



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

Academic Year 2018-19





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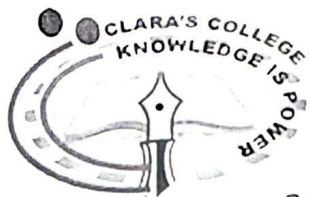
IQAC - Action Taken Report

Meeting conducted on 4th July, 2018

- Resolved that minute of last meeting of IQAC be confirmed. Further resolved that criterion wise standing committees was constituted, for a period of two years, for suggesting benchmarks for teaching-pedagogies, research quality standards, administrative-processes and extension-cum-social interface. All the Criteria were discussed and roles and responsibilities for achieving the task was assigned.
- Resolved that all the events and activities as planned were discussed with the Coordinators and Staff members and the resources required to be planned in for smooth conduction of all the activities.
- Resolved that Annual Quality Assurance Report (AQAR) for academic year 2018-19 be approved by the Director, IQAC be authorized to submit the same to NAAC. Bangalore, at the earliest, on incorporation of necessary suggestions. For timely submission all above committees be requested to at least submit their respective first interim-report within three months for consideration of IQAC in its next meeting.
- Resolved that all members of IQAC be requested to send their timely suggestions to Director-IQAC as and when they deem it necessary for the overall quality enhancement. The teaching fraternity of the college be motivated and trained to remain quality conscious while delivering in terms of modern and students friendly teaching-practices, high quality research publications and consultancy and extension activities for better social-institutional interface. It was specially emphasized that the college website is a window to outside world and the same be updated consistently.



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- Placement Committee was asked to complete the scheduled activities for the Academic Year 2018-19
- IQAC Incharge shared all the activities that have been initiated and completed in 2018-19
- A number of Seminars, Workshops and Sessions at different levels have been conducted by all the departments. All the Conveners were asked to complete all the activities as planned.
- IQAC has organized the following events in this regard: NAAC Accreditation Process: 'A tool for quality improvement' on 7th March, 2019, Session on "Time Management for effective learning" for students was organised on 8th March, 2019 Seminar on Intellectual Property Rights Challenges and Issues was organised for the students on 9 March, 2019, Career Orientation Programme: "Connecting Career to life" for the students was organised for the students on 11th March, 2019, Session on GST and Impact of budget 2019 on India's Economy for students was organised on 6th Feb, 2019 Training on wealth habit for Youth was organised for the students on 30th January, 2019
- Workshop on the theme" NAAC Accreditation Process: A tool for quality improvement" on 7th March, 2019 was organised for the staff to understand the process of NAAC and how the work should be carried by Criterion In charges for completing SSR and AQAR was discussed. Formats of AQAR and SSR Criterion Wise were provided to the Criterion In charges. For completing the above work review meeting with the Criterion members was planned within 15 days to know about the status of work completed and discuss any problem associated with the work
- Coordinators and teaching staff of all the Departments were suggested to share the Best Practices for the Academic Year 2018-19. Planning to be made for the Best practices to be followed in new Academic Year 2019-20
- Feedback process for the second term was planned and date for its execution was scheduled on 22 March, 2019 and to be completed by 30th March, 2019.




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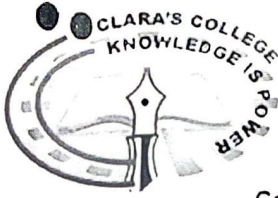
IQAC - Action Taken Report

MEETING HELD ON 26th MARCH 2019

- Formats for Departmental and Activity Reports were provided to the Coordinators and Activity In-charge and asked to submit the reports by 25th June 2019.
- Review meetings were conducted with all the Criterion In-charge by the Principal and IQAC. All the queries and doubts related to their criterion were timely solved. Submission of final draft of AQAR 2018-19 was unanimously decided and all members have decided final submission of AQAR by 20th May 2019.
- Criterion wise committees were formed and experts were invited to explain the process of documentation and how to carry the work and compile data for SSR as per new guide lines of NAAC.



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IQAC - Action Taken Report

IQAC MEETING HELD ON 27th APRIL 2019

- All the members of IQAC discussed the strength and weaknesses of the institute and based on it following Plan of Actions were formulated:
 1. To conduct workshops and seminars for enhancing the quality of teaching and learning.
 2. To conduct Academic and Administrative Audit.
 3. To upgrade infrastructure of the college.
 4. To conduct Certificate Courses.
 5. To strengthen the Mentoring System.
- All the Course Coordinators, Criterion In charge and members were informed to suggest activities to be conducted for the Academic Year 2019-20. Academic Calendar was submitted on 20th May 2019.
- As some members of the existing IQAC committee were left the institution, new IQAC Committee was formed for the Academic Year 2019-20.
- From the academic year 2019-20 the system of upgrading the website was changed. Proper channel for documentation of reports was discussed and thrust was given to regularly updating the website.



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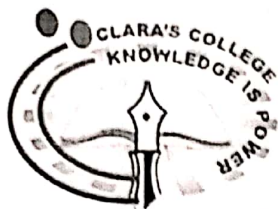
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Academic Year

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




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Action Taken Report

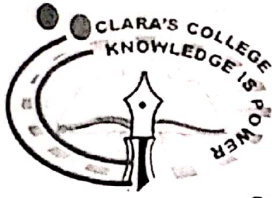
(on IQAC meeting held on 07.09.2019)

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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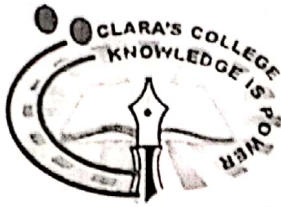
Action Taken Report
(on IQAC meeting held on 17.12.2019)

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 31st March 2020

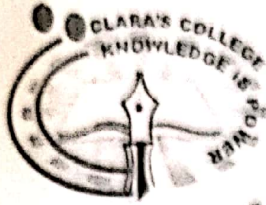
Feedback Category	Faculty Incharge
Students Feedback	Amit Bansod & Reteesh Singh
Alumni Feedback	Sameer Gandhi & Poonam Lad
Teachers Feedback	Amit Bansod & Reteesh Singh
Employer Feedback	Sameer Gandhi & Poonam Lad

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.

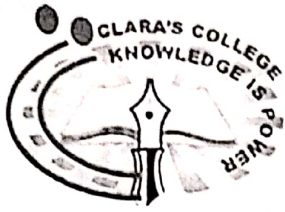
- Teachers' participation in workshops, conferences, seminars, orientation programmes, refreshers courses, of the respective subject in the coming academic year 2020-21 should be increased.
- A session was organized on Effective Documentation System for Non-Teaching staff.
- National conference was hosted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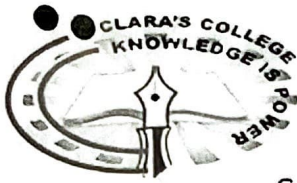
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Academic Year

2020-21



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Action Taken Report (on IQAC meeting held on 27.02-2021)

- The work of updating college website was underway (in progress) so as to upload NAAC related pending documents.
- Format was to be prepared to conduct Academic and Academic and Administrative Audit.
- Instructions were given to the feedback team to conduct online feedback of the teachers for the year 2020-21.
- It was informed to all the criteria incharges and members to complete the work of AQAR 2019-20.
- The president of Alumni Association Mr. Sushant Redkar agreed to conduct a webinar on Digital Marketing.
- Google Drive was created to collect and maintain data and documents for NAAC.
- IQAC has organized online webinar on "Revised NAAC Assessment and Accreditation".
- Criteria incharges and committees have organized online webinars and activities on zoom app.
- College participated in workshop in Avishakar Research Convention held on 24th March 2021.
- A session on Anti-Ragging Awareness was conducted online on 20th March 2021.



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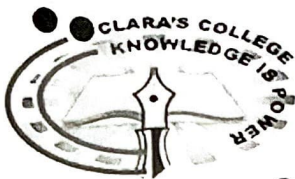
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Action Taken Report **(on IQAC meeting held on 31.03.2021)**

- Responsibility was assigned to Mr. Shripad Joshi to collate all documents of activities conducted and to be conducted in the academic year 2020-21 through google form.
- Mr. Shripad Joshi has also given responsibility to collate documents and files of the conducted activities during 2019-20 in order to upload AQAR for the year 2019-20.
- Academic Calender for 2019-20 was rectified and updated.
- A short-term certificate course on Personality Development was conducted between 5th April to 14th April 2021.
- IQAC and placement committee has organized IPR and Entrepreneur programme in the month of April 2021.
- Criterion 2 has given the responsibility to conduct Students Satisfaction Survey as per NAAC Guidelines.
- Instructions were given to all criteria incharges to organize pending activities of their criterion for the year 2020-21.
- Excel Sheet was provided to teachers, and committee conveners to incorporate necessary data and information for conducting AAA audit.
- As per student member's suggestion, instructions were given to teachers to send link for online lectures one day before the scheduled lecture.
- International Multidisciplinary online conference on " Impact of COVID-19 on Sustainable Development" was organized on 20th April 2021.
- Intercollegiate Drawing Competition on the theme "Caretakers of Nature" was held on 3rd April 2021.
- Due to Covid-19, online examinations of all classes were conducted with the help of Think Monk Edu Tech Pvt. Ltd.



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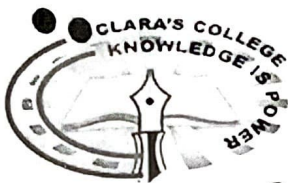
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Action Taken Report (on IQAC meeting held on 29.05.2021)

- AQAR 2019-20 should be submitted to NAAC before 15th June 2021.
- All necessary documents should be kept ready for uploading on website.
- All documents were collated for activities conducted in the academic Year 2020-21 through google forms.
- Instructions were given to all criteria incharges to organize and conduct activities and programmes as per the requirement of NAAC during the academic year 2021-22.
- It was decided to conduct online lectures on google classroom.
- It was informed to all departments and committees to conduct at least 5 activities during the year 2021-22.
- The work of Academic and Administrative Audit was in progress.
- Self appraisal forms were given to teachers and office staff to collect individual data and achievements.
- Request was made to Alumni Association to conduct one more activity /webinar for students.
- National level Quiz competition on the occasion of World Environment Day was conducted on 5th June 2021.



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Action Taken Report (on IQAC meeting held on 11.06.2021)

- Academic calendar for the academic year 2021-22 was prepared by the IQAC and coordinators.
- About 5 activities were planned to be conducted by the IQAC committee and departments in the year 2021-22.
- As per the NAAC requirements, criteria wise activities were planned to be conducted during the year 2021-22.
- Review was taken of work completed for submission of AQAR 2019-20.
- Review of results of various classes for the academic year 2020-21 was taken.
- Admission process was conducted online through creating google form which was made available on college website for admission for the academic year 2021-22.
- Informed all teachers to co-operate Mr. Shripad Joshi in compiling of documents for activities conducted during the academic year 2020-21.
- College has to follow the admission procedure for First year students as per circulars of Mumbai University.



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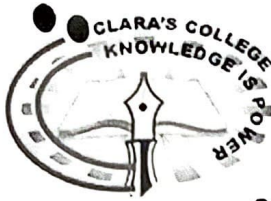
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Academic Year
2021-22



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Action Taken Report (on IQAC meeting held on 28.08 2021)

- Academic Calendar 2021-22 and activities to be conduct throughout the year were discussed and finalized.
- Discussion was also held on criterion wise activities to be conducted in the Academic Year 2021-22 from NAAC point of view.
- Review was taken of activities actually conducted till 28.08.2021.
- AQAR 2019-20 to be submitted to CDC Committee for its approval.
- It was decided to upload all documents related to NAAC and other documents on newly developed college website.
- As per the suggestion of Dr. Dharmadhikari Sir, coordinators and teachers should conduct 2-3 activities related to their respective courses.
- Since the last date of submission of AQAR 2020-21 is 31st December 2021, teachers should keep all documents ready to upload on NAAC portal and college website.



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Action Taken Report (on IQAC meeting held on 29.11.2021)

- Review of activities conducted and to be conducted in the year 2021-22 was taken. Teachers were informed to submit reports of activities conducted immediately.
- New guidelines of NAAC Manual were provided to teachers and also informed them to complete the work of AQAR 2020-21 before 31st December 2021.
- It was decided to organize National Conference on 18th December 2021.
- Review was taken about the work completed for Gender Audit and Academic and Administrative Audit.
- College website should be updated by uploading documents regularly.
- Alumni Association should organize few activities in this academic year like webinars and workshops.
- As per Dr. Ghorude Sir's suggestion, teachers were informed to conduct 2-3 activities related to their courses.
- It was decided to conduct short-term certificate course for students shortly. Teachers were also informed to plan and conduct value-added certificate courses.
- Teachers were informed to collect and preserve last 5 years documents necessary for preparation of SSR.
- Teachers were requested to attend FDP's and also publish research papers. College would reimburse the amount paid by them.
- It was decided to conduct Students Satisfaction Survey and also to take feedback from students, alumni and employer.




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Action Taken Report (on IQAC meeting held on 12.03.2022)

- All the planned activities as per academic Calendar 2021-22 were conducted till 12-03-2022
- Teachers and committees were informed to conduct the remaining planned activities in this academic year
- Criteria incharges were requested to conduct activities related with their respective criterion as per NAAC requirement.
- The work of AQAR 2020-21 was finalized and AQAR would be submitted to NAAC at the earliest.
- Alumni Association president Sushant Redekar informed that they have planned an activity on 'Career in Digital Marketing' for students on 19th March 2022.
- It was decided to formulate new Alumni Committee by incorporating new members. Regular meetings of Alumni Association should be conducted and records of the meeting such as notices, minutes, attendance and photos should be maintain properly.
- Priority should be given to AAA, Gender Audit, SSS and feedback from stakeholders and also five year documentation and data compilation for preparing SSR report.
- It was informed to teachers to share notes with students on google classroom.
- Criteria incharges were requested to submit criteria wise plan of Action to the IQAC for the academic year 2022-23.




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Action Taken Report (on IQAC meeting held on 23.04.2022)

- The link for the Academic Calendar 2022-23 has been shared by Shripad Sir. The faculties and criteria incharges should plan the activities which would gain practical knowledge and hands-on experience to students such as workshops, extension activities, etc.
- Informed to the teachers to conduct certificate and bridge courses for students in the academic year 2022-23.
- Criteria incharges were informed to submit plan of action to the IQAC for the next academic year 2022-23.
- Criteria incharges were also instructed to plan and conduct various activities in the year 2022-23 as per the requirement of the NAAC Report.
- The work of SSR data compilation should start and data should be uploaded on Google Drive.
- The results of FY and SY classes was declared on 10th May and 28th April respectively. Admissions for SY and TY classes were started on 10th May and 28th April 2022 respectively.
- Teachers and office staff was informed to finalize the work of Academic and Administrative Audit at the earliest.
- It was informed to the placement committee to plan and organize intercollegiate job fair in the academic Year 2022-23.
- Teachers were requested to provide subject notes and recorded lectures if possible, to the students on their whatsapp groups.



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Action Taken Report (on IQAC meeting held on 06.08 2022)

- AQAR of 2020-21 was re-submitted after reviewing and incorporating suggestions made by the NAAC.
- Academic Calendar for the academic Year 2022-23 was prepared by incorporating various curricular and extra- curricular activities to be conducted during the year 2022-23.
- It was informed to the Committee about the activities so far conducted till 6/8/2022. It was also instructed to AQAR criteria incharges and committees to organize various activities as per the academic calendar for students and teachers such as seminars, workshop, guest lectures, SDPs, and FDPs.
- Coordinators and teachers were also informed to organize skill based short term Certificate and add-on Courses for the holistic development of students.
- The Last date for submission of AQAR 2021-22 was December 2023. All criteria incharges and their members were informed to prepare their criteria and keep ready all the necessary documents to be uploaded on college website and on the NAAC Portal.
- Teachers were instructed to prepare SSR as per the New Revised Guidelines issued by the NAAC. Hard copies and soft copies of all documents and templates should be kept ready for preparing SSR.
- New committees were formed viz; Media Branding and Promotion, Code of Conduct, Mentoring Committee, etc.
- It was decided to sign more MOUs and to conduct AAA Audit and SSS survey.
- Teachers were requested to published research papers and articles in referred and peer reviewed journals.



Principal

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Action Taken Report (on IQAC meeting held on 20.10.2022)

- Review of Academic Calendar 2022-23 was taken and it is finalized. Various events and activities were conducted as per the academic calendar.
- Short-term certificate and add-on courses, SDPs, and FDPs were organized. Teachers were informed to conduct Short-term certificate and add-on courses and other activities as planned in Academic Calendar 2022-23.
- Examination time-table was prepared. It was decided to conduct ATKT exams of Sem-II and Sem – IV in September and regular exams of Sem-I and Sem - III in the month of November 2022.
- Parents-Teacher meeting was conducted to discuss and inform parents about the performance of students in the examination.
- Teachers were informed to collect the documents for AQAR 2022-23 and start filling the data and information.
- Review of progress of SSR work was also taken
- Teachers and office staff were asked to remain present for extra time in order to expediate the work of preparation of SSR.
- Teachers have conducted extra lectures off-line and on-line for the students of FYBCOM/BMS/BAF/ BAMMC.



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Action Taken Report (on IQAC meeting held on 09.03.2023)

- The IQAC has taken the review of events and activities conducted in the college since 20.10.2022 to 09.03.2023 as per the planned academic calendar.
- Further, the IQAC has informed to the members to conduct the remaining activities as per the schedule till the end of the academic year 2022-23.
- The schedule of Semester I, II, III and IV examinations was declared and these exams would be conducted between 9th March to 26th April 2023.
- The criterion incharges and their members were informed to expediate the work of preparing and completing AQAR 2022-23 without any delay. It was necessary to incorporate the data and information of 2022-23 in the SSR Report.
- It was unanimously decided that unless and until more than 90% work of the SSR is completed, the IIQA should not be submitted to NAAC.
- All teachers should inform and explain the importance of Student Satisfaction Survey (SSS) to students in SSR. Teachers should explain questions of SSS and insist them to give positive response to SSS.
- Decision was taken to collect feedback from all stakeholders like students, teachers, alumni and employers.
- Suggestions were sought from all teachers to prepare action plan for the next academic year 2023-24.
- Some of the features of the National Education policy were included in the AQAR and SSR which were discussed in the meeting.
- The review of work in progress and completed of AAA and other audits was taken and it was informed to speed up the work of audit reports.




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Action Taken Report (on IQAC meeting held on 28.04.2023)

- MH-SET examination was conducted by the college on behalf of Mumbai University on 26th March 2023.
- NSS unit of the college in association with Ekata Manch (NGO) has distributed grocery and other essential materials to the affected people due to the outbreak of massive fire at Appa Pada, Malad, Mumbai, on 9th April 2023.
- The medical camp was organized by the Ekata Manch in association with Clara's College on 14th April 2023. Duties were assigned to all teaching and non-teaching staff at Medical Camp held at open ground of the CWC.
- The Degree Distribution Ceremony was held on 29th April 2023. Degree Certificates were distributed to TYB.Com / BMS / BAF / BAMMC and M.Com students of the academic year 2021-22.
- NEET examination was to be held on 7th May 2023 in the college. Duties were assigned to all teaching and non-teaching staff for conducting NEET examination.
- Result of Sem-I, III and IV was declared on 27th April 2023. Admissions for Third year were in progress, whereas admissions for SY classes will be started in the first week of June 2023.
- Teachers were instructed to complete the work of documentation for SSR at the earliest.
- Academic calendar for the academic year 2023-24 was prepared in which curricular, co-curricular and extra-curricular activities and events to be organized were incorporated by IQAC, NSS, WDC, sports, research and other committees.




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