

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

**29.06.2018**

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) with the faculty of the college will be held on 4<sup>th</sup> July 2018 . It will be chaired by the Incharge Principal of the College. The agenda of the meeting will be the following:

Venue: A .V . Room

Time: 12:00 noon

**AGENDA**

1. To read and confirm the minutes of the meeting of the IQAC held on the 21<sup>st</sup> of March, 2018.
2. To discuss about the formation of various committees and the roles and responsibilities of the members for the preparation of SSR for Second cycle of NAAC
3. To discuss about the events and activities as planned in the Academic calendar to be conducted in the Academic year 2018-2019
4. To discuss the strategy for the timely submission of data for the preparation of AQAR 2018-19
5. To review, discuss and approve various quality initiatives as per new NAAC guidelines for developing and implementing the mechanism and procedures.
6. Any other matter with the permission of the chair.

All the members are requested to make it convenient to attend.

  
**Chairperson**  
Ms. Babita Kannoja

  
**IQAC Coordinator**  
**Dr. Mamta Rajani**



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: 04/07/18

**IQAC MEETING**

The following members have attended the IQAC meeting.

Sr. No.	Name	Designation	Signature
1	Mrs. Babita Kanojia	Chairperson	
2	Dr. Mamta Rajani	Coordinator	
3	Mr. Vishnu Dandekar	Management Representative	
4	Mr. Ramniklal T. Shah	Nominee from Employer	R T SHAH
5	Dr. Abhijeet Bopordikar	Nominee from Local Society	ABSENT
6	Mr. Sanjay Nimbalkar	Industrialist	
7	Ms. Aslam Siddiqui	Stakeholder	
8	Mr. Prashant Walawalkar	Administrative Officer	
9	Ms. Neeta Wadhvani	Non Teaching Member	Neeta L Wadhvani
10	Mr. Amit Bansod	Faculty Member	
11	Mr. Vijay Makwana	Faculty Member	
12	Mr. Faisal Tanwar	Faculty Member	
13	Dr. Babita Kanojia	Faculty Member	
14	Ms. Jinal Kanojia	Student Representative	
15	Mr Vivek Jain	Student Representative	vivek
16	Mr. Sushant Redkar	Alumni Representative	
17	Ms. Hussain Sadriwala	Alumni Representative	



Principal

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

## Minutes of the meeting conducted on 4<sup>th</sup> July,2018

The following resolutions (agenda -wise) have been made in the 1<sup>st</sup> Meeting of IQAC held on 04-07-2018 at 12:00 noon in the A.V Room of the college .

### Agenda-1

1. To discuss about the formation of various committees and the roles and responsibilities of the members for the preparation of SSR for Second cycle of NAAC

#### **Post ATR:**

Resolved that minutes 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.

- 2.To discuss about the events and activities as planned in the Academic calendar to be conducted in the Academic year 2018-2019

#### **Post ATR:**

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 before for smooth conduction of all the activities.

- 3.To discuss the strategy for the timely submission of data for the preparation of AQAR 2018-19

#### **Post ATR:**

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.

4.To review, discuss and approve various quality initiatives as per new NAAC guidelines for developing and implementing the mechanism and procedures.

**Post ATR:**

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.

The meeting ended with a vote of thanks to Chair.

  
Coordinator, IQAC

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Clara's College of Commerce  
Yari Road, Versova, Mumbai-61

Notice


Notice/2018-19

28.02.2019

A meeting of IQAC will be held on 6<sup>th</sup> March, 2019 at 11:00 am in the IT lab to discuss the following agenda.

**Agenda**

1. To read and confirm the minutes of the previous meetings.
2. To discuss about the Progress of the work of International conference to be conducted on 16<sup>th</sup> March, 2019 as planned in Academic calendar 2018-19.
3. Discussion on teaching/non-teaching staff development activities.
4. Discussion on Policies (Placement, Mentoring, Alumni Remedial classes & Environment)
5. Discussion on progress in activities planned and conducted.
6. Discussion on the NAAC Revised Accreditation Framework.
7. Sharing of best practices by departments.
8. Planning for Feedback for the second term.

  
(Dr. Manita 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: 6/03/19

## 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	Mr. Ramniklal T. Shah	Nominee from Employer	R T SHAH
5	Dr. Abhijeet Bopordikar	Nominee from Local Society	ABSENT
6	Mr. Sanjay Nimbalkar	Industrialist	
7	Ms. Aslam Siddiqui	Stakeholder	
8	Mr. Prashant Walawalkar	Administrative Officer	
9	Ms. Neeta Wadhvani	Non Teaching Member	Neeta L. Wadhvani
10	Mr. Amit Bansod	Faculty Member	
11	Mr. Vijay Makwana	Faculty Member	
12	Mr. Faisal Tanwar	Faculty Member	
13	Dr. Babita Kanojia	Faculty Member	
14	Ms. Jinal Kanojia	Student Representative	
15	Mr Vivek Jain	Student Representative	
16	Mr. Sushant Redkar	Alumni Representative	
17	Ms. Hussain Sadriwala	Alumni Representative	



Principal

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

## Minutes of the IQAC meeting conducted on 6<sup>th</sup> March, 2019

Following resolutions (Agenda-wise) have been made in the 2<sup>nd</sup> meeting of IQAC held on 6<sup>th</sup> March, 2019 at 11:00 am

### 1. To read and confirm the minutes of the previous meetings

Resolved that minutes of last meeting of IQAC be confirmed

### 2. To discuss about the Progress of the work of International conference to be conducted on 16<sup>th</sup> March, 2019 as planned in Academic calendar 2018-19

#### Post ATR:

Resolved that all the teachers were assigned the duties for the conduction of International conference to be held on 16<sup>th</sup> March, 2019. Discussion was held to complete the work related to the conference by 13<sup>th</sup> March, 2019.

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

#### Post ATR:

Resolved that the faculty from all the departments were asked to attend the Seminars and Workshops to enrich their knowledge. Management will provide the necessary support. Feedback was asked from the faculty and non teaching staff for the programmes conducted till date.

### 4. Discussion on Policies (Placement, Mentoring, Remedial classes & Environment)

#### Post ATR:

IQAC shared the mentoring policy in detail and motivated faculty to mentor the weak students for bringing about inclusivity in education. The objectives of the Mentoring policy were discussed in the meeting along with its main elements and mechanism.

Elements of mentoring policy: Under mentoring programme certain important aspects have to be dealt with.

They are: Identification of weak students, Realization of desired outcome post mentoring

Mechanism of mentoring policy: The mechanism for the programme which is to be followed by all departments is as given:

1. Mentoring programme to be organized every semester of each academic year. Coordinator in consultation with the class teacher to identify weak students at , Second and Third year levels by 15<sup>th</sup> June in the first term and from first to third year by 30<sup>th</sup> November in the second term every year.

Appointment of class teacher as mentors by the Coordinator for each class is to be made to bridge the gap between learning skills and improve students' performance. Apart from Academic issues mentor will counsel the students on the other problems faced by them.

Remedial classes Time table was prepared by the Coordinators for the students and respective subject teachers were informed to take remedial lectures.

Placement Committee was asked to complete the scheduled activities for the Academic Year 2018-19

#### 5. Discussion on progress in activities planned and conducted

##### Post ATR:

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 8<sup>th</sup> March, 2019 Seminar on Intellectual Property Rights Challenges and Issues was organised for the students on 9<sup>th</sup> 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 on was organised on 6 th Feb, 2019 , Training on wealth habit for Youth was organised for the students on 30 th January, 2019

#### 6. Discussion on the NAAC Revised Accreditation Framework

##### Post ATR:

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 Incharges for completing SSR and AQAR was discussed. Formats of AQAR and SSR Criterion Wise were provided to the Criterion Incharges. 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.



## **7. Sharing of best practices by departments**

### **Post ATR:**


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.

## **8. Planning for Feedback for the second term.**

### **Post ATR:**

Feedback process for the second term was planned and date for its execution was scheduled on 22<sup>nd</sup> March, 2019 and to be completed by 30th March, 2019

The meeting ended with a vote of thanks to chair.

  
ICAC Coordinator

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**CLARA'S COLLEGE OF COMMERCE**  
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20.03.2019

**NOTICE**

A meeting of the members of the IQAC will be held on 26th March, 2019 in the Principals Cabin at 11.45a.m. to discuss the following agenda:

**AGENDA**

- Preparation of Consolidated Departmental / Activity Report.
- Date for submission of Final Draft of AQAR to the Principal.
- Discussion on 2<sup>nd</sup> cycle Accreditation process and to speed up the preparation of SSR .
- Any other matter with the permission of the chair

  
Chairperson  
Dr. Madhukar Gitte

  
IQAC Coordinator  
Dr. Mamta Rajani



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Ref.: \_\_\_\_\_

Date: 26/3/19

## 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	Mr. Ramniklal T. Shah	Nominee from Employer	R T SHAH
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Principal  
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CLARA'S COLLEGE OF COMMERCE  
YARI ROAD, VERSOVA, MUMBAI-400 061

IQAC COMMITTEE MEETING

MINUTES OF IQAC MEETING HELD ON 26<sup>th</sup> MARCH 2019

1) Preparation of Consolidated Departmental and Activity Report  
Post ATR

Formats for Departmental and Activity Reports were provided to the Coordinators and Activity In-charge and asked to submit the reports by 25<sup>th</sup> June 2019.

2) Date for submission of final draft of AQAR to the Principal  
Post ATR

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 20<sup>th</sup> May 2019.

3) Discussion on 2<sup>nd</sup> Cycle NAAC Accreditation Process and to speed up the preparation of SSR.  
Post ATR

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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**CLARA'S COLLEGE OF COMMERCE**  
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20.04.2019


**NOTICE**

A meeting of the members of the IQAC will be held on 27th April, 2019 in the Principal's Cabin at 11.45 a.m to discuss the following agenda:

**AGENDA**

- To discuss Plan of action for the academic year 2019-20
- Preparation of Academic calendar for the academic year 2019-20
- To identify new best practices at department level and institutionalizing it.
- Formation of IQAC team for 2019-2020
- To discuss the plan for upgrading the website of the institute.
- Any other matter with the permission of the chair.

  
Chairperson  
Dr. Madhukar Gitte

  
IQAC Coordinator  
Dr. Mamta Rajani



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Ref.: \_\_\_\_\_

Date: 27/04/19

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The following members have attended the IQAC meeting.

Sr. No.	Name	Designation	Signature
1	Dr. Madhukar R. Gitte	Chairperson	
2	Dr. Mamta Rajani	Coordinator	
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**REPORT OF IQAC COMMITTEE MEETING**

**MINUTES OF IQAC MEETING HELD ON 27<sup>th</sup> APRIL 2019**

**1) To discuss Plan of Action for the Academic Year 2019-20**

**Post ATR**

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.

**(2) Preparation of Academic Calendar for the Academic Year 2019-20.**


**Post ATR**

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 20<sup>th</sup> May 2019.

**(3) Formation of IQAC Committee for the year 2019-20.**

**Post AQAR**

As some members of the existing IQAC committee were left the institution, new IQAC Committee was formed for the Academic Year 2019-20.



**(4) To discuss the Plan for updating the website of the college.**

**Post ATR**

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.

A handwritten signature in black ink, appearing to read 'Mand...' followed by a flourish and a period.