

1

**CLARA'S COLLEGE OF COMMERCE**  
**Yari Road, Versova, Mumbai.**

**NOTICE**

Notice/12/2021-22


17.08.2021

The meeting of IQAC Committee is scheduled on 28/08/2021 at 1:00 pm through Zoom Platform. The link of the meeting will be shared one day prior the meeting to all the committee members through mail. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on review and progress of activities to be conducted in Academic Year 2021-22
3. Discussion on Criterion wise activities to be conducted for their achievement for the Academic Year 2021-22
4. Submission of AQAR for the Academic Year 2019-20 to CDC
5. Discussion on uploading documents on College website.
6. Discussion on Short term Certificate courses & International Conference to be conducted in A.Y-2021-22
7. Any other matter with the permission of the chair.

  
(Dr. Mamta Rajani)  
IQAC Coordinator

  
(Dr. Gitte Madhukar)  
Principal



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

# Clara College of Commerce

Yari Road, Versova, Andheri West

①

## Minutes of the Meeting 28.08.2021

### Internal Quality Assurance Cell (IQAC Members)

#### Notice:

The meeting of IQAC Committee is scheduled on Saturday August 28, 2021 at 1 p.m. on virtual platform i.e. Zoom.

#### Agenda:

- ✓ To read and confirm the minutes of the previous meeting of IQAC.
- ✓ To review activities to be conducted in an 21-22
- ✓ Discussion on submission of Academic Calender -2021-22 and planning of activities to be conducted in Academic Year 2021-22
- ✓ Discussion on Criterion wise activities to be conducted for their achievement for the Academic Year 2021-22
- ✓ Review of work completed for the compilation and submission of AQAR for the Academic Year 2019-20
- ✓ Any other matter with the permission of the chair.

#### Points Discussed:

1. IQAC Co-ordinator, Dr. Mamta Rajani initiated the meeting by reading out minutes of the previous meeting held on 11<sup>th</sup> June'21 to the IQAC members
2. IQAC co-ordinator took review of activities to be conducted in an 21-22. Teachers are requested to share reports of the activities conducted on time.
3. Dr. Mamta Rajani informed that the College website is functional teachers should upload all the documents time-to-time on website, flyers made for every activity should be uploaded on website in advance. Teachers should ensure, the date of the activities conducted should match with the date mentioned in academic calendar, hence it is necessary for faculty to make the changes in academic calendar timely. Teachers should also ensure that there is uniformity in the format of the reports shared from the NAAC perspective.
4. Mr.Dharmadikari sir has suggested that more course wise activities are should be planned, hence teachers are requested to share atleast 2-3 activities related to their respective courses by Sept. 4 positively. Criteria wise activities should also be initiated and executed timely as mentioned in the academic calendar.
5. AQAR 19-20 submission date is August 31<sup>st</sup> teachers to note and according submit the document by 30<sup>th</sup> August. AQAR 20-21 date in 31<sup>st</sup> December hence teachers should keep the documents ready to upload



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

6. SSR needs to submitted and documents of 5 years needs to be kept up-to date for the same.
7. Short term certificate course to begin shortly, teachers are requested to plan more such value-added certificate courses.
8. Alumni activities to be planned by alumni members for the academic year 21-22. Two -three alumni meetings and 3-4 activities like, workshops, seminar for students to be planned.
9. Feedback of students for 21-22 should focus on alumni and employer along with teacher feedback. Dr. Madhukar Gitte, principal mentioned that alumni members should contribute some donation to the institution as it is NAAC requirement. Teachers should contribute towards conducting student's satisfaction survey with Dr. Babita Kanojia
10. Academic Audit needs to be conducted, gender audit to be submitted by Jisha madam, Retiesh sir, Minal madam
11. Principal informed the members that faculties should attend Faculty Development Programs(FDP's) of other colleges and college would reimburse the amount paid, faculty should also focus towards writing atleast 1-2 research papers a year, college will also pay the fees payable for the contribution of research papers
12. Teachers should regularly share notes/study material of your respective subject on Google classroom as it would act as documentation

**IQAC Members Attended:**

Sr. No.	Faculty Name	Signature
1	Dr. Madhukar R. Gitte	Chairperson
2	DR. Mamta Rajani	Co-ordinator
3	Ms. Neeta Wadhvani	Non Teaching Member
4	Mr. Amit Bansod	Faculty Member
5	Mr. Vijay Makwana	Faculty Member
6	Dr. Babita Kanojia	Faculty Member
7	Mr. Sushant Redkar	Alumni Representative
8	Mr. Hussain Sadriwala	Alumni Representative



*(Handwritten Signature)*

**Principal**  
 Claras College of Commerce  
 Yari R.  
 Andheri (W), Mumbai - 400 061

2

CLARA'S COLLEGE OF COMMERCE  
Yari Road, Versova, Mumbai-400 061

IQAC COMMITTEE MEETING NOTICE


Notice/26-A/2021-22

17.11.2021

The meeting of IQAC Committee is scheduled on 29/11/2021 at 11:00 am. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on review and progress of activities completed and to be conducted in Academic Year 2021-22
3. Discussion on review of Criterion wise activities to be conducted for their achievement for the second term of Academic Year 2021-22
4. Finalizing Submission of AQAR for the Academic Year 2019-20 on NAAC Portal
5. Discussion on briefing of New NAAC Methodology and progress of work completed for the submission of AQAR for the Academic Year 2020-21
6. Discussion on National Conference to be conducted in 18th December, 2021-22
7. Finalization of Criterion wise committees & Distribution of work.
8. Discussion on need for developing a Mentor & Mentee mechanism.
9. Review of the work completed for Academic & Administrative Audit & Gender Audit.
10. Discussion on review of regular updating of the college website.
11. Alumni Association functioning.
12. Any other matter with the permission of the chair.

  
(Dr. Mamta Rajani)  
IQAC Coordinator

  
(Dr. Gitte Madhukar)  
Principal



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



# Clara College of Commerce

Yari Road, Versova, Andheri West

## Minutes of the Meeting 29.11.2021

### Internal Quality Assurance Cell (IQAC Members)

Notice/26-A/2021-22

The meeting of IQAC Committee is scheduled on 29/11/2021 at 11:00 am. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on review and progress of activities completed and to be conducted in Academic Year 2021-22
3. Discussion on review of Criterion wise activities to be conducted for their achievement for the second term of Academic Year 2021-22
4. Finalizing Submission of AQAR for the Academic Year 2019-20 on NAAC Portal
5. Discussion on briefing of New NAAC Methodology and progress of work completed for the submission of AQAR for the Academic Year 2020-21
6. Discussion on National Conference to be conducted in 18th December, 2021-22
7. Finalization of Criterion wise committees & Distribution of work.
8. Discussion on need for developing a Mentor & Mentee mechanism.
9. Review of the work completed for Academic & Administrative Audit & Gender Audit.
10. Discussion on review of regular updating of the college website.
11. Alumni Association functioning.
12. Any other matter with the permission of the chair.

#### Points Discussed:

1. IQAC Co-ordinator, Dr. Mamta Rajani introduced and welcomed members of the IQAC committee
2. IQAC Co-ordinator, Dr. Mamta Rajani initiated the meeting by reading out minutes of the previous meeting held on 28<sup>th</sup> August'21 to the IQAC members
3. IQAC co-ordinator took review of activities to be conducted in an 21-22. Teachers are requested to share reports of the activities conducted on time.

4. Dr. Mamta Rajani informed that the College website is functional teachers should upload all the documents time-to-time on website, flyers made for every activity should be uploaded on website in advance. Teachers should ensure, the date of the activities conducted should match with the date mentioned in academic calendar, hence it is necessary for faculty to make the changes in academic calendar timely. Teachers should also ensure that there is uniformity in the format of the reports shared from the NAAC perspective.
5. Dr. Ghorude sir has suggested that more course wise activities are should be planned, hence teachers are requested to share atleast 2-3 activities related to their respective courses by Sept. 4 positively. Criteria wise activities should also be initiated and executed timely as mentioned in the academic calendar.
6. AQAR 19-20 submission date is August 31<sup>st</sup> teachers to note and accordingly submit the document by 30<sup>th</sup> August. AQAR 20-21 date in 31<sup>st</sup> December hence teachers should keep the documents ready to upload
7. SSR needs to submitted and documents of 5 years needs to be kept up-to date for the same.
8. Short term certificate course to begin shortly, teachers are requested to plan more such value-added certificate courses.
9. Alumni activities to be planned by alumni members for the academic year 21-22. Two -three alumni meetings and 3-4 activities like, workshops, seminar for students to be planned.
10. Feedback of students for 21-22 should focus on alumni and employer along with teacher feedback. Dr. Madhukar Gitte, principal mentioned that alumni members should contribute some donation to the institution as it is NAAC requirement. Teachers should contribute towards conducting student's satisfaction survey with Dr. Babita Kanojia
11. Academic Audit needs to be conducted, gender audit to be submitted by Jisha madam, Retiesh sir, Minal madam
12. Principal informed the members that faculties should attend Faculty Development Programs (FDP's) of other colleges and college would reimburse the amount paid, faculty should also focus towards writing atleast 1-2 research papers a year, college will also pay the fees payable for the contribution of research papers
13. Teachers should regularly share notes/study material of your respective subject on Google classroom as it would act as documentation



Submitted by:

Sheryl Cusher



  
Principal

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



3

**CLARA'S COLLEGE OF COMMERCE**  
**Yari Road, Versova, Mumbai-400061**

**NOTICE**


**Notice/56-A/2021-22**

**20.02.2022**


The meeting of IQAC Committee is scheduled on 12/03/2022 at 11:00 am. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on review and progress of activities completed and to be conducted in Academic Year 2021-22
3. Discussion on review of Criterion wise activities completed and its adherence with the plan of action of Academic Year 2021-22
4. Finalizing Submission of AQAR for the Academic Year 2020-21 on NAAC Portal
5. Discussion on the process of compilation of SSR
6. Review of the work completed for Academic & Administrative Audit
7. Discussion on review of regular updating of the college website.
8. Progress of Alumni Association functioning.
9. Discussion on strengthening of student's enrolment ratio for the academic year 2022-23
10. Any other matter with the permission of the chair.

  
(Dr. Mamta Rajani)  
IQAC Coordinator



  
(Dr. Madhukar Gitte)  
Principal  
**Principal**  
Claras College of Commerce  
Yari Road, Versova,  
Mumbai (W), Mumbai-400 061

# Clara College of Commerce

Yari Road, Versova, Andheri West

## Minutes of the Meeting 12.03.2022

### Internal Quality Assurance Cell (IQAC Members)

Notice/56-A/2021-22

12.03.2022

The meeting of IQAC Committee is scheduled on 12/03/2022 at 11:00 am. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on review and progress of activities completed and to be conducted in Academic Year 2021-22
3. Discussion on review of Criterion wise activities completed and its adherence with the plan of action of Academic Year 2021-22
4. Finalizing Submission of AQAR for the Academic Year 2020-21 on NAAC Portal
5. Discussion on the process of compilation of SSR
6. Review of the work completed for Academic & Administrative Audit
7. Discussion on review of regular updating of the college website.
8. Progress of Alumni Association functioning.
9. Discussion on strengthening of student's enrolment ratio for the academic year 2022-23
10. Any other matter with the permission of the chair.

#### Points Discussed:

1. IQAC Co-ordinator, Dr. Mamta Rajani initiated the meeting by reading out minutes of the previous meeting held on 29<sup>th</sup> November'21 to the IQAC members
2. Dr. Mamta Rajani informed the members that AQAR 2019-20 has been uploaded on the NAAC portal, acceptance awaited.
3. Discussion on review and progress of activities completed and to be conducted in Academic Year 2021-22. Documentation and five years data compilation needs to be prioritized.
  - a. Academic Audit – WIP(Work in Progress)
  - b. Student Satisfaction Survey – Completed
  - c. Gender Audit – WIP
  - d. Feedback – 2021-22 towards the end of the academic year, Alumini & employer also needs to be done



- e. Faculties should attend more FDP's and also focus on contribution towards research – College will pay for any paid FDP's and contribution towards research
  - f. Teachers should share note with students on Google classrooms
  - g. Dr. Rajani informed that almost all the activities planned as per the academic calendar were conducted, staff members to take stock of pending activities and complete all the planned activities in this academic year
4. Discussion on review of Criterion wise activities completed and its adherence with the plan of action of Academic Year 2021-22
    - a. AQAR 20-21 needs to be uploaded as the deadline is 31<sup>st</sup> March
    - b. Criterion incharges should ensure all the criteria activities are completed as per NAAC requirement
  5. Finalizing Submission of AQAR for the Academic Year 2020-21 on NAAC Portal
  6. Discussion on the process of compilation of SSR
  7. IQAC co-ordinator informed the Alumni member committee should plan activities for AY-2020-21, alumni member informed that they have planned activity on 'Career in Digital Marketing' for students on coming Saturday i.e. 19 March 2022
  8. Mr.Sushant Redkar, Alumni Member informed that Alumni committee needs to be revised as it has completed 3 years, IQAC co-ordinator assured that official meeting can be scheduled with alumni committee and can finalise the new members before the end of AY 2021-22.
  9. IQAC Co-ordinator informed atleast 3 Alumni meetings should be conducted and record for the same should be maintained i.e. attendance, minutes and photos as a record to be submitted
  10. Criteria wise Plan of Action to be submitted to the IQAC Co-ordinator by the end of AY 2021-22
  11. Any other matter with the permission of the chair.

Zoom Attendance Screenshots:



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

Close

Participants (15)

- Sheryl Cusher (Co-host, me)
- Mamta Rajani (Host)
- Amit Bansod (Co-host)
- Babita Kanoujia (Co-host)
- Madhukar Gitte
- Pravin Deshmukh
- Principal keshav Ghorude
- Darshana Devda
- Hussain Sadriwala
- Jisha Varghese
- Neeta Wadhvani
- Reetesh Singh
- Sameer Gandhi
- Sushant Redekar

Invite

Mute All ...



Close

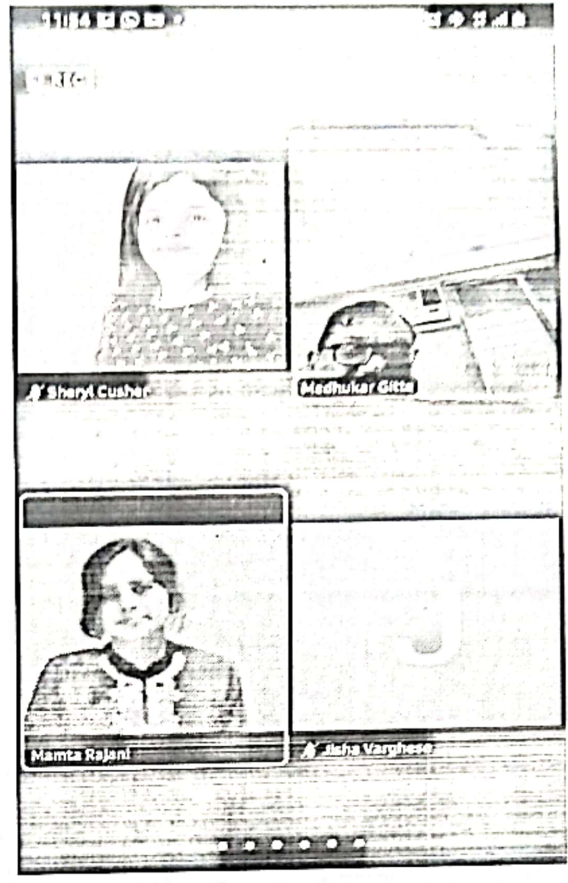
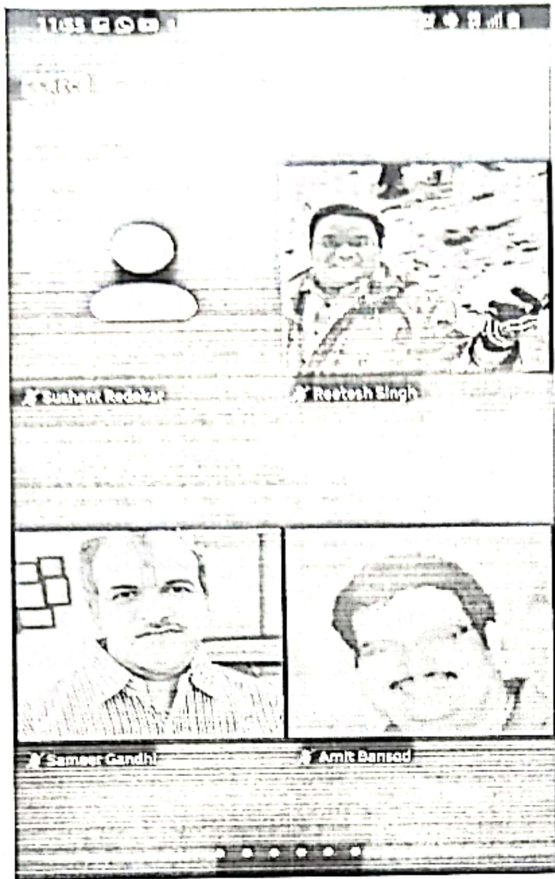
Participants (15)

- Mamta Rajani (Host)
- Amit Bansod (Co-host)
- Babita Kanoujia (Co-host)
- Madhukar Gitte
- Pravin Deshmukh
- Principal keshav Ghorude
- Darshana Devda
- Hussain Sadriwala
- Jisha Varghese
- Neeta Wadhvani
- Reetesh Singh
- Sameer Gandhi
- Sushant Redekar
- Dr Abdullah Momin

Invite

Mute All ...





*Sheryl Cusher*

Submitted by:  
Sheryl Cusher



*MPG*  
Principal

Dr. Madhukar Gitta

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

Meeting ID 81464723734 IQAC Committee Meeting Topic User Email Duration (M Participants) Start Time 03-12-22 11:01 End Time 03-12-22 12:10 cwcvirtual/ 70 18

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Clara's College of Commerce	cwcvirtual46@gmail.com	12	No
Vijaykumar Makwana	relyvijay555@gmail.com	25	Yes
Mamta Rajani	mamta.rajani06@gmail.com	70	Yes
Babita Kanoujia	babitanoujia@gmail.com	70	Yes
Jisha Varghese	jisha.varghese234@gmail.com	68	Yes
Sheryl Cusher	sherylcusher@gmail.com	69	Yes
Madhukar Gitte	madhukar.gitte13@gmail.com	67	Yes
Sushant Redekar	sushant.redekar1@gmail.com	67	Yes
Minal Sharma	getminal22@gmail.com	3	Yes
Reetesh Singh	reetesh.singh@clarascollegeofcommerce.edu.in	65	Yes
Sameer Gandhi	04081974sameer@gmail.com	65	Yes
Amit Bansod	amit_bansod@rediffmail.com	64	Yes
Darshana Devda	darshanadevda201@gmail.com	62	Yes
Pravin Deshmukh	deshmukh.pravin86@gmail.com	64	Yes
Principal keshav Ghorude	knghorude@rediffmail.com	47	Yes
Neeta Wadhvani	wneeta56@yahoo.com	46	Yes
Hussain Sadriwala	hussain.sadriwala@hotmail.com	38	Yes
Dr Abdullah Momin	dr.abdullahmomin@gmail.com	19	Yes



*MRA*

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



**CLARA'S COLLEGE OF COMMERCE**  
**Yari Road, Versova, Mumbai-61**

**IQAC COMMITTEE MEETING NOTICE**


**Notice/90/2021-22**

**15.04.2022**


The meeting of IQAC Committee is scheduled on 23/04/2022 at 11:30 am . All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on submission of Academic Calender 2022-23 and planning of activities to be conducted in Academic Year 2022-23
3. Discussion on Criterion wise activities to be conducted for their achievement for the Academic Year 2022-23
4. Review of work completed for the compilation and submission of AQAR for the Academic Year 2020-21
5. Discussion on review of results of the Academic Year 2021-22.
6. Discussion on Admission process planning for the Academic Year-2022-23
7. Discussion on progress of work regarding SSR
8. Discussion on progress of work regarding Academic & Administrative Audit
9. Discussion on initiating LMS system for the Academic Year 2022-23
10. To strengthen Certificate & Value added courses for the Academic Year 2022-23
11. To discuss Campus placement & Internship opportunities for the Academic Year 2022-23
12. Any other matter with the permission of the chair.

  
(Dr. Mamta Rajani)  
IQAC Coordinator



  
(Dr. Madhukar Gitte)  
Principal  
**Principal**  
Claras College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai-400 061

# Clara College of Commerce

Yari Road, Versova, Andheri West

## Minutes of the Meeting 23.04.2022

### Internal Quality Assurance Cell (IQAC Members)

#### Notice/10/2021-22

The meeting of IQAC Committee is scheduled on 23/04/2022 at 11:30 am. All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

1. To read and confirm the minutes of the previous meeting of IQAC.
2. Discussion on submission of Academic Calendar 2022-23 and planning of activities to be conducted in Academic Year 2022-23
3. Discussion on Criterion wise activities to be conducted for their achievement for the Academic Year 2022-23
4. Review of work completed for the compilation and submission of AQAR for the Academic Year 2020-21
5. Discussion on review of results of the Academic Year 2021-22.
6. Discussion on Admission process planning for the Academic Year-2022-23
7. Discussion on progress of work regarding SSR
8. Discussion on progress of work regarding Academic & Administrative Audit
9. Discussion on initiating LMS system for the Academic Year 2022-23
10. To strengthen Certificate & Value-added courses for the Academic Year 2022-23
11. To discuss Campus placement & Internship opportunities for the Academic Year 2022-23
12. Any other matter with the permission of the chair.

#### Points Discussed:

1. IQAC Co-Ordinator, Dr. Mamta Rajani read out the minutes of previous meeting held on 12/03/2022 and proceeded with the meeting as per the listed agenda
2. IQAC Co-Ordinator informed that link for the Academic Calendar 2022-23 has been shared by Shripad sir, staff to add activities. The faculties, the criterion in charges should plan the activities which will benefit students to gain practical knowledge.

Faculties should focus on activities that will give more hands-on experience to students like workshops, subject related extension activities etc.

3. The chairperson urged that faculties should introduced certificate & bridge courses in the AY 2022-23
4. The chairperson asked the student representative for suggestions, Darshana Devda suggested that college should provide with recorded lectures for working students. Other student Ahad Khan requested subject teachers to share the subject notes again on the whatsapp group
5. LMS system should be started that will help maintaining records like attendance, lectures etc. The staff should suggest service provider who can provide such service.
6. Criteria incharges to submit plan of action for the academic year 2022-23
7. Criteria heads should plan and conduct activities of 2022-23 according to the requirement of the criteria so as to it contributes to NAAC
8. Review of AQAR 2020-21 is done, the changes suggested post the review should be implemented submitted on the NAAC portal
9. Admission and result declaration should be one on decided on the following date:
  - a. Result declaration of all the SY – 27<sup>th</sup> April'22 – Admission Date of TY - 28 April'22
  - b. Result declaration of all the FY – 9<sup>th</sup> May'22 – Admission Date of SY – 10<sup>th</sup> May'22
10. The criteria member should start the work of SSR data compilation and upload the data on the drive
11. Dr. Mamta Rajani suggested the placement committee should plan for intercollegiate job fair in the college campus in the coming academic year
12. Academic Administration Audit report work is in progress, the members should look at finalizing at earliest.



Submitted by:

Sheryl Cusher





Principal

Dr. Madhukar Gitte

**Principal**  
**Charas College of Commerce**  
Yari Road, Versova,  
Mumbai (W), Mumbai-400 061

