

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

Date: 20.06.2019.

IQAC NOTICE

All the faculty members are hereby informed that the meeting of the IQAC will be held on 22/ 06/ 2019 at 11.45am with IQAC External Expert Dr. Parmod Pabrekar in Room No. 41. All the members should remain present for the meeting.

AGENDA OF THE MEETING:

1. To discuss about the activities of the Academic Calendar 2019-20.
2. To submit the Criterion Work of AQAR 2018-19.
3. To discuss on Certificate Courses and Workshops.
4. To discuss the Students Satisfaction Survey, Academic Audit and Activity Audit.
5. Any other matter with the permission of the chair.



Principal and Chairperson

(Dr. Madhukar Gitte)



CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

ESTABLISHED - 1999 - NAAC ACCREDITED "B" GRADE (2016-2021)

Yari Road, Versova, Mumbai - 400061. Tel.: 2636 5385 / 2631 5377

Ref.: _____

Date: 22/06/19

IQAC MEETING

The following members have attended the IQAC meeting.

| Sr. No. | Name | Designation | Signature |
|---------|-------------------------|----------------------------|-------------------|
| 1 | Dr. Madhukar R. Gitte | Chairperson | |
| 2 | Dr. Mamta Rajani | Coordinator | |
| 3 | Mr. Vishnu Dandekar | Management Representative | |
| 4 | Dr. P. B. Pabrekar | Nominee from Employer | AB |
| 5 | Dr. Abhijeet Bopordikar | Nominee from Local Society | AB |
| 6 | Ms. Aslam Siddiqui | Stakeholder | |
| 7 | Mr. Prashant Walawalkar | Administrative Officer | |
| 8 | Ms. Neeta Wadhvani | Non Teaching Member | Neeta L. wadhvani |
| 9 | Mr. Amit Bansod | Faculty Member | |
| 10 | Mr. Vijay Makwana | Faculty Member | |
| 11 | Mr. Faisal Tanwar | Faculty Member | |
| 12 | Dr. Babita Kanojia | Faculty Member | |
| 13 | Ms. Jinal Kanojia | Student Representative | |
| 14 | Mr Vivek Jain | Student Representative | |
| 15 | Mr. Sushant Redkar | Alumni Representative | |
| 16 | Ms. Hussain Sadriwala | Alumni Representative | |

Minutes of the meeting of IQAC held on 22/06/2019

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

Post Action Taken Report:

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., and 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

Post Action Taken Report:

A review meeting was planned with all the Criterion In charges and members to discuss the issues and problems associated with their Criterion work. Each Chairman of Seven Criteria 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.

Post Action Taken Report:

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.

Post Action Taken Report:

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

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

NOTICE

Notice/68/2019-20

31.08.2019

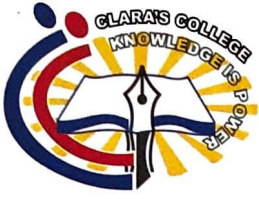
All the members of IQAC are hereby informed that the meeting of IQAC is arranged on Saturday, 7th September, 2019 at Principal's office at 7:30 a.m.

Agenda

1. To read and confirm the minutes of the previous meeting of IQAC held on 22nd June, 2019
1. To conduct the Audits of all the Departments .
3. To approve the draft of AQAR for session 2018-19 to be submitted to NAAC.
4. Any other matter with the permission of the chair.



(Dr. Gitte Madhukar)
Principal



CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

ESTABLISHED - 1999 - NAAC ACCREDITED "B" GRADE (2016-2021)

Yari Road, Versova, Mumbai - 400061. Tel.: 2636 5385 / 2631 5377

Ref.: _____

Date: 7/9/2019

IQAC MEETING

The following members have attended the IQAC meeting.

| Sr. No. | Name | Designation | Signature |
|---------|-------------------------|----------------------------|-------------------|
| 1 | Dr. Madhukar R. Gitte | Chairperson | |
| 2 | Dr. Mamta Rajani | Coordinator | |
| 3 | Mr. Vishnu Dandekar | Management Representative | |
| 4 | Dr. P. B. Pabrekar | Nominee from Employer | AB |
| 5 | Dr. Abhijeet Bopordikar | Nominee from Local Society | AB |
| 6 | Ms. Aslam Siddiqui | Stakeholder | |
| 7 | Mr. Prashant Walawalkar | Administrative Officer | Prashant/WLW. |
| 8 | Ms. Neeta Wadhvani | Non Teaching Member | Neeta L. Wadhvani |
| 9 | Mr. Amit Bansod | Faculty Member | |
| 10 | Mr. Vijay Makwana | Faculty Member | |
| 11 | Mr. Faisal Tanwar | Faculty Member | |
| 12 | Ms. Jinal Kanojia | Student Representative | |
| 13 | Mr Vivek Jain | Student Representative | |
| 14 | Mr. Sushant Redkar | Alumni Representative | |
| 15 | Ms. Hussain Sadriwala | Alumni Representative | |
| 16 | Dr. Babita Kanojia | Faculty Member | |

Minutes of the meeting held on 7th September, 2019

1. To read and confirm the minutes of the previous meeting of IQAC held on 22nd June 2019

Action Taken Report:

The action taken report on the resolutions passed in the last meeting held on 22nd 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 IQAC .

2. To conduct the Audits of all the Departments .

Action Taken Report:

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.


Dr. M. R. G. Jethi

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

NOTICE

Notice/ /2019-20

15.01.2020.

All the members of IQAC are hereby informed that the meeting of IQAC is arranged on Wednesday 15th January 2020 at 11.50 a.m. in the IT Lab to discuss the submission of AQAR 2018-19 and SSR.

Agenda of the Meeting:

1. To discuss about New Guidelines issued by the NAAC on 17th December 2019.
2. To submit AQAR 2018-19 and to prepare for AQAR 2019-2020.
3. To prepare and submit SSR as per New Guidelines issued by the NAAC.
4. To give guidelines regarding excel files to be uploaded.
5. Any other issue, if necessary.

All members should attend the same.



(Dr. Gitte Madhukar)
Principal



CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

ESTABLISHED - 1999 - NAAC ACCREDITED "B" GRADE (2016-2021)

Yari Road, Versova, Mumbai - 400061. Tel.: 2636 5385 / 2631 5377

Date: 15/07/20

Ref.: _____

IQAC MEETING

The following members have attended the IQAC meeting.

| Sr. No. | Name | Designation | Signature |
|---------|-------------------------|----------------------------|-------------------|
| 1 | Dr. Madhukar R. Gitte | Chairperson | |
| 2 | Dr. Mamta Rajani | Coordinator | |
| 3 | Mr. Vishnu Dandekar | Management Representative | |
| 4 | Dr. P. B. Pabrekar | Nominee from Employer | AB |
| 5 | Dr. Abhijeet Bopordikar | Nominee from Local Society | AB |
| 6 | Ms. Aslam Siddiqui | Stakeholder | |
| 7 | Mr. Prashant Walawalkar | Administrative Officer | |
| 8 | Ms. Neeta Wadhvani | Non Teaching Member | Neeta L. Wadhvani |
| 9 | Mr. Amit Bansod | Faculty Member | |
| 10 | Mr. Vijay Makwana | Faculty Member | |
| 11 | Mr. Faisal Tanwar | Faculty Member | |
| 12 | Ms. Jinal Kanojia | Student Representative | |
| 13 | Mr Vivek Jain | Student Representative | |
| 14 | Mr. Sushant Redkar | Alumni Representative | |
| 15 | Ms. Hussain Sadriwala | Alumni Representative | |
| 16 | Dr. Babita Kanojia | Faculty Member | |

Clara College of Commerce

Yari Road, Versova, Andheri West

Minutes of the Meeting 18.01.2020

Internal Quality Assurance Cell (IQAC Members)

Agenda:


- ✓ To discuss about New Guidelines issued by NAAC on 17th December 2019
- ✓ To submit AQAR 2018-19 and to prepare for AQAR 2019-2020
- ✓ To prepare and submit SSR as per new guidelines issued by the NAAC
- ✓ To give guidelines regarding excel files to be uploaded
- ✓ Any other issue, if necessary

Points Discussed:

1. IQAC Co-ordinator, Dr. Mamta Rajani Initiated the meeting by informing the members that criteria wise data uploading for academic year 2018-19 to be done on 31st January 2020.
2. Criteria wise queries were addressed by IQAC head
3. The criteria head should keep the data/documents ready in the desired format (Excel file) for the submission on 31st January 2020.
4. The criteria heads should submit the web-link as required in AQAR format 2018-19 to Archana Narvekar Madam by 28th January 2020. Archana madam will further present the web link to the principal and management for the approval.
5. IQAC head also informed that the management has agreed and approved to set up a language lab, access of internet for teachers in the classrooms etc. as per NAAC requirements
6. Every staff members should be aware about the weightage of their respective criteria and contribute towards NAAC work
7. B.COM co-ordinator, Dr. Babita Kanoujia urged the staff members that one should focus on Research papers making which have contribution of teacher and students too.
8. IQAC Co-ordinator informed the staff that the link for SSR uploading to open in August 2020, the staff should maintain the criteria files and important documents as per NAAC requirements

Task and important deadlines:

1. The staff should submit the relevant documents of the academic year 2018-19 to the various IQAC criteria head
2. Criteria heads to further submit the documents in the excel format for uploading before 31st January 2020
3. Final draft of SSR to be completed by August 2020


(Dr. Mamta Rajani)
IQAC Co-ordinator


(Dr. Gitte Madhukar)
Principal

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

IQAC MEETING NOTICE


Notice/150/2019-20

29.02.2020

The meeting of IQAC Committee is scheduled on Thursday 5th March 2020 at 8.00 a.m. in Principal's Chamber, IIIrd Floor. 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 activities and compilation of records conducted in second term.
3. Discussion on uploading documents of AQAR 2018-19 in NAAC Portal
4. Progress of workdone for Academic & Administrative Audit 2019-20.
5. Planning on strengthening the Feedback process system 2019-20.
6. Discussion on Criterion wise indicators & progress for strengthening key indicators prescribed for affiliated colleges by NAAC with reference to SSR.
7. Discussion on teaching/non-teaching staff development activities.
9. Date for submission of Final Draft AQAR for the academic year 2019-20 to the Principal.
10. Discussion on progress of Inhouse Certificate Courses.
11. Planning for strengthening Aumni involvement.
12. Any other matter with the permission of the chair.


(Dr. Mamta Rajani)
IQAC Co-ordinator


(Dr. Gitte Madhukar)
Principal



CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

ESTABLISHED - 1999 - NAAC ACCREDITED "B" GRADE (2016-2021)

Yari Road, Versova, Mumbai - 400061. Tel.: 2636 5385 / 2631 5377

Ref.: _____

Date: 5/3/20

IQAC MEETING

The following members have attended the IQAC meeting.

| Sr. No. | Name | Designation | Signature |
|---------|-------------------------|----------------------------|-------------------|
| 1 | Dr. Madhukar R. Gitte | Chairperson | |
| 2 | Dr. Mamta Rajani | Coordinator | |
| 3 | Mr. Vishnu Dandekar | Management Representative | |
| 4 | Dr. P. B. Pabrekar | Nominee from Employer | AB |
| 5 | Dr. Abhijeet Bopordikar | Nominee from Local Society | AB |
| 6 | Ms. Aslam Siddiqui | Stakeholder | |
| 7 | Mr. Prashant Walawalkar | Administrative Officer | |
| 8 | Ms. Neeta Wadhvani | Non Teaching Member | Neeta L. Wadhvani |
| 9 | Mr. Amit Bansod | Faculty Member | |
| 10 | Mr. Vijay Makwana | Faculty Member | |
| 11 | Mr. Faisal Tanwar | Faculty Member | |
| 12 | Dr. Babita Kanojia | Faculty Member | BS |
| 13 | Ms. Jinal Kanojia | Student Representative | |
| 14 | Mr Vivek Jain | Student Representative | |
| 15 | Mr. Sushant Redkar | Alumni Representative | |
| 16 | Ms. Hussain Sadriwala | Alumni Representative | |

Clara College of Commerce

Yari Road, Versova, Andheri West

Minutes of the Meeting 05.03.2020

Internal Quality Assurance Cell (IQAC Members)

Minutes of the meeting held on Thursday 5th March 2020

Agenda:

Notice/150/2019-20

The meeting of IQAC Committee was held on Thursday 5th March 2020 at 8.00 a.m. in Principal's Chamber, IIIrd Floor.

All the members of IQAC are requested to attend the said meeting.

The agenda of the meeting is as under:

To read and confirm the minutes of the previous meeting of IQAC.

1. Discussion on activities and compilation of records conducted in second term.
2. Discussion on uploading documents of AQAR 2018-19 in NAAC Portal
3. Progress of workdone for Academic & Administrative Audit 2019-20.
4. Planning on strengthening the Feedback process system 2019-20.
5. Discussion on Criterion wise indicators & progress for strengthening key
6. indicators prescribed for affiliated colleges by NAAC with reference to SSR.
7. Discussion on teaching/non-teaching staff development activities.
8. Date for submission of Final Draft AQAR for the academic year 2019-20 to the Principal.
9. Discussion on progress of Inhouse Certificate Courses.
10. Planning for strengthening Alumni involvement.
11. Any other matter with the permission of the chair.

Minutes of the meeting held on Thursday 5th March 2020

Points Discussed:

1. 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

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

Dr. Mamta Rajani urged to the members that all the planned activities, should be completed and documented by the respective committees by 31st March 2020. The IQAC Co-ordinator read out the completed FDP's, SDP's, and other activities as per academic calendar 2019-20

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

Dr. Mamta Rajani has informed the AQAR(18-19) uploading has commenced

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

Proposed date for completion is 20th April for Academic & Administrative Audit for the Academic year 2019-20.

The IQAC Co-ordinator urged All the Co-ordinators to compile departmental activities for the Academic year 2019-20. The activities and the analysis of the respective department to be submitted on the said deadline for the Audit.

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

Following members are assigned responsibilities for feedback from various stakeholders.

Analysis report to be submitted for feedback conducted for the AY 19-20 in 4 categories i.e. Students Feedback, Alumni Feedback, Teachers Feedback, Employer Feedback

| Sr. No. | Feedback Category | Faculty In charge |
|---------|-------------------|-----------------------------|
| 1 | Students Feedback | Amit Bansod & Reteesh Singh |
| 2 | Alumni Feedback | Sameer Gandhi & Poonam Lad |
| 3 | Teachers Feedback | Amit Bansod & Reteesh Singh |
| 4 | Employer Feedback | Sameer Gandhi & Poonam Lad |

31st March 2020 was decided as submission date for feedback analysis report in the IQAC meeting.

6. Discussion on Criterion wise indicators & progress for strengthening Key

Indicators prescribed for affiliated colleges by NAAC with reference to SSR.

- ✓ IQAC Co-ordinator has sensitised the members in the meeting about the NAAC revised manual and the weightages assigned to 7 criterions.
- ✓ The focus was given on preparing the road map for strengthening the key indicators of all the criteria's. The discussion was held on submission of SSR for the second cycle of the NAAC. All the criteria in-charges and member were urged to prepare a Plan of Action keeping in mind criteria requirements for SSR uploading in academic year 20-21. All the planned activities should be focused to strengthen key indicators as provided in the NAAC manual. Discussion and recommendations on the basis of SWOT analysis were discussed on all the key indicators of all the criteria's in the IQAC meeting.

Key Indicators:

Criterion I

Key Indicators:

- 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

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 Practices
- Institutional Distinctiveness

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

- It was urged during meeting that more teachers should participate in workshops, conferences, seminars, orientation programme, refreshers course, of the respective subject in the coming academic year 2020-21.

- It was discussed that more sessions/workshops should be organised for enhancing the quality of administrative work for Non-teaching staff in the academic year 2020-21
- It was suggested by Mr. Vishnu Dandekar, Management Representative that a session to be organised on Effective Documentation System for Non-Teaching staff for the next academic year.
- The institution to initiate national or international conference/workshop for the academic year 2020-21

8. Date for submission of Final Draft AQAR for the academic year 2019-20 to the Principal.

The IQAC Co-ordinator and the member finalised the date of compilation of the first draft of the AQAR 19-20 as 18th April 2020.

9. Discussion on progress of In-house Certificate Courses.

The IQAC Co-ordinator confirmed with the member that the Certificate courses for the academic year 2019-20 were conducted as planned.

The Certificate course on Campus to Corporate is in progress.

10. Planning for strengthening Alumni involvement.

Alumni representative suggested activities and initiatives to strengthen alumni association and increase alumni-student interaction

- ✓ 'Legal Aid Centre' is formed which can render help to the communities by providing legal advice services.
- ✓ Alumni Association mentioned about the forthcoming session as planned on 'Career Success Mantra' in collaboration with Placement Committee in the month of March 2020
- ✓ The Alumni Association suggested the way to strengthen student progression and stay connected through LinkedIn/Facebook

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

Student representative put forward few suggestions that can be initiated to improve students participation in the college

- ✓ Intercollegiate event in the area of sports(Cricket, Lan Games etc) to be planned
- ✓ More students needs to participate in intercollegiate activities to improve student engagement

Task and important deadlines:

| Sr.No. | Particulars | Submission Dates |
|--------|------------------------------|------------------|
| 1 | FEEDBACK Analysis | 31st March, 2020 |
| 2 | Plan of Action | 28th March 2020 |
| 3 | Academic Calendar Year 20-21 | 17th April 2020` |
| 4 | AQAR (19-20) | 18th April, 2020 |
| 5 | Academic Audit | 20th April, 2020 |

M.P.H.