of portion completed and fulfil the deadline for completion of syllabus. Various teaching methods like group discussions, case study, lecture and problem solving methods are used by teachers in effective dissemination of information. The Power point presentations and audio visual aids are used by teachers for effective impartment of knowledge. The advanced learners and slow learners are identified by the teachers and accordingly assignments and projects are given to them. For the slow learners remedial lectures are conducted by the teachers. Advanced learners are involved in research activities and other projects. Selected students are encouraged to participate in university level Avishkar research competition. Students are provided with reference books and study materials. The question bank and model papers are provided to help the students in better preparation of exam. For the self-financing courses, internal examination and internal assignments are taken from students as per university instructions to assess the progress of students. The syllabus completion of every subject is assessed with teaching plan to keep track of completion of syllabus. Staff meetings and departmental meetings are conducted for examination related instructions and improvising on teaching. Final year students of self-financing courses are required to carry out project works and internship programmes under the guidance of subject guide. The sessions and seminars are also organised in the college for various courses. The experts from various fields are called upon to provide guidance lectures and activities to impart desired knowledge and skills among the students. Subject experts are invited to provide course specific guidance for preparing for university examinations. Regular class tests are conducted by the teachers to assess the progress of students. Industrial visits for students of self-financing courses are arranged every year for bridging the gap between classroom teaching and practical training in real life environment. Various competitions such as power point competition, book review competition, quiz competition, marketing fest etc. are organised in the college for the overall development and interpersonal skills of the students. The institution plans to start with various skill development courses in the coming years

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Indian Military Training course	NIL	01/01/2019	24	Employability-To pursue career in armed forces	Skill-managing and risk taking ability. Ability to deal with real life situations.

Certificate course on working with Micro Soft Excel	NIL	16/07/2018	10	Focus on e mployability	Skill- to work in diverse orga nisations.
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nil	18/06/2018
BMS	Marketing	18/06/2018
BMS	Finance	18/06/2018
BMS	Human Resource	18/06/2018
BCom	Accounting and Finance	18/06/2018
BA	Mass Media and communication	18/06/2018
MCom	Accounting	18/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	30	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Indian Military Training course	01/01/2019	5
Certificate Course on Working with Microsoft Excel	16/07/2018	25
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting and Finance	48
BMS	Finance	16
BMS	Human Resource	32
BMS	Marketing	46

MCom	Accounting	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

<p>Feedback Obtained</p> <p>The feedback is taken from students at the end of each semester. It is taken online and analyzed with the help of software. Analysis of feedback is done and report on the basis of it is prepared. The Principal and management discuss the areas for improvement with the faculty individually. Problems faced during teaching learning process is discussed and necessary guidance is given for improvement in teaching. Faculty is encouraged to adopt diverse teaching methods. Lectures are also observed occasionally to maintain effective teaching. The students are encouraged to give true and fair feedback by informing them about its relevance. Teachers feedback is taken at the end of the year on objectives of syllabus ,new techniques and strategies adopted etc. Feedback is also taken from parents during parents-teacher meeting and orientation. Alumni feedback is taken at the time of convocation ceremony and other functions where alumni is invited. Following are the questions that are asked in the feedback to the students : Teacher Feedback 1.Knowledge base of the teacher(as perceived by you) 2. Communication Skills (in terms of articulation and comprehensibility) 3. Sincerity / commitment by teacher 4. Interest generated by teacher 5. Ability to integrate subject material with environment / other issues to provide a broader perspective 6. Ability to integrate content with other subjects 7. Accessibility of the teacher in and out of classroom 8. Ability to design quizzes/ test/ assignment/ examination and projects to evaluate students understanding about the subject 9. Provision for sufficient time for feed back to students Programme Feedback 1. Depth of the Course content including project work if any 2. Extent of coverage of course 3. Applicability/ relevance to real life situation 4. Learning Value (in term of knowledge, concepts, manual skills, analytical abilities and broadening perspectives 5. Clarity and relevance of reading material 6. Extent of effort required by the students 7. Overall rating College Feedback 1. How do you rate the overall teaching and mentoring process of the college? 2. What is your opinion about library material and facilities for the Course? 3. To what extent were you able to get material for the prescribed reading? 4. How do you rate the cleanliness maintenance of classrooms? 5. How do you rate the condition of toilets / washrooms in college premises? 6. How would you rate the level of canteen facilities? 7. How would you rate the functioning of College Administrative Office? 8. How do you rate the facilities available in the Computer Lab? 9. Overall rating of facilities available in college</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accountancy	120	27	27
BA	Mass Media	180	90	90
BCom	Accounting and Finance	360	184	184
BMS	Management Studies	360	311	311
BCom	Bcom	1440	515	515
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1100	27	22	Nil	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	25	9	3	5	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

We arrange revision lectures for each subject. Regular Practice test have been organised by respective subject teachers to improve their learning skill. Teachers conduct knowledge sharing activities in the class to enhance their subject knowledge with practical aspects. Teachers are able to find students who are weak in studies and organise remedial lectures for them and try to understand and solve their difficulties. Teachers provide simplified notes for self preparation and they also provide question bank for their respective subjects. Some of the students come across with stress and personal issues here teachers try to find out such students from their behavioural changes in the classroom. Teachers counsel those students and help them to come out of any such circumstances. If needed, teachers discuss with their parents. Teachers motivate them by giving an opportunity to participate in several activities and coordinate the activity. All departments organise career guidance sessions for all the students which includes expert talks, guest lectures. Placement cell organises placement drive, fine arts activities organised by the college to showcase their talent and to enhance their skill.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1127	23	1 : 49

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	23	Nil	3	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	00	Nil	00
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	2018	10/12/2018	10/01/2019
BCom	2C00141	2019	13/05/2019	03/06/2019
BCom	2C00143	2018	11/10/2018	15/12/2018
BCom	2C00143	2019	03/05/2019	30/05/2019
BCom	2C00146	2018	03/11/2018	29/01/2019
BCom	2C00146	2019	11/04/2019	25/05/2019
BMS	2M00151	2018	10/12/2018	10/01/2019
BMS	2M00151	2019	16/04/2019	25/04/2019
BMS	2M00153	2018	01/11/2018	15/12/2018
BMS	2M00153	2019	04/05/2019	30/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal evaluation of students is done through the class test by respective subject teachers after the completion of their unit/ chapter. Faculty members interact with the students and give constructive feedback regarding their performance. Well in advance students have been informed for the same. For all courses we conduct prelims exams. As per university guidelines we conduct internal exams for self finance courses and external exams for all the courses. The college has conducted online test for self finance courses through google form. Regular class test have been conducted by teachers in their respective subjects based on the basis that the teacher gives feedback and areas of improvement.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

While preparing the academic calendar we considered all the guidelines of the University of Mumbai related to several statutory committees and other administrative committees of the college. The aims and objective, benefits and outcome of the events is taken into consideration. We avoid repetition of the

same activities in the following academic year. The tentative dates for commencement of exams and submission of question papers are also taken into consideration.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://claracollegeofcommerce.edu.in/program.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2M00153	BMS	Management Studies	95	81	85.26%
2M00153	BMS	Management Studies	95	82	86.31%
2M00151	BMS	Management Studies	120	45	37.50%
2M00151	BMS	Management Studies	120	73	78.05%
2C00146	BCom	BCOM	160	70	43.75%
2C00146	BCom	BCOM	163	43	26.54%
2C00143	BCom	BCOM	173	72	41.62%
2C00143	BCom	BCOM	173	36	20.80%
2C00141	BCom	BCOM	179	48	26.66%
2C00141	BCom	BCOM	179	37	20.67%

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://claracollegeofcommerce.edu.in/studentsurvey.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1	Mumbai University	25000	10000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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Seminar on "Intellectual Property Rights Challenges and Issues"	Commerce	09/03/2019
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nil	00
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	0000	00	00	00	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	BMS	4	7.36
International	BMM	4	7.36
International	BAF	4	7.36
International	BCOM	13	7.36
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMMERCE	2
BMS	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0000	00	00	Nil	0	00	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	00	Nil	Nil	Nil	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	17	Nil	Nil
Presented papers	22	3	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS unit	2	18
Voters awareness drive	NSS unit	2	18
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Flood affected area of kerala	EDEN public school, Manjadikkara , changanacherry , kerala.	EDEN public school	390
Flood affected area of kerala	JOSEPH CHECKODU , Ramankary, Alappuzha , kerala	Alappuzha gram panchayat	4110
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS	Swachh Bharat Abhiyan	2	18
Voters	NSS	Voters	2	18

awareness drive

awareness drive

[View File](#)**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
International conference	328	1.Participant fee: Rs 3,84,833 2. TRUST:Rs1,00,000	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Assistant for GST	Punit Patel Associates C.A	02/01/2019	27/02/2019	RITIKARANI RAJKUMAR KIRANDEVI
Internship	Under CA as Accountant Assistant	Laxminiwas Jain CA	01/12/2018	10/02/2019	WAGHMARE PRIYANKA VILAS VANDANA
Internship	Accountant Trainee	Ashok Manghanani Associates C.A	09/01/2019	08/02/2019	Nirmal Laxmi Kesha Vlal Shyamadevi
Internship	Accountant Assistant	N.B.Vayeda co.	02/01/2019	25/01/2019	Utekar Mansi Ravindra Rajeshri
Internship	Accountant Assistant	M.B. Vayeda Co	02/01/2019	25/01/2019	Magar Rupal Balkrishna Nikit
Internship	Internship with C.A. Firm	M.P.Reddy association	03/01/2019	25/01/2019	Surya Vanshi Shefail Shivaji Jayshree
Internship	GST Department	GST Supreme Petrochem	16/12/2018	17/01/2019	Ajiwar Swetha Hanumandlu Rekha
Internship	Social Media department and Admin	Vizardtech Services Pvt. Ltd.	17/04/2019	01/09/2019	Mishra Priyanka Prakash Sunita

Internship	Department Recruitment Human Resource Business Partner	Reliance Retail	13/12/2018	11/01/2019	Sebastain Rodrigues
Internship	Online sales of Insurance products	Global India Insuarance Brokers Pvt. Ltd.	05/01/2019	10/02/2019	Kadri Mohd Aadil Abida
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IAA -Thane	09/12/2018	Conducting of international conference	328
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalaya	Partially	eG3(2007) Rev .No.32(2019)	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	4013	701107	1125	157881	5138
Reference Books	1035	530300	Nil	Nil	1035	530300
e-Books	3135000	5900	Nil	Nil	3135000	5900
Journals	20	15000	Nil	Nil	20	15000
e-Journals	6000	5900	Nil	Nil	6000	5900
Digital Database	1	5900	Nil	Nil	1	5900
CD & Video	56	3000	2	100	58	3100
Library Automation	1	16000	Nil	Nil	1	16000
Weeding (hard & soft)	1264	95000	Nil	Nil	1264	95000
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	01/12/2019
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	64	45	64	3	1	9	7	50	0
Added	0	0	0	0	0	0	0	0	0
Total	64	45	64	3	1	9	7	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and

	recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
20	16.68	30	27.9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Administration Department The college has LAN connectivity that integrates College and School activities ensuring proper functioning and control. All administration work related to students such as creation of data base of student, Receipt printing etc. is computerized. The college has AMC of software program to maintain receipts of cash from students. Accounting Department The College has installed and uses Tally ERP 9 for maintaining the accounts. The college is in contract with a Company for maintaining and development of customized software. Examination Department The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. There is a separate Computer and printing area designated within examination department for downloading and printing Question Papers that are received online from University of Mumbai. The college has AMC to maintain Reprographic machines to be renewed every year. All examination related activities are computerized .Question paper printing, preparation of Notices, Mark for projects and assignments, entry of internal marks, printing of Mark Sheets and Admit Cards etc. are all computerized and managed by the examination department. Also, preparation and printing of College ID cards are Computerized and carried out within college. Information Technology Department One Full time and one part time IT professionals have been appointed to look after the maintenance and up-gradations required for the overall computer lab and for computer system used at other departments. Maintenance includes servicing of the computers, printers, server cabinets, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc. The college has AMC for maintenance of Website and server related issues to be renewed every year. Physical Facilities College Building has spacious classrooms and wide verandas with provisions of receiving ample and natural light and ventilation, renovations and physical repairs such as electrical and infrastructural damages are restored every year at the end of every academic year. Full time electrician is appointed to have a regular check on the same. Comfortable seating arrangements are provided to students with smart boards in five classrooms. The college has AMC for maintenance of lift renewed every year. Library Library has open access system with computerized and online library services. Library has subscribed to INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ. Library has spacious reading space with natural ventilation and sunlight. Library also houses the separate faculty research area for all the teachers. Library also organizes various competitions such as Quiz Competition, Book Review Competition, etc. with the help of Library Advisory Committee. Sports Facilities College has a provision of spacious playground attached to it where various outdoor sports activities are conducted for students such as Annual Sports Meet, Cricket Tournaments, Football Matches, Badminton Tournaments, Annual Day, etc. The ground is well maintained daily cleaning, as well as students are encouraged to

clean the same as a part of cleanliness drive and tree plantation activities.
Gymnasium : College has a well-equipped gymnasium for the students.

<http://claracollegeofcommerce.edu.in/pdf/Policies%20of%20maintenance%20&%20Procedures.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Waiving of fees	18	111900
Financial Support from Other Sources			
a) National	NA	Nil	0
b) International	NA	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Day	21/06/2019	48	Yoga Expert Ramesh Kumar Singh
Remedial Coaching	11/10/2018	482	Faculty Members
Personal Counselling and Mentoring	03/07/2018	41	Faculty Members
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Programme on Study Abroad	Nil	96	Nil	Nil
2018	Career Counseling	Nil	56	Nil	Nil
2018	Internship session by Hindustan Time	Nil	102	Nil	Nil
2018	Connecting Career to life	Nil	122	Nil	Nil
2018	Career Opportunities	Nil	29	Nil	Nil

in
Screenplay
Writing

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Ultima Chemical	32	2	Infinity Fincorp Solution Pvt Ltd.	1	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	12	B.COM	COMMERCE	CLARAS COLLEGE OF COMMERCE	M.COM

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Chess	College Level	14
Carrom	College Level	40
Football	College Level	18
Cricket	College Level	16
Shot put (16 lbs)	College Level	31
Long Jump	College Level	9
Have Energy Drink	College Level	21
Running Race 400 mts	College Level	50

Run for Unity	College Level	24
Tug of War	College Level	144
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	00	National	Nill	Nill	00	00
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students Development Programme • Self Defence Training Session by Dr. Advait Despande from IMTA • Session on RTI Mr.Robin Tauro Social activist • Session on start up India by MR. Amit khanzode • Financial literacy- Training on wealthy habits for youth By Mr krishnan Iyer • Session on Cyber Crime by Mr Sachin Dedhia • An Insight into the Dynamic changes implemented in GST by Mr Mahendra Pratap Singh • Seminar on Time management for effective listning • Seminar on Intellactual property rights challenges and issues by By Dr Hema P Mehta • Connecting career to life By Mrs Kavita Sasane and team • Session on Stress management by Mrs Anita Singh • Seminar on " Campus to corporate Women Development Cell • Session on Stress management by Mrs Anita Singh • Expert Talk on Womens Rights by Adv.Nausheen Yusuf • Workshop on Self-Defence for Women conducted by Sherif Bapu College Development Committee • Increased the number of classes having audio-visual equipment.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The objective of the alumni associations is (1) promoting alumni relationships, (2) fostering commitment among students and (3) enabling student-alumni interactions. This objective is brought to life through events and programs such as maintaining alumni website, maintaining alumni database, fostering alumni visits to campus, helping alumni with College related activities, holding alumni reunions etc

5.4.2 – No. of enrolled Alumni:

51

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

During the Academic year four meetings were conducted by Alumni Association. First meeting held on 24rd June 2018 for planning of upcoming events and review of medical camp was taken which was organized on 14th April, 2018. Seven members were present during the meeting. Second meeting held on 25th September, 2018 for review of Kerala Flood Relief and planning for Blood Donation Drive. Seven members were present during the meeting. Third Meeting was held on 23rd December, 2018 for review of Blood Donation Drive and planning for Convocation

day for the enrollment of alumni members. Six members were present during the meeting. Fourth meeting was held on 24th March 2019 for planning for Medical camp held on 14th April, 2019. Eight members were present during the meeting. Following activities conducted during the year. • Kerala Flood Relief Rally. College along with the Ekta Manch organized rally for collection of fund and food material on 1st September, 2018. Member of the Alumni Association participated in the rally. • Blood Donation Drive was organized by NSS Unit of the college. The members of the Alumni Association held them to smooth conduct of the drive on 14th December, 2018. • Medical Camp: Ekta Manch along with the college organized Medical camp on 14th April, 2019. Member of the Alumni Association participated and helped for smooth conduct of the Medical Camp.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Clara's College of Commerce encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. In accordance with the policy of decentralization adopted by the management, both teaching, non-teaching members and student representative are adequately represented in the Governing Body (College Development Committee). All staff members voice their concerns and opinions during the quarterly meeting held of the CDC. 1) Teacher's participation in decision making. The college has created a decentralized structure for decision making. Various committees are constituted by the Staff Members for managing various activities of the college. The Staff Members are responsible for college time table, allocation of co-curricular work, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college, etc. This decentralization of duties helps in the implementation of all academic and extra-curricular activities of the college and ensures greater participation by everyone. Each department is responsible and accountable for academic commitments to the stakeholders. Guided by the UGC framework, each department prepares the workload and a plan for teaching. All teachers of the department have enough flexibility in organizing seminars, workshops, guest lectures, etc. Teachers-in-Charge coordinate the various activities of their departments with colleagues and students. During department meetings and even otherwise, the teacher members are free to express their viewpoints and to adopt innovative teaching practices subject to the broader University requirement of course. The college also arranged two function in collaboration with University of Mumbai for conducting of the following programs • One-day National Level Workshop on "Expanding Emotional Intelligence for Professors" The teachers involved were needed to coordination, arrangement, hosting and execution of the event which helps in display and development of leadership skills.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission are given to students as per norms of University. The college

follows the regulations put forth by the University of Mumbai for admission of students during the academic year. Every year Mumbai University issues a circular regarding admission to 1st year degree college. Post issuance all students need to register themselves online for 1st year degree college admission on mumao.digitaluniversity.ac. The student needs to select the program he/she wishes to pursue and also needs to choose the college he wishes to apply in rank of preference. Post this process the college issues merit list. At Clara's College too two merit list are issued for admission. Students selected submits the required documents for admission to college office.

Industry Interaction / Collaboration

The placement cell of the college collaborated with some organizations like Ultima Chemicals and Hindustan Times for the placement of students. The students have also done internship with the following corporates • Global India Insurance Brokers Pvt. Ltd. • Zentora Overseas Carriers Pvt. Ltd. • Vizardtech Services Pvt. Ltd. • GST supreme Petrochem • M.P.Reddy association • M.B. Vayeda Co • N.B.Vayeds co. • Punit Patel Associates C.A • Ashok Manghanani Associates C.A • Laxminiwas Jain CA • Punit Patel Associates C.A • Cheezy Bytzz • M.R. Consultant • ACE pipeline contractor Pvt Ltd • Kshitiji Business Solution India Pvt Ltd • PET Universe (Pet food Accessories) • Shree Balaji Construction Students of all the professional courses were accompanied by teachers for the industrial visits to corporate and media houses, and other organizations. Industrial visits help the students to interact with managers and proprietors of the companies for understanding various issues involved in production, labour problems, marketing, finance, etc., which helps in developing their entrepreneurial skills. This year the college arranged for Industrial Visit to Govardhan Dairy Farm (BMS / BAF Students) and ND Studio, Karjat (BMM Students)

Human Resource Management

In order to enhance capacities and capabilities of the staff, need-based training/workshops are organised for faculty and administrative staff. The

faculty members are encouraged to take up inter-disciplinary academic activities including research, organizing lectures, conducting national and international seminars.

Faculty members are appreciated academically as well as for other cultural activities. For faculties pursuing M.Phil./Ph.D. the college accommodates timing so that the faculty member is able to pursue their courses.

Service rules have been provided to each teaching non-teaching staff and reviewed from time to time so that the performance appraisal system is matched with the requirements. The service rulebook covers the following points of

- General Rules • Post appointment • Salaries • Leaves • Termination of service • Code of Conduct Casual Leaves

are provided as per the university guidelines. In case of medical

emergency, the management approves the medical leave. The emergency medical funds are provided by the management to needy employees. The management gives advance salary to teaching and non-teaching staff as per requirement. Loan

facilities are given to the non-teaching staff without charging any interest. Service rules have been provided to each teaching non-teaching

staff and reviewed from time to time so that the performance appraisal system is matched with the requirements. At the end of each academic year the Management Committee reviews the existing positions and identifies

personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.

Library, ICT and Physical Infrastructure / Instrumentation

The management policy of Clara's College is to provide quality infrastructure, adequate for the academic and administrative requirements of the college. The implementation of the policy is primarily through the management as well as the section heads. Library: It is equipped with the Open access system as well as E-Granthalaya and is also linked to Inlibnet The college library is a subscriber of N-LIST facility through which e-journals and e-books are made available to the researchers (both students and staff). ICT:- The college has the facilities of Computer

Lab, Internet, OSM facility, LCD projectors, smart boards, etc. Physical Infrastructure: The college is providing physical infrastructure facility in the form of Gymnasium, playground, Auditorium, Canteen, etc.

Research and Development

The Research Cell was set up to promote an ambience of research among teachers and students. Faculty members were encouraged to conduct research studies, publish papers in peer reviewed journals and present papers in conferences and seminars. To foster a scientific temper and develop an aptitude for research culture among teachers, faculty development programmes were organized as mentioned below. The following are the programmes conducted by IQAC for research development 1. Connecting Career with Life - 11th March 2019 2. Time Management for effective learning - 8th March 2019 3. NAAC accreditation process - A tool for Quality Improvement - 7th March 2019 4. Financial Literacy Training Program - 29th January 2019 5. NAAC a way forward - 4th July 2018 Library and ICT facilities are made available to all students (U.G., Post graduate) and faculty members. Allocating supervisors to under-graduate students of BMS for undertaking Research Projects. In the International Conference 16 students and 12 faculties were involved in writing research paper. Duty leave is sanctioned to teaching staff for undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Workshops/ Seminars. A sum total of Rs13370/- was given to faculty members for attending various conferences and workshops.

Examination and Evaluation

As an affiliated institution of the University of Mumbai, the college follows the examination system set out by the University. In the orientation program conducted for First Year students a special presentation is made by examination committee and coordinators to explain examination system to the students. The examination committee of the college prepares the schedule of all the examinations to be conducted during the year in the

beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules. Question papers set by Faculty are checked and verified by Principal and HOD's of respective Department to ensure that they adhere to standards. Reevaluation and moderation of the examination papers are done as per the University rules and regulations. The students are sensitized well in advance on the consequences of using unfair means. Students caught using unfair means are given zero marks in the exam, as a warning and in case of repeated offenders are dealt as per university guidelines. Assessment is centralized as per the University rules. Meeting of the students with poor performance is being conducted with their parents during Parents - Teachers meeting. They are counselled about improving their performance. The previous year's question papers are made available to teachers / students in the college library, which helps student understand the paper pattern. It brings improvement in subsequent examination results.

Teaching and Learning

The college caters to students from different backgrounds enriching the geographical, socio-economic and cultural diversity within the institution. Students are familiarized with the program outcomes, mode of internal assessment as well as college facilities during the Orientation Program of the college. Teachers plan strategies to reduce the gap in knowledge and skills. Students are encouraged to think critically and be innovative and creative in tackling assignments, projects and other tasks assigned to them. Library at the college is well equipped with books, journals and e-resources necessary for teaching, learning and research. Teachers continuously strive for innovation and professional development. Appropriate assessment is incorporated into the learning process to achieve the learning goals of the courses. Continuous Internal Evaluation is done periodically and transparency and fairness of the evaluation system are ensured through Internal Assessment Committee. The institution has an

	effective mechanism for redressal of grievances.
Curriculum Development	Curricular aspects of courses at Clara's College of Commerce are governed by University of Mumbai Ordinances. Multilevel systems have been evolved in the college for planning and implementation of the curriculum in a transparent and effective manner. As a learning organization, we have always engaged in a continuous process of obtaining feedback from different stakeholders in a formal-informal manner and have enriched the teaching-learning processes. In recent years these have been standardized and regularized for all courses. Apart from curriculum as prescribed by Mumbai University. The college has conducted the following certificate course for better grooming and holistic development of the students • Certificate Course on Working with Microsoft Excel • Indian Military Training course

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Academic Planner is prepared at the start of the Academic Year. All events are centrally decided. The same are also circulated with the staff through email. Feedback software has been centrally installed, which is used by the students give feedback for the faculty, the course and the college facilities.
Administration	There is a central server which is connected to all PC's of the administration office. The data is centrally stored and is accessible by all members of the administrative staff
Finance and Accounts	The administration and the accounts function are bifurcated. The administration collects all the fees, other fees (ATKT, Industrial Visit, etc). The degree college administration dept. also makes payment for various purchases. The entries for both revenue and expenses are made by the accounting division, which is centralized and manages accounts of all institutes.
Student Admission and Support	The college has fees software, where entries are made. The software is able to provide information about pending fees. Fee receipt is also issued from

	<p>the software. The software has been installed on a standalone PC for confidentiality reasons. ? Results is maintained on a separate PC.</p>
Examination	<p>There are two specific PC's used for examination purpose. The college follows university guidelines for conducting of examination. University from AY 2016-17 decided to set papers for all external exam centrally. The papers need to be downloaded just before the start of the exam and then photocopied for the students. At present we have one dedicated PC which has been loaded with the university software. This software has face recognition facility for added protection. Examination work also has one more PC which is standalone and is used for entering the exam marks and for printing the mark-sheet. It is accessed only by one member of the administration staff for maintaining confidentiality. This PC is loaded with examination software which provides analysis like student eligibility, passing percentage subject wise, overall passing percentage, etc.</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Sangeeta Mhatre	Workshop on revised syllabus of TYBMS	MMK College	300
2018	Poonam Lad	One day workshop on syllabus revision	SIES College of Arts ,Science and Commerce	500
2018	Adv. Minal Sharma	Workshop for UGC Net on Teaching and Research Aptitude	Jitendra Chauhan College of Law and UPG College of Law	2020
2019	Babita Kanojia	International Conference on "Evolving Trends and Practice in Managing	St. Francis Institute of Management and Research	1700

		Business"		
2019	Babita Kanojia	International Conference on Business and Management - International Organisation of Scientific Research	Deccan Education Society's Navinchandra Mehta Insitute of Technology and Development	1900
2018	Aarti Ahuja	Workshop on Avishkar Research Convention	Department of Students Development-UOM	300
2018	Adv. Minal Sharma	One day multi disciplinary International conference on "Sustainability a globalised world"	M.L Dahanukar College of Commerce	1500
2018	Aarti Ahuja	One day multi disciplinary International conference on "Sustainability a globalised world"	M.L Dahanukar College of Commerce	1500
2018	Shahid Ansari	One day workshop on revised syllabus for TYBCOM in the Subject of "Indirect tax"	Valia College of Commerce and Arts in association with University of Mumbai	400
2018	Sameer Gandhi	One day workshop on revised syllabus for TYBCOM in the Subject of "Indirect tax"	Valia College of Commerce and Arts in association with University of Mumbai	400
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Faculty Enriching Programme	For non-teaching staff	31/07/2018	31/07/2018	18	2

for
teaching
and non-
teaching
staff-
Seminar on
' Image En
hancement'
by Miss
Greshma
Thampi

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Program conducted by Mumbai University	1	05/10/2018	02/11/2018	28
Refresher Program Conducted by Mumbai University	1	12/10/2018	01/11/2018	21
Orientation Program conducted by Mumbai University	1	28/05/2018	23/06/2018	27

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	21	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Advance Salary - Maximum of one-month advance salary is paid in case of emergency.</p> <p>Medical - In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.</p>	<p>Advance Salary - Maximum of one-month advance salary is paid in case of emergency.</p> <p>Medical - In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.</p>	<p>Fees concession - All sections of the college are unaided. Based on request of the students, the fees of students are reduced or waived. For the present year college has waived a total fee of Rs.1,19,000/- for 18 students. Government - The college also</p>

propagates welfare scheme supported by Government for minorities, economically weaker section, SC/ST/OBC. For the present year received

- Post Matric Scholarship Schemes Minorities - 8 students
- State Minority Scholarship Part II - 2 students
- Rajashri Chatrapati Shahu Maharaj Shikshan / Shulkh Shikshyavrutti Scheme - 2 students
- State Government Open Merit Scheme - 2 students

Insurance Cover - The college has also taken Yuvaraksha Scheme for all its students from Oriental Insurance Co Ltd. The college has paid an annual premium of Rs. 25960/- towards it. The insurance policy provides the following contingencies in case of accident

1. 100 coverage in case of sad demise of the insured
2. 100 coverage for permanent disability (Disability means loss of limbs, loss of eye sight or paralysis)
3. 100 coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expense of doctors' fees

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.1 Institution conducts internal and external financial audits regularly - (with in 100 words each) The degree college accounts are centrally managed along with the accounts of other educational institutes run by the organization i.e. pre-primary school, primary school, secondary school, Junior College (Versova), Junior College (Malad), Law College (Malad) and the trust account's.

Internal Audit - The head accounts monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified immediately. Also large and important purchases for degree college are done through the purchase committee. External Audit - The Accounts Department is conducting external financial audit of all the institutes through Pradeep Chaudhary Co at the end of every financial year.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
University of Mumbai	29880	For NSS Regular Activities / Special Camp
View File		

6.4.3 – Total corpus fund generated

29880

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	Yes	Structural Audit done by Sagar Building Engineers	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> • 1st Year Orientation – 25th August 2018 • 2nd Year Orientation – 14th July 2018 • Parent Teachers Meeting for (Second Year Students Parents) – 15th December 2018 • Parent Teachers Meeting for (First Year Students Parents) – 12th January 2019
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6.5.3 – Development programmes for support staff (at least three)

<p>21st June 2018 – On 'WORLD YOGA DAY' – Workshop on: "Meet the soul Yogasanas by Mr. Ramesh Kumar Singh for Teaching Non-Teaching Staff 30th June 2018 – Seminar on 'Image Enhancement by Miss Greeshma Thampi – Faculty Enriching Programme for teaching and non-teaching staff</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Contribution towards society Kerala Flood Relief – The College in association with 'Ekta Manch' (a registered NGO) helped distribution of 4500 packages which included (Food item/ Utensils/ Dry snacks) to needy families. These packets were distributed directly to the affected families. One of degree college teachers Asst. Prof. Surendra Chaudhary was part four members which physically distributed the goods. 2. Introduction of Post-Graduation Course The college has also started M.COM section. The first batch started in AY2017-18. 3. Promotion of Research Culture The College to promote research culture conducted International Conference on 16th March 2019 with the theme on 'World Road to Cashless Economy'. The international Conference had an impact factor of 7.36.</p>

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Enriching Programme for Teaching Non-Teaching Staff "Session on Image Enhancement"	30/06/2018	30/06/2018	30/06/2018	29
2018	Faculty Enriching Programme : Workshop on "NAAC Way Forward"	04/07/2018	04/07/2018	04/07/2018	25
2018	One Day Workshop on "Framework for Data Collection and Analysis in social science research"	07/07/2018	07/07/2018	07/07/2018	21
2018	Session on" Campus to corporate"	31/07/2018	31/07/2018	31/07/2018	73
2018	Seminar on "Invest to create Wealth-- Start Early"	03/08/2018	03/08/2018	03/08/2018	48
2018	Faculty Enriching Programme :Workshop on " Digital Retrieval"	04/08/2018	04/08/2018	04/08/2018	18
2018	One day National level Workshop on "Expanding Emotional Intelligence for Professors"	25/09/2018	25/09/2018	25/09/2018	56
2018	Session on "Right To Information Act"	14/01/2019	14/01/2019	14/01/2019	75

2018	Expert talk on 'Start Up India'	28/01/2019	28/01/2019	28/01/2019	59
2018	Session on "Training on Wealth Habits for Youth"	30/01/2019	30/01/2019	30/01/2019	76

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Session on 'Quest for Women's Safety Security by WDC (Women Development Cell)	24/07/2018	24/07/2018	74	36
Session on Gender Sensitization	28/09/2018	28/09/2018	16	11
Three Day Self Defence Training Workshop for Girls	01/10/2018	03/10/2018	161	Nil
Expert Talk on Women's Rights	05/02/2019	05/02/2019	80	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives 1) Percentage of power requirement of the College met by the renewable energy sources: NIL 2) Percentage of annual lighting power requirements met through LED bulbs: The total lighting power requirement for college is fulfilled through 1088 lights, out of which the 583 lights are LED bulb which accounts for 53.5 percentage. 3) Environmental Consciousness and Sustainability To contribute towards Sustainable development and because of environmental consciousness the college has taken some steps as follows: 1) The canteen and garden waste is collected on regularly basis and transported to municipality daily. 2) Outside every class room a cut-out is displayed stating which is an efficient way to limit electric usage in the class room when not in use. 3) Paper waste generated is collected and then at the end of academic year it is sold to old scrap paper collector in the vicinity. 4) For project submission for students the use of plastic files is restricted. 5) Students of

SYBMS semester III prepare projects on environmental management (as per curriculum). 6) In order to reduce the ecological footprint, staff use lift only for going to upper floor and not for going down the floor (except in emergency). 4) To increase awareness among students following activities were conducted: 1) Essay Writing Competition on Topic Fate of Plastic Ban was organised on 27-06-2018. 2) Tree Plantation Drive was organised on 07-07-2018. 3) Poster making and Skit Competition-Theme: Poverty, Population and development on account of World Population Day was organised on 11-07-2018. 4) Students collected PET bottles from the beach as a part of Swachh Bharat Abhiyan initiative on 16-08-2018. 5) Anti-Plastic Campaign was organised on 08-09-2018. 6) Activity of Distribution of cloth bags for Plastic Free Society was organised on 26-09-2018. 7) PowerPoint Presentation Competition on Save every drop of Water was organised on 26-09-2018. 8) Performing Arts Competition: Street Play-Theme-Solid Waste Management was organised on 29-09-2018. 9) Swachhta Awareness Drive was organised on 01-10-2018. 10) Rally for World Fisheries Day was organised on 21-11-2018. 11) Students participated in Walkathon- Walk Towards A Healthy Organic Future on 23-12-2018.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	25/06/2018	225	Dignity Enrichment Centre	College provides infrastructure premises for recreational activities to senior citizens.	15

2018	1	Nil	26/06/2018	1	Seminar on "Anti Drug Day Awareness on account of ANTI-DRUGS DAY	Awareness raised among students about effects of drug addiction.	94
2018	1	Nil	29/06/2018	1	Session on Cinema Appreciation	Students of BMM (Bachelor of Mass Media) were taught the importance of Cinema appreciation.	32
2018	1	Nil	12/07/2018	1	Workshop on E-Filing of Income tax Returns	Students were taught the importance of E-filing of Income tax Returns.	103
2018	1	Nil	19/07/2018	7	Health awareness session - Diabetes Check-up was organized in the Degree College.	Students got diagnosed and understood the importance of screening.	252
2018	Nil	1	23/07/2018	1	EID MILAN was organized in Guru Har Krishan Education Society, Bandra	Harmony, cultural values developed.	22
2018	1	Nil	23/07/2018	1	Workshop on Acting, Dancing and Perso	Various courses of acting, dancing and	84

					nality Grooming by Indian Television Academy School	overall personality were introduced to students.	
2018	1	Nill	25/07/2018	1	Workshop on Building Emotional Wealth(Student Development Programme)	Students were taught the importance of Emotional Intelligence in life.	116
2018	1	Nill	31/07/2018	1	Workshop on " Campus to Corporate	Students were taught the importance proper and effective soft skills and business etiquettes in corporate life.	154
2018	1	Nill	02/08/2018	1	Guidance lecture on Pulse Polio Drive	Students were informed about the Polio disease and precautions to be taken to protect self from polio.	61

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics Code of conduct for various stakeholders	05/09/2018	The Governing Council of the trust through the Principal shall see that the service rules are followed as well as adhered to the letter and

spirit of the code of conduct by all the employees. Every employee of the Institute shall be governed by the code of conduct, as specified in this chapter, and every such employee shall be liable to the disciplinary action, for the breach of any provision of the code of conduct. The Principal shall initiate disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an Inquiry Officer to conduct the inquiry of the charges.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on :“Meet the soul Yogasanas for Teaching Non-Teaching Staff, on account of INTERNATIONAL YOGA DAY	21/06/2018	21/06/2018	48
Essay Writing Competition on Topic Fate of Plastic Ban	27/06/2018	27/06/2018	22
Session on Cinema Appreciation	29/06/2018	29/06/2018	30
Faculty Enriching Programme for teaching and non-teaching staff - Workshop on 'Image Enhancement	30/06/2018	30/06/2018	23
Tree Plantation Drive	07/07/2018	07/07/2018	20
Poster making and Skit Competition- Theme: Poverty, Population and development on account of World Population Day	11/07/2018	11/07/2018	22
Workshop on E-Filling of Income	12/07/2018	12/07/2018	100

tax Returns			
Chess and Carrom Trial (for UOM Youth Festival Selection)	13/07/2018	13/12/2019	40
College provides infrastructure premises for recreational activities to senior citizens.	25/06/2018	17/06/2019	30
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Initiatives by College towards Sustainable Environment Clara's College of Commerce plays an active role in taking numerous initiatives to make its campus eco-friendly. College staff and students together adopt the policy of reduce, recycle and reuse in general to accomplish this goal. The following eco-friendly steps are in use in our college. 1) In order to reduce the ecological footprint, staff members use lift only for going to upper floors and not lower floors (except in emergencies). 2) We practice to save electricity as much as possible like -turning off the computer after use, switching off the lights and fans when they are not in use. 3) A main switch is provided outside every classroom to switch off the lights and fan after the lectures. 4) Provision of separate dustbin for wet and dry waste is provided for waste management in canteen. 5) Paper waste generated (old newspaper, answer sheets, office wastepaper etc.) is collected and then at the end of academic year it is sold to old scrap paper collector in the vicinity. 6) Parking slots are allotted for Bicycles.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No. 1 1. Title of the Practice: Triple Bottom Line Practice 2. Objectives of practice: • To focus not only on learning but also on implementing what is learnt. • The triple bottom line focuses and aims to measure the financial, social, and environmental performance of a student over time. • To engage students in the teaching/learning process and encourages personal and collective responsibility. • To achieve Holistic education aims at helping students are the most that they can be. Education with a holistic perspective is concerned with the development of every persons intellectual, emotional, social, physical, artistic, creative and spiritual potentials. • To understand Principles of Management through Cultural Events. 3. The Context Education is no longer just about learning tangible and measurable skills. Our past educational paradigms relied on the "average" measurements and standardization. Children were prepared to memorize information and then take placement examinations. Today, parents and educators alike want more from their children's education. They are looking for an approach to education that is in tune with each child's unique needs and skills, and one that prepares the child to become a well-rounded adult. As such, holistic education is based on the idea that children can be taught in a more natural and engaging way. Rather than compartmentalizing school subjects, the holistic approach seeks to empower children to use their academic learning as a foothold for their emotional and social development. As one of the goal for this practice was to make the students aware about the importance of Holistic approach along with academic development. 4. The Practice Under the holistic social development, there has been coverage of seven critical areas: Education, personal development,

therapeutic intervention, cultural activities, entrepreneurial development, sport and recreation and reintegration back into the society. The main services that need to be implemented in order to bring about holistic social development are:

- 1) Developmental in nature: The strategies should be developmental in nature, what are the main strengths and what are the main weaknesses should be analyzed within a student, how to build up the competencies within them, encourage trial and error learning as a method to grow and widen their knowledge levels, as well as foster a strong belief of potential within not only the individual but within the whole family system.
- 2) Restorative and rehabilitative: There have been number of students who commit illegal acts, crimes, and face judicial charges and penalties such kinds of individuals who have come into conflict with the law need to make corrections and devise means to frame their lives and behavior in a systematized and an organized manner. These individuals should learn to distinguish between what is correct and incorrect.
- 3) Effective communication: Every individual irrespective of gender, caste, class, ethnicity, race, religion or level of education should learn to establish effective means of communication, there have been certain ways of communication and an individuals should learn those, he should be aware regarding the grievance redressal systems, how to communicate about his problems and difficulties. These can be restorative, rehabilitative and improve their social functioning abilities, when they are reintroduced within the society. In order to acquire a good educational qualification, to obtain a good job opportunity, to develop a social network and even to maintain effective relations with the family members, an individual has to be well equipped with the communication skills.
- 4) Multi-disciplinary approach to programs: A multi-disciplinary approach is used in the case of holistic social development of the individual such as counseling and guidance programs, therapies, rendering a positive approach and service and when evaluating each child in a holistic manner. For example, when an individual graduates from school, he needs to seek admission into a good course, good educational institution in order to fulfill his required goals and objectives, for that purpose he seeks career counseling from a counselor, who has specialized in the field of career counseling regarding which program he should take up, what are the reputed institutions that offer this program and all these factors are on the basis of his grades therefore, in order to lead to holistic social development, a multi-disciplinary approach should be followed.
- 5) Providing individuals with alternatives: One choice, one selection and only one alternative available does not always work, therefore, mainly in the case of one's educational and job opportunities an individual should have at least two or three alternatives in front of him for example, a student is from a science stream, either he can pursue medical, or engineering or graduation in Chemistry or any other science subject. Alternatives make a person feel at ease that incase one thing does not work, he can opt for the other.
- 6) Encouraging individuals to participate: As it has been stated in the above point that effective communication is essential for a person to enhance his aptitude, skills, abilities as well as qualifications, in the same manner, individuals should be encouraged to participate in various functions, activities, jobs, tasks, utilities, occupations or social gatherings. It is in one's own development that allows them to take ownership of their circumstances participation also provides information to the individuals about vital decision making skills and make sure that they are committed to their own development.
- 7) Developing Leadership and Team Building Skills: - Any academic qualification is incomplete without the accomplishment of Soft skills. We at Clara's College of Commerce focus to develop academic as well as the practical level of learning by conducting seminars and workshops for the smooth conduct of the professionalism of students.
- 8) Focusing on the importance of local language for community trade: - Language plays a very essential role in the spread of communication and professional growth. We at Clara's College of Commerce not only focus on the

teaching and learning of English, Hindi and Marathi languages but also take active participation to inculcate the importance of Koli language as it is the local language of Versova. 9) Providing Choice Based Syllabus:- As per the University grants Clara's College of Commerce has come up with the Choice Based Credit System (CBCS) programme in which the students have a choice to choose from the prescribed courses, which are referred as core, elective or minor or soft skill courses and they can learn at their own pace and the entire assessment is graded-based on a credit system. The basic idea is to look into the needs of the students so as to keep up-to-date with development of higher education in India and abroad. CBCS aims to redefine the curriculum keeping pace with the liberalisation and globalisation in education. CBCS allows students an easy mode of mobility to various educational institutions spread across the world along with the facility of transfer of credits earned by students. 10) Evidence of Success :- With the goal of educating the whole child, holistic education promotes several strategies to address the question of how to teach and how people learn. First, the idea of holism advocates a transformative approach to learning. Rather than seeing education as a process of transmission and transaction, transformative learning involves a change in the frames of reference that a person might have. Second, the idea of connections is emphasized as opposed to the fragmentation that is often seen in mainstream education. Students actively participated in arranging and managing the college cultural events. This helped them develop their own knowledge and experience. Large numbers of students take up a leadership hold in arranging the events with the help of teachers and college authorities. In holistic education, the teacher is seen less as person of authority who leads and controls but rather is seen as a friend, a mentor, a facilitator, or an experienced travelling companion.

6. Problems Encountered and Resources Required

Problems Encountered

- Parents are inquisitive to know what is happening inside the classrooms giving least importance to other activities.
- Learning tends to stop when the College gets over.
- Absence of an inter-disciplinary approach that helps builds stronger concepts and skills that last for life.
- Assessment is still at a level of 'Do more Work hard.'
- This clearly depicts that trainers, just like parents and students of today, are seeking progressive changes.

Resources Required

- Proper guidance can be a stress buster.
- Skill development is the need of the hour.
- Competing against ones foes can be a confidence booster.

Best Practice No. 2

1. Title of the Practice: To inculcate Social Conscience among students (Roti Bhaji Yojana)

2. Objectives of Practice:

- To increase the charitable values among students.
- To aware students about their social responsibility.

Though the College is greatly involved in social activities but to inculcate the idea of sharing in students, this practice has been started.

3. The Context: Clara's College is situated in western Mumbai where the people living in slums are considerably high. Many people don't have access to proper food on daily basis. To solve such hunger problem of underprivileged people, the college has come up with

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://claracollegeofcommerce.edu.in/pdf/Best%20Practices%202018-19.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

CLARA'S COLLEGE OF COMMERCE 7.3 INSTITUTIONAL DISTINCTIVENESS We, at Clara's College of Commerce, have been on a journey of achievements. We continually strive to work towards this goal. A big honour for Claras College of Commerce was Mumbai University Dept. of student development organized Zonal / District Level 51st Inter Collegiate / Institute / Department Cultural Youth Festival

for Performing Arts Events for Mumbai III Zone for the first time in the Law College of Children Welfare Centre Law College. Kerala Flood Relief Rally was organised by our Institute and goods worth Rs. 15 Lakhs were dispatched and distributed at site affected areas. Fun N Fair was organized for the underprivileged children. A programme conducted to bring a flow of happiness and enjoyment comprising games, cultural events and many more facilities. Tribute was paid to the Martyrs of Pulwama Terror Attack on the ground of Claras College of Commerce. Communal harmony week was celebrated by Clara's College of Commerce. Every year we take an initiative of helping the needy people from schools of mentally challenged children, normal schools in remote villages at Andheri, Mandhve, Wada Kumbroshi, Khandala, Pachwad, Kharoshi, Gogve and many more. Clara's College of Commerce took an initiative of providing life saving boat at Venna Lake, to Mahabaleshwar Trekkers Group. We took an initiative for helping the labourers whose huts were severely damaged in fire. Students collected PET bottles from the beach as a part of Swachh Bharat Abhiyan initiative. Institution was selected as a venue to conduct ward level Chess competition by the District sports office (DSO) Mumbai. Degree College boys' football team won 4-0 against Anandibai Damodar Kale College (Borivali). Medical Camp is organised every year by Clara's College of Commerce. Versova Beach Cleanup was done by students of Clara's College of Commerce. Institution was selected as the main centre for conducting HSC Examination - 2019 by the Divisional Secretary S.S.C and H.S.C Board Mumbai. Nearly 1150 students appeared for the examination at the centre. Clara's College of Commerce organized One Day International Multi - Disciplinary Conference on the theme "World Road to Cashless Economy". Certificate Course for Holistic Development of Students was conducted. At Claras College of Commerce, students are encouraged, guided and trained to take part in various activities and events organised at different academic levels, helping them to nurture their inner qualities, skills and express the same through various platforms. Students of Claras College of Commerce performed at the 50th Youth Fest celebration in Mumbai University.

Provide the weblink of the institution

<http://clarascollegeofcommerce.edu.in/pdf/7.3%20Institutional%20Distinctiveness%202018%20-%202019.pdf>

8.Future Plans of Actions for Next Academic Year

1. Departments will be encouraged to start certificate courses for building employability skills for the students. 2. To strengthen Alumni Association and increase alumni-student interaction. 3. College will focus on improving the learning outcomes by inviting eminent scholars and industry professions for guest lectures. 4. To make the students ready for the job and market-oriented by organising Industrial Visits and conducting various programmes for enhancing their skills. 5. The college will focus on conducting activities and programmes focussing People and Planet involving the students and the faculties on the Triple Bottom line concept which consists of social equity, economic, and environmental factors for sustainability.