



**CHILDREN WELFARE CENTRE**  
**Clara's College of Commerce**

(Affiliated to University of Mumbai and NAAC Accredited )

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - [claracollegeofcommerce.edu.in](http://claracollegeofcommerce.edu.in)

# Academic Year

## 2019-20





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## Action Taken Report (on IQAC meeting held on 22.06.2019)

1. To discuss about the activities of the Academic Calendar 2019-20.

IQAC coordinator was asked to prepare the academic calendar. According to it, important events, curricular, co-curricular, extra-curricular and extension activities were prepared. Respective Departments and Committee in charges were asked to plan the activities as scheduled in terms of requirements, resource persons, availability of the Seminar hall etc., well in advance. They were also informed to prepare the duty chart for the smooth conduction. It was unanimously decided to maintain a separate data for reports in soft copy and hard copy.

2. To submit the Criterion work of AQAR 2018-19.

A review meeting was planned with all the Criterion in charges and members to discuss the issues and problems associated with their Criterion work. Seven Criteria in charges presented the progress of evaluative report. Every Criterion in charge was also suggested to collect the documents related to their Criterion. IQAC Coordinator has also provided the Criterion wise list of documents to be collected, it was accepted and approved unanimously and month's time was given to complete the evaluated work:

3. To discuss on Certificate courses and workshops.

Certificate courses such as "Soft Skill Development was planned in the Academic Year 2019-20. Various workshops and sessions such as Mentoring for Excellence, Innovative Teaching Method, Learner Dynamics, Best Practices were planned for the Academic Year 2019-20 to facilitate teaching and learning.

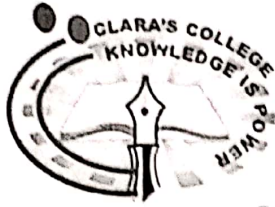
4. To discuss the Students Satisfaction Survey, Academic Audit and Activity Audit.

With changes in regard to new NAAC methodology, Student Satisfaction Survey which was part of A & A Process was discussed. The questionnaire of Student Satisfaction Survey shared by NAAC was framed and how to implement the same was opinioned so that system can be more robust and ready for the new process. As per the NAAC mandate for AAA Audit, it was decided to have Academic and Administrative Audit based on new NAAC methodology in the month of September, 2019

  
IQAC Coordinator



  
Principal  
Claras College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai-400 061



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## Action Taken Report

(on IQAC meeting held on 07.09.2019)

1. The action taken report on the resolutions passed in the last meeting held on 22 June, 2019 presented by the IQAC coordinator and accepted by the IQAC. As per the resolution activities as planned in the Academic Calendar 2019-20 were held as schedule. As per the resolution all the criterion In charges has submitted the work allotted to the IQAS
2. As per the resolution Academic Audit and Activity audit were conducted on 7th September, 2019 of all the Departments. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
3. To approve the draft of AQAR for session 2018-19 to be submitted to NAAC. The draft of AQAR prepared by IQAC was presented by IQAC coordinator. Committee suggested minor changes in the draft noted by the IQAC coordinator. The IQAC coordinator is empowered to prepare final AQAR and submit it to the NAAC.

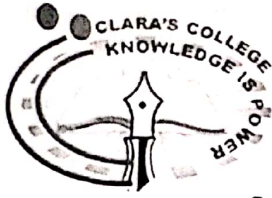
**IQAC Coordinator**



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**Action Taken Report**  
**(on IQAC meeting held on 17.12.2019)**

1. Criteria wise queries were addressed and Criteria heads were provided with the necessary information required filling up of AQAR.
2. The criteria heads were provided with list of documents that would be required for each criteria.
3. For better coordination and supervision Google link was created for uploading of Criteria documents, which can then be accessed by all staff members.
4. Criteria wise marks/ weightage was discussed and each criteria head was made aware of key criteria points to focus upon.
5. Each staff members were asked to submit research papers individually and also prepare research papers co-authored with students.

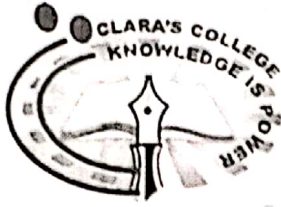
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## Action Taking Report

### (IQAC Meeting held on 05.03.2020)

#### Points Discussed:

IQAC Co-ordinator read out the minutes of the meeting, held on 18.01.2020. IQAC Co-ordinator Dr Mamta Rajani, started the meeting by reading agenda of the meeting

1. Discussion on activities and compilation of records conducted in second term.

All the planned activities were completed and documented by the respective committees.

2. Discussion on uploading documents of AQAR 2018-19 in NAAC Portal.

Documents of AQAR 2018-19 in NAAC Portal were uploaded.

3. Progress of work done for Academic & Administrative Audit 2019-20.

The work of Academic & Administrative Audit for the Academic year 2019-20 is in progress.

4. Planning on strengthening the Feedback process system 2019-20.

Feedback analysis reports were submitted by the concerned faculty In charges on 31<sup>st</sup> March 2020

Feedback Category	Faculty Incharge
Students Feedback	Amit Bansod & Reteesh Singh
Alumni Feedback	Sameer Gandhi & Poonam Lad
Teachers Feedback	Amit Bansod & Reteesh Singh
Employer Feedback	Sameer Gandhi & Poonam Lad

5. Discussion on Criterion wise indicators & progress for strengthening Key Indicators prescribed for affiliated colleges by NAAC with reference to SSR.

Road map for strengthening the key indicators of all the criteria's was prepared. Activities were planned for strengthening the key indicators as provided in the NAAC manual. Discussion and recommendations on the basis of SWOT analysis on all the key indicators were carried out.

#### Key Indicators:





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## Criterion I

- Curriculum Planning and Implementation
- Academic Flexibility
- Curriculum Enrichment
- Feedback System

## Criterion II

### Key Indicators:

- Student Enrolment and Profile
- Catering to Student Diversity
- Teaching-Learning Process Teacher Profile and Quality
- Evaluation Process and Reforms
- Student Performance and Learning Outcomes
- Student Satisfaction Survey

## Criterion III

- Key Indicators:
- Resource Mobilization for Research
- Innovation Ecosystem
- Research Publications and Awards
- Extension Activities
- Collaboration

## Criterion IV

- Key Indicators:
- Physical Facilities
- Library as a Learning Resource
- IT infrastructure
- Maintenance of Campus Infrastructure

## Criterion V







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## Key Indicators:

- Student Support
- Student Progression
- Student Participation and Activities
- Alumni Engagement

## Criterion VI

### Key Indicators:

- Institutional Vision and Leadership
- Strategy Development and Deployment
- Faculty Empowerment Strategies
- Financial Management and Resource Mobilization
- Internal Quality Assurance System (IQAS)

## Criterion VII

### Key Indicators:

- Institutional Values and Social Responsibilities
- Best Practice
- Institutional Distinctiveness

### 7. Discussion on teaching/non-teaching staff development activities.

- Teachers' participation in workshops, conferences, seminars, orientation programmes, refreshers courses, of the respective subject in the coming academic year 2020-21 should be increased.
- A session was organized on Effective Documentation System for Non-Teaching staff.
- National conference was hosted by the institution.

### 8. Discussion on progress of on-house Certificate Courses.

The certificate course in Campus to Corporate was conducted.

### 9. Panning for strengthening Alumni involvement.





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Following activities were carried out for strengthening alumni association and increasing alumni-student interaction:


- Legal Aid Centre was formed to render help to the communities by providing legal advice services.
- Session on Career Success Mantra in collaboration with Placement Committee was organized.

10. Any other matter with the permission of the chair.

Students participated in intercollegiate event in the area of sports.

  
IQAC Coordinator



  
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