YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Clara's College of Commerce
• Name of the Head of the institution	Dr. Madhukar Gitte
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7738501168
• Mobile No:	9869180656
• Registered e-mail	iqac@clarascceollegeofcommerc.edu.in
• Alternate e-mail	madhukar.13@gmail.com
• Address	Yari Road, Versova Andheri W
• City/Town	Mumbai
• State/UT	Maharastra
• Pin Code	400061
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Dr. Babita Kanojia**
• Phone No.	**9699240005**
• Alternate phone No.	**7738501168**
• Mobile	**9699240005**
• IQAC e-mail address	**iqac@clarascceollegeofcommerc.edu.in**
• Alternate e-mail address	**babitakanoujia@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://clarascollegeofcommerce.edu.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://clarascollegeofcommerce.edu.in/pdf/Academic%20Calendar%20%20AY%202023-%202024.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.72**	**2024**	**29/08/2024**	**28/08/2029**

6.Date of Establishment of IQAC	**21/06/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**4**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Add-on & Certificates Course: 4-07-2023 to 14-07-2023- Add-on Bridge Course on Fundamentals of Accountancy 5-09-2023 to 16-09-2023- Add-on Course on Ethos and Management 14-12-2023 to 23-12-2023- Add-on Course on Techniques of Data Analysis 10.01.2024 to 19.01.2024- Add-on Course on Consumer Protection and Human Rights 05-02-2024 to 12-02-2024- Add - On course on DBMS 02-03-2024 to 22-03-2024- Add-on Course Fundamentals of Mathematics

2. Placement & Career Guidance: 18/10/2023-Campus to Corporate Careers 25-10-2023- Session on virtual trading and career opportunities in financial market 26/10/2023- Insight into career planning 19/12/2023- Pitfall in International Education 10.01.2024- Showcasing Career Opportunities in the Media and Entertainment Industry 23.01.2024- Workshop on Investment Banking 20-03-2024- Placement Accelerator Program

3. Faculty Development Programs (FDP) and Workshops: 09-08-2023-Basics of Wealth Creation: Mutual Funds 07-10-2023- FDP on Innovative ICT Tools 10.01.2024- Webinar on Understanding Data Science, Data Analytics and Artificial Intelligence in Association with EXCELR 16/4/2024- Session on New Education Policy

4. Skill Enhancement and Awareness Programs: 26/6/2023- International Day Against Drug Abuse 07-10-2023-Poster Making Competition Say to Ragging 1.02.2024-Awareness and Demonstration session on Road Safety 06.03.2024-Workshop on Self Defense : "Dare to Defend"

5. IPR & Research Methodology - 01-08-2023- An Orientation Session on Intellectual Property Rights 14-12-2023 to 23-12-2023-Add-on Course on Techniques of Data Analysis 14.03.2024-Research Paper Presentation Competition for TYBAF & TYBMS	

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Diversified Academic Offerings	Conducted a range of short-term certificate and add-on courses catering to diverse interests and skill development needs of students. Courses included Cyber Security, Short Film Making, Website Development, IPR: Policies and Procedures for Trademarks, Financial Literacy, Interview Techniques , and Research Methodology.
2. Enhanced Teaching Learning Practices	Organized Faculty Development Programs (FDPs) such as Basics of Wealth Creation: Mutual Funds , FDP on Innovative ICT Tools ,Webinar on Understanding Data Science, Data Analytics and Artificial Intelligence in Association with EXCELR and Session on New Education Policy
3. Promotion of Research Culture	Encouraged active participation of both faculty and students in research activities through seminars, workshops, and resource allocation. Aimed at fostering a research oriented environment conducive to academic excellence and knowledge advancement
4. Career Readiness and Employability	Organized career-oriented seminars, workshops such as Campus to Corporate Careers, insight to career planning, Pitfall in international

	education and a job fair to equip students with essential skills, industry insights, and job placement opportunities. These initiatives aimed at enhancing students' employability and preparing them for successful transitions into professional careers
5. Holistic Student Development	Conducted Student Development Programs (SDPs) covering diverse topics such as interview techniques, brand management, and effective performance strategies.
6. Participation in Sports and Cultural Activities	Active participated in sports and cultural activities, facilitated physical fitness, skill development, and cultural enrichment among students, contributing to their holistic development
7. Implementation of National Education Policy 2020	NEP is being implemented in all affiliated college from the academic year 2024-25. Principals, Teachers, Students have attended workshop on NEP policy organised by University of Mumbai

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
CDC	06/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2024	12/01/2024

15.Multidisciplinary / interdisciplinary

Our institution is multidisciplinary offering programmes such as commerce, management, and humanities. In the line with our mission and vision, institution ensures students' academic, intellectual, emotional, social, physical, and overall holistic development of the students. As per NEP 2020, our institution has started various multidisciplinary/interdisciplinary programmes as per University guidelines since curriculum of different programmes is designed by the University. Our institute also offers various add-an and short-term value-added certificate courses regarding soft skill development, human values, research methodology and holistic development of students. Our institution will be implementing the NEP, 2020 to undergraduate as well as postgraduate programmes as per guidelines of University of Mumbai and Government of Maharashtra from the academic year 2024-25. Under NEP 2020, various major, minor, open electives, ability enhancement, vocational education, skill enhancement, Indian Knowledge System (IKS) and co-curricular courses are to be offered by the college to students. Students can explore different combinations of courses and subjects across multiple. disciplines as per their interest and choice with flexible options, innovative curricula and creativity for their holistic academic development. Multidisciplinary/interdisciplinary approach is also to be promoted in research and publications and the outcome of research will be published in the proposed college research Journal.

16.Academic bank of credits (ABC):

 Introduction of Academic Bank of Credits (ABC), multiple entry and exit, dual degrees, etc are innovative features of the NEP 2020. It is mandatory for all higher educafion institutions to register on ABC portal as per the UGC and University of Mumbai guidelines. As per NEP 2020, ABC is mandatory for multidisciplinary/interdisciplinary courses, deposits of credits, credit acceptance and credit transfer of students throughout their education. Our institution has already registered on ABC portal through National Academic Depository (NAD) to fulfil the requirements of the NEP 2020.The deposit and transfer of academic credits through ABC portal is implemented from the academic year 2023-24. It is also proposed to transfer academic credits in ABC account of students for the previous two academic years.It is now mandatory for all students taking admissions in first year class to

open their accounts on ABC portal and to submit the copy of the same along with college admission forms. College also organised orientation programme for students to sensitize students about the importance and process to open of ABC accounts. ABC is a digital bank of academic credits wherein academic credits of students are deposited and transferred through ABC accounts of students. Students can obtain certificates / diplomas/ degrees on the basis of credit transferred/earned and can avail the benefit of multiple entry and exit at any time and at any level of learning. Apart from regular academic credits earned, students can earn additional credits from online courses offered by SWAYAM, MOOCs, NPTEL, UGC, IIT Spoken Tutorial, etc. College also proposed to introduce short-term skill based add-on courses from which students can earn extra credits. Since the ABC framework of UGC offers multiple entry and exit options and more flexibility to students, all the students enrolled in first year of FYBCom, BMS, BAF, BAMMC and MCom have generated their ABC ID due to efforts of teachers and college office.

17.Skill development:

Skill development, vocational education and soft skill courses enhances the job and employment opportunities for students. Our institution has offered several value- added and skill based short-term certificate courses in order to develop skill and to upgrade qualities among students which are required for employment in industry and job market.These short-term courses include soft skill development, communication skill, personality development, IT based training, stock exchange market, research methodology, etc. Students are encouraged to enrol for vocational education and soft skill enhancement courses which are provided online platform, viz; SWAYAM, MOOCs, and NPTEL. In order to enhance employability and entrepreneurship skill among students, our college is planning to introduce vocational certificate and diploma courses in IT, soft skills, Artificial Intelligence (AI), Tally, journalism, GST and E-commerce.. Institution has organized several workshops, seminars, sessions and other soft-skill training programmes in order to develop creativity, critical thinking, soft skills, entrepreneurship qualities and employability among students. Our institution has signed a number of MoUs with industry, organisations and training and placement institutions which have offered expert talks, organized workshops, provided training, conducted mock interviews and placed our students in different industries and organisations. IQAC and placement cell of the college organised various collaborative programmes with industry and organisations to increase competencies and employabilities of students..As per NEP-2020 framework, institutions have to offer vocational education and skill

enhancement courses to all students. Students are required to participate at least in one co-curricular activity such as NSS, NCC, Sports, cultural and on-job training.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Knowledge system refers to beliefs, traditions, culture, practices, heritage and wisdom developed by the human civilization over several centuries. Indian Knowledge System has rich heritage, culture and deep knowledge in various fields that was developed since ancient times. The IKS include education, culture, heritage, science, technology, medicine and health, information and communication, environment sustainability, and economic and social system. Adoption of holistic approach towards life, philosophical foundation, spiritual wisdom, scientific temperament, yoga and meditation, cultural diversity, ethical values, modern relevance, etc. are the important features of the IKS. University of Mumbai has incorporated IKS in the curriculum of different subjects like FC, Indian Ethos, Strategic Management, Perspective Management, Business Environment and BAMMC Course. Teachers also explain difficult and complicated concepts in Hindi and even in Marathi language to vernacular medium students, if required. Marathi and Hindi Bhasha Divas are celebrated every year to promote Indian languages. The Independence Day, the Republic Day, the Constitution Day, Mahatma Gandhi and Dr. Ambedkar Jayanti, etc. are celebrated every year to inculcate values of patriotism and national unity and integrity among students, The cultural committee also organises various competitions, functions and programmes such as debate, drama, one act play, rangoli, essay writing, cultural events, yoga and meditation, traditional day and various festivals. As per NEP 2020, IKS course having two credits has been introduced in all programmes in first year. IKS course comprises Gurukul System, Yoga and Meditation, Ayurveda, logic, mathematics, arthashastra, governance, astronomy, architecture, agriculture, trade and commerce, linguistics, natyashastra and vyakaran.Indian languages particularry Hindi and Marathi are compulsory for first year students under Ability Enhancement Course as per NEP-2020. IKS is practically beneficial in different fields like cultural and ethical values, healthcare environment sustainability, stress management, spiritual growth, science and art and social harmony which can address contemporary challenges and is highly relevant in modern times.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our institution has been focusing on Outcome Based Education (OBE) by defining and drafting Programme Outcomes (POs), Course

Outcomes(COs) and Programme Specific Outcomes (PSOs) as per NEP 2020. The IQAC has been monitoring the overall OBE across all programmes and courses with the help of Co-ordinators. The COs are communicated to students through orientation session, discussion in classrooms, and college website. The Continuous Internal Assessment (CIA) uses various tools like class tests, group discussion, assignments, projects and viva, problem solving methods, ICT based examination tools, critical thinking and question-answering method for measuring and ensuring attainment of higher level learning.Teaching plan, actual curriculum delivery, etc. are recorded on regular basis in the designed teachers handbook. This teachers' handbook is first checked by the course Co-ordinators and then signed by the Principal periodically.Course outcomes are measured through CIA, students' feedback, students' performance in the examination and communicated to students as well as monitored by mentors, class teachers and subject teachers.POs, COs and PSOs are prepared by respective teachers, checked by Co-ordinators and lastly endorsed by the Principal.POs explains about knowledge, ethics, values, problem analysis, projet management, environment and communication.COs are at micro level and basic to advanced knowledge which students should posses after the completion of their respective course.PSOs highlights requirement of specific skills and knowledge and their attainment. Institution explain objectives, aims and relevance of defining and framing of POs,COs and PSOs. Expectations of different programmes and courses are informed to students at the start of academic year in Orientation Programmes and PTA meetings. Measurement and calculation of POs, COs and PSOs is done by the teachers on the basis of students performance in internal and external examinations, class tests, projects and assignments, industrial and field visits, PPT presentations and analysing feedback of students. These POs, COs and PSOs are informed to students by their respective teachers and also made available on colleges website.

20.Distance education/online education:

Our institute does not offer distance or online education like open Universities and IDOL of University of Mumbai. Online education and even blended teaching learning is widely used and considered very effective mode of teaching due to its flexibility, continuity, access from anywhere and cost effective. However, the re-requisite for distance and online education is the availability of modern IT infrastructure like soft wares, Internet, Wi-fi facility and computers. Our college offers several vocational skill-enhanced and personality development add-on and short-term courses which are conducted in hybrid mode i.e. Online and offline, to increase soft

skills, quality of learning and employability of students. These courses are conducted in blended mode in collaboration with industry, training and placement institutions, NGOs and other organizations. Workshops, seminars, orientation programmes, SDPs and FDPs are also organized both on-line and off-line with the use of ICT technology. ICT Infrastructure such as computers, laptops, Internet, Wi-Fi, LED projectors, smart boards, zoom and other online platforms are used for digital teaching and learning. Library is well equipped with internet, e-resources like N-List, Latest Library Software, namely, KOHA, etc. Teachers provide on-line notes, videos of class lectures, PPTs, prepare e-resources, conduct online tests and quizzes and take on-line feedback from the students. The NEP 2020 has recognized on-line and blended teaching-learning in higher education by integrating ICT technology. It has suggested about 40% curriculum delivery through online mode in due course of time. Teachers have attended on-line FDPs, regarding preparation of e-content, e-resources, Artificial Intelligence, research methodology. In view of NEP 2020, institute has planned to offer skill based and value-added courses through online mode to provide vocational education in order to earn extra credits by students. Modern ICT infrastructure, Wi-Fi facility, separate internet lease line of 50 MBPS, etc. are available in the college which are required for blended teaching-learning. College has an Audio-Video Room facility (AV Room) to record and capture lectures of teachers.Strategic Perspective Plan of the college has included increased use of ICT and digital technology.ICT infrastructure, internet lease line, fully Wi-Fi campus, AV Room, subscribed Zoom platform are supportive things to provide distance and online education to students as per NEP 2020.

Extended Profile

1.Programme

1.1   **203**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **466**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **20**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3   **85**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **16**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **16**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**203**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**466**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**20**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**85**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**16**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	16

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	98.69
4.3 Total number of computers on campus for academic purposes	71

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College ensures effective curriculum delivery by preparation of academic calendars, workload and timetable in the beginning of every academic year .Teachers plan and prepare the teaching plans at the beginning of every semester. Different sessions, workshops and activities are planned by teachers and included in the academic calendar to give better learning opportunities to the students.Different instructional methods like lecture method, group discussions, case study etc are adopted by teachers. Teachers present powerpoint presentations,quizzes,reading materials and videos to students so as to develop higher order thinking and learning skills like analysing, reasoning etc.

Teaching plans, Daily dairies and syllabus completion reports are prepared by teachers for planned timely execution of curriculum.Supervisor feedback and supervisor report is prepared on semester basis to monitor the execution of the curriculum.

Periodic assessments through assignments, presentations and written examinations are carried out.Being an affiliated college of the University of Mumbai, Examinations for various courses are carried out as per university guidelines.

College adopts the choice based credit system for UG courses and NEP 2020curriculum for PG courses as per directives of affiliating university to provide flexibility to the students to select the courses as per their interests. Advanced learners and slow learners are identified. Advanced learners are involved in research papers presentation and intercollegiate workshops. Slow learners are given remedial classes and mentoring.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://clarascollegeofcommerce.edu.in/timetable.php]()

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendars are prepared at the beginning of every academic year. Academic calendar is prepared within the framework of the University of Mumbai academic calendar, incorporating various events and activities to ensure balanced academic learning.

It incorporates the various seminars, workshops, sports day, industrial visits, camps and examinations evenly distributed over an academic year along with gazetted holidays and term breaks for regular monitoring of students progress and continuous learning experience.The calendar provides students with a clear understanding of when and how they will be evaluated. This transparency holds students accountable for their learning process and encourages them to manage their time effectively.with academic calendar faculty members plan and coordinate their courses more effectively, setting up evaluation dates and ensuring they align with the broader academic plan of the institution.it includes curricular as well as co curricular activities for holistic development and promote a well-rounded educational experience for the students.IQAC meetings are conducted on a regular basis to assess the execution of planned activities as per the academic calendar and necessary changes are incorporated if required.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/Academic%20Calendar%20%20AY%202023-%202024.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

299

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

299

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates crosscutting issues into the curriculum by conducting various workshops and sessions and also through the various subject courses developed by the university.

Professional Ethics: Professional ethics are developed through sessions on-Basics of wealth creation, innovative ICT tools, Campus to corporate, Virtual trading and career opportunities in financial market,insight into career planning,

Gender issues are incorporated in the curriculum through various

gender sensitive programmes like self defence , preparing for competitive exams etc.

Human Values: Human values are instilled through various workshops and sessions like-International day against drug abuse,Tree plantation drive, awareness session on road safety, session on anti ragging, training on helmet for life, distribution of food to the needy people, visit to old age home, , blood donation camp.

Environment and sustainability:Environmental awareness is developed through Writing competition to celebrate world population day, environment rally and tree plantation drive, best out of waste competition,online session on mangroves ecosystem, beach clean up drive.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

1.3.3 - Number of students undertaking project work/field work/ internships

126

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://clarascollegeofcommerce.edu.in/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2460

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

20

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college employs a system of monitoring and mentoring to track the progress of students identified as slow learners.Advanced learners are encouraged to thoroughly engage with the syllabus to achieve high marks and succeed in competitive exams like CS, CA, CMA, etc. They are also advised to maintain journals or diaries to enhance their learning experience. Outstanding performance is recognized with awarded at the college convocation, and meritorious students are often included as committee members. The Training and Placement Cell invites companies and industries for placement drives, encouraging students to actively participate in interviews. The cell also offers training programs focused on interview techniques and communication skills.

Student learning levels are assessed in two main ways at the beginning of the program. Based on their academic performance and initial assessments, students are categorized as either slow learners or advanced learners. This categorization helps design targeted coaching or tutorial sessions to bridge the learning gap. Classroom participation and performance in unit tests and internal exams also inform this classification.

Activities designed for student development include:

For Slow Learners:

1. Individual counseling

2. Remedial coaching

3. Provision of extra notes

4. Group discussions

5. Encouragement to join NSS, sports, and academic activities

6. Access to additional library resources

For Advanced Learners:

1. Advanced notes and study materials

2. Participation in seminar sessions

3.Experiential learning through industrial and educational visits.

5. Project-based learning.

6. Group discussions.

8. Internet facility for research and advanced studies.

9. Practice with advanced question papers.

File Description	Documents
Link for additional Information	https://clarascollegeofcommerce.edu.in/pdf/Advance%20Learner%20and%20Slow%20Learner%20Report.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
509	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student-centric methods focus on enhancing active learning and long-term skill development. The college implements experiential practices for fostering critical thinking and practical application.

Experiential Learning: The college places significant emphasis on experiential learning by organizing add-on programs that bridge theoretical knowledge with practical application. IT Laboratory sessions go beyond the standard syllabus, allowing students to experiment and explore innovative concepts. Industrial visits provide exposure to real-world business environments, enhancing students' cognitive understanding and practical skills. Additionally, students engage in developing projects using the latest technologies, which they later present at technical fests, promoting hands-on learning and fostering creativity.

Participative Learning: This approach focuses on student engagement through various collaborative activities. The college encourages participation in seminars, group discussions, projects, and skill-based courses. Events like annual cultural programs offer a creative outlet, while regular quizzes and seminar presentations help build technical and soft skills. Participative learning extends to various quizzes, events, and specialized technical projects, ensuring students can apply their skills and knowledge in both individual and group settings, contributing to a comprehensive educational experience.

Problem-Solving Methodologies: To cultivate strong problem-solving skills, the college integrates targeted activities and challenges. Regular expert lectures, case study discussions, and class presentations expose students to complex, real-world issues. Assignments and mini-projects designed around problem-solving scenarios, along with debates and quizzes, stimulate analytical thinking. These activities are complemented by opportunities to participate in technical tests and competitions, empowering students to approach challenges confidently and develop robust solutions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Criteria%202.3.1Student%20centric%20methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today's educational landscape, it is vital for students to

learn and master the latest technologies to be prepared for the corporate world. To achieve this, teachers are integrating technology with traditional teaching methods to foster long-term learning and engagement. The college leverages information and communication technology (ICT) to support, enhance, and optimize educational delivery. The institute employs a range of ICT tools, including:

1. Projectors- 3 projectors are available in different classrooms/labs 2. Desktop and laptops—arranged at Computer Lab and faculty cabins all over the campus.3. Printers- They are installed at labs, HOD cabins, and all prominent places.

Use of ICT by Faculty:A. Power Point Presentations: Faculty members incorporate PowerPoint presentations into their teaching using projectors. They utilize digital library resources, online search engines, and websites to create impactful presentations.B. Online Quizzes: Faculty design online quizzes using platforms like Google Forms to assess students' understanding at the end of each unit. C. Video lecture : Platforms such as Zoom and Google Meet are used for student counseling and interactive sessions. D. Workshops: ICT tools are employed to conduct workshops on advanced topics like SPSS, programming languages, and simulations, ensuring students stay updated with the latest methodologies.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://clarascollegeofcommerce.edu.in/pdf/ICT%20Data%202023-24.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	*View File*
Circulars pertaining to assigning mentors to mentees	*View File*
mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	*View File*
List of the faculty members authenticated by the Head of HEI	*View File*

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	*View File*
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

88

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows a transparent and robust evaluation process that ensures continuous monitoring of student progress. The internal assessment system is clearly communicated to students at the beginning of the course, ensuring transparency in expectations and evaluation criteria. Admissions are granted based on merit, and the list of merit students is prominently displayed on the notice board. Students are assessed through various methods such as group discussions, unit tests, assignments, field visits, and seminar presentations. Regular internal tests are conducted as per the academic calendar, with varying weightage depending on the subject requirements. The results are displayed on the notice board, and personal guidance is offered to underperforming students to improve their performance.

To ensure a fair and thorough evaluation process, several mechanisms are in place, including an Internal Examination Committee, question paper setting, examination conduct, result display, evaluation and moderation of papers as per university circular and student interactions regarding their assessments. This approach not only helps teachers evaluate students effectively but also fosters greater student engagement in learning. The internal assessment system has increased students' interest in attending classes and participating in co-curricular and extracurricular activities, contributing to their overall personality development.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/2.5.1%20and%202.5.2%20Examination%20policy%20,%20Notices%20and%20Timetable%20-2023-24.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute has established a clear and efficient mechanism to address examination-related grievances, ensuring transparency and timely rectification. The college strictly adheres to the guidelines and rules set by the affiliating university for conducting internal and semester-end examinations. At the institute level, an examination committee, led by a senior faculty member, is responsible for overseeing the evaluation process. Evaluated answer scripts are Re- Evaluated for students, and any grievances or discrepancies, such as mistakes in the question paper, mark allocation, or corrections, are promptly addressed by the concerned teacher. If a student remains dissatisfied after resolution, they can escalate the issue to the Head of Department (HOD) for reassessment, with another teacher reviewing the case if necessary.

The internal marks are displayed on the notice board, and parents are notified of their ward's performance by conducting a parent-teacher meeting. Faculty mentors counsel students, and remedial classes are offered to those who fail. In case of genuine absence, like medical ground, students are given the opportunity for a retest. Internal assessment marks are uploaded to the university portal, where students can view their performance.

At the university level, students with grievances regarding their university answer scripts can apply for re-evaluation within a week. This entire process is transparent, timely, and ensures students have maximum opportunities to clear their subjects.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/2.5.1%20and%202.5.2%20Examination%20policy%20,%20Notices%20and%20Timetable%20-2023-24.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The program and course outcomes for both graduate and postgraduate programs are clearly outlined on the college website. Each department, based on the programs they offer, has specified the Program Specific Outcomes (PSOs). The Program Outcomes (POs) for each course are also detailed and accessible online. The course outcomes describe the course content and the competencies students will acquire upon successful completion of the course. Additionally, learner outcomes are specified, highlighting what students are expected to achieve.

Whenever the curriculum is updated, the course outcomes are reviewed and revised in consultation with the Board of Studies, then presented for approval at the Academic Council meetings. During the induction program, students are informed about the program outcomes (POs), program-specific outcomes (PSOs), and course outcomes (COs) through the available information on the college website. Furthermore, each subject teacher is provided with a hard copy to help students understand the expected outcomes for completing their courses. This information on PSOs and COs also assists students in selecting courses that align with their academic goals and interests.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME)%202023-24%20(2)%20(2)%20(1).pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the attainment of program outcomes (POs) and course outcomes (COs) using various tools and processes. These are categorized into direct and indirect methods.

Direct Methods:

- **Assessment of student knowledge and skills against measurable COs is done through examinations, internal tests, and assignments.**
- **University examinations and internal tests include problems directly mapped to COs.**
- **Assignments, provided at the end of modules, encourage students to use textbooks and references to derive solutions, fostering an understanding of expected outcomes.**
- **Performance in tests is analyzed to determine if the corresponding COs are achieved, with mapping used to assess CO attainment.**

Indirect Methods:

- **Alumni Surveys: Conducted annually to assess curriculum relevance to industry expectations and the overall program's goal attainment.**
- **Employer Surveys: Evaluate whether graduates' knowledge, skills, and attitudes meet workplace demands.**
- **Exit Surveys: Gather feedback on training programs, highlighting strengths and weaknesses to guide future improvements.**

The Program Assessment Committee uses these evaluations to determine PO attainment levels, ensuring continual enhancement of

the educational process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/COs%20And%20Pos%20Attatinment%20AY%202023%20-%2024.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

85

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://clarascollegeofcommerce.edu.in/pdf/Result%20analysis%202023%202=%20(1).pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://clarascollegeofcommerce.edu.in/pdf/SSS%202023%2024%20(1).pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

`00`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

`00`

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

`05`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

06

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Clara's College of Commerce actively participated in various extension and outreach programs during the academic year 2023-24, focusing on social issues, community well-being, and national

goals. Collaborating with NSS units, NGOs, and government initiatives, the college organized a range of impactful activities.

In health and wellness, the college celebrated International Yoga Day on 21/06/2023 and organized a medical health camp on 14/04/2024. Social awareness initiatives included observing International Day against Drug Abuse on 26/06/2023 and conducting road safety campaigns. Environmental conservation efforts featured tree plantation drives on 08/07/2023, beach clean-up activities on 16/09/2023, and an online session on mangrove ecosystems on 11/09/2023.

The college also celebrated patriotism with Independence Day events on 15/08/2023 and launched the Meri Maati Mera Desh initiative on 11/10/2023. In community service, students distributed food to the needy on 22/08/2023, visited elder care centers, and organized blood donation camps on 01/03/2024. Youth and skill development activities included National Youth Day celebrations on 12/01/2024, leadership camps, and skill development lectures on 10/01/2024.

Educational and cultural events, such as poster making, essay competitions, and Marathi Bhasha Diwas on 27/02/2024, further promoted student engagement. These initiatives promoted health, safety, environmental sustainability, social welfare, patriotism, and skill development.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/3.3.3%20&%203.3.4%20Extension%20Activity.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

24

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

33

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3118

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

24

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has created well-developed infrastructure & physical facilities for an effective teaching learning environment that helps to provide value based education with innovative ideas. The institution has 19 Classrooms, two seminar halls, One Audio-Visual Room and Five Smart Classes for teaching and learning. All the classrooms are spacious with provisions of receiving ample

natural light and proper ventilation equipped with centralized water cooler and purifier. Comfortable seating arrangements are given to students with Wi-Fi facility, Projectors, CCTV cameras and Smart boards in classrooms whenever required.

Library has an open access system with computerized and online e-library services, provides an OPAC facility for online search of library collections. Library has subscribed to KOHA,INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, EBooks' for the students and faculties, it also uses open access database DOAJ .The library also has printer and scanner facilities with Wi-Fi connectivity.

The Institution has a well-equipped Computer Laboratory with WINDOWS operating system. All the PCs are connected via LAN and well supported with the latest software version. This academic research resource is available to faculty members and students.

Two Multi-purpose halls ICT enabled witha capacity for300 students each available for various co-curricular activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.1%20Photos%20of%20Infrastructure%20Facilities_001.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has a spacious playground of area of 3383.40 Sq. mts. beside it where these sports activities and practices are carried out throughout the year. The institution has appointed specialized Physical instructor to guide, nurture and practice different sports such as Badminton, Cricket, Football, Chess etc. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events, national events and international events. The Yoga day is celebrated every year on June 21st on occasion of International Yoga Day in the College. The Yoga session is kept for students, Teachers and Administrative Staff by specialized Yoga trainer.

Under the guidance of activity chairman students are encouraged to take part in different Cultural Activities. These activities are carried out in Seminar Hall of 2624 Sq.fts. and in different spacious Class Rooms. Specialized choreographer, trainers, supporting staff is hired for enhancing practice, growth to come out as Best Performer. Students take part in different IntreColleges and Youth Fest organized by University of Mumbai and by the college.The institution has a well-equipped Gymnasium with specialized physical trainer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf /4.1.2%20The%20Institution%20has%20adequat e%20facilities%20for%20cultural%20activiti es,%20sports,%20games%20(indoor,%20outdoor),.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf /merged%20File%20of%20ICT%20enabled%20clas sroom%20&%20Master%20Time%20Table%20A.Y.%2 02023-24.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

31.83874

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using KOHA ILMS (Version -22.11.00.000Rosalie)

Online Public Access Catalogue (OPAC) facility is made available to users for searching library catalogue.

Online book issue return take place using circulation module of KOHA Library Management Software.

Library subscribed N-LIST Database through which access to e-books and e-journals are provided.

E-Library facility is made available for students for accessing subscribed and freely available e-resources.

Library provide Book Bank Facility for Economically and Socially backward students.

Library conducted various activities such as library Orientation for First Year Students on 2nd August 2023, Book Mark Making Competition on 25th October 2023 and Intercollegiate Book Review Competition on 20th December 2023.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://clarascollegeofcommerce.edu.in/pdf/library%20software%20images.pdf

4.2.2 - The institution has subscription for the `A. Any 4 or more of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

`0.97828`

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`75`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is well connected through Wi-Fi facility. A 100 MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online mode of education. The Institution has a well-equipped Computer Laboratory with WINDOWS operating system and LAN where students and faculty, can avail the facility of internet and audio-visual aids. Two IT professionals have been appointed to look after the maintenance and up-gradations required for the computer lab and for computers used at other departments. Maintenance includes servicing of the computers, server, network devices, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc. Administration office computers are connected by LAN and their work related to students such as Fees Collection, Receipt printing etc. is computerized. The College has installed and uses Tally ERP 9 for maintaining the accounts. The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. The college uses Teach Us Cloud based Examination software for conducting online examination. The college has purchased Annual Zoom License for Online Workshops and Webinar. Astute Information Management Solution software used for Exam Results, Mark sheet printing & Eligibility Criteria.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Maintenance%20cell%20AY%202023-24.pdf

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.03175

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Two IT professionals have been appointed to look after the maintenance and up-gradations required for the overall computer lab and for computer system used in entire institution.

The college has AMC for maintenance of Website, server and lift related issues to be renewed every year. College Building has spacious classrooms.

Renovations and physical repairs such as electrical and infrastructural damages are restored as when needed every academic year.

Full time electrician is appointed to have a regular check on the same.

Library has subscribed to INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ. All books bibliographically information is entered in the accession register.

College has a provision of spacious playground attached to it where various outdoor sports activities are conducted for students such as Annual Sports Meet, Cricket Tournaments, Football Matches, Badminton Tournaments, Annual Day, etc. The ground is well maintained by daily cleaning. College has a well-equipped gymnasium for the students.

Seminar hall is availed for Cultural, Seminar and conferences conducted by the College. Accession register is maintained for the same.

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20for%20utilisation%20and%20Maintenance%20of%20Infrastructure%20(1).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills   **A. All of the above**

File Description	Documents
Link to institutional website	https://clarascollegeofcommerce.edu.in/pdf/5.1.3%20Capacity%20Building%20A.Y.%2023-24.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

185

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

396

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

At Clara's College of Commerce, we actively promote student representation and engagement in all spheres of institutional development. The college provides a platform for students to participate in various administrative, co-curricular, and extracurricular activities, ensuring their voices are heard and valued. Through the establishment of a Student Council and representation on different committees and bodies such as CDC, IQAC , WDC , NSS , ICC , Library, Cultural and Sports committees students play a significant role in decision-making and planning processes. These opportunities are structured in alignment with

established norms and procedures, fostering leadership, teamwork, and a sense of responsibility among students.

By integrating student participation into administrative and academic frameworks, Clara's College of Commerce nurtures a collaborative environment that emphasizes holistic development and community involvement.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20AY%202023-24.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Clara's College of Commerce plays a pivotal role in supporting and enhancing the institution's growth and success. This registered body actively engages in the college's development by providing financial contributions and offering various support services. The association fosters a

strong connection between the alumni and the institution, promoting initiatives that benefit current students and the college community. Through mentorship programs, scholarships,seminars, internships , placement, infrastructure development, and career guidance, the Alumni Association significantly contributes to enriching the academic and extracurricular environment at Clara's College of Commerce.

This collaboration underscores the enduring bond between alumni and their alma mater, ensuring continuous progress and excellence.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Alumni%2023-24.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The following are the vision and mission statements of institution

Vision Statement:

Our Vision is to provide value-based education with new innovations and ideas, so that our pupils grow into aesthetically rich, intellectually aware and integrated young people, capable of fulfilling their dreams and aspirations.

Mission Statement:

Our Mission is to instill qualities of leadership, ethics, values

of good citizenship and above all of a good human being through modern & traditional education.

According to the vision and mission statement, the institute works to give each student the best values, abilities, and knowledge possible. It also aims to give its teachers,staff and students a decent atmosphere and good administration.

As a result, the institute supports democratic governance. In order to accomplish this, all stakeholders—students, teachers, staff, management, alumni, and parents are involved in the organization's operations through a variety of committees and cells that have been granted decentralized decision-making authority. Additionally, teachers have been granted complete authority in the teaching and learning process, allowing them to choose how best to deliver the curriculum.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/vision-mission.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization supports participatory management techniques and decentralized decision-making. The duties are assigned to several committees and departments.Various statutory and sub-statutory committees are fully functional to carry out the activities smoothly.these committees include statutory committees such the CDC, IQAC Women Development Cell, ICC, Students Council, Anti-Ragging Cell, etc, Students Grievance Redressal Cell, AMC, STSC and Scholarships, ICC as well as other groups like the Sports Committee, Cultural Committee, Placement Cell and Research and Development Cell.

Every faculty member is consulted when creating the academic schedule. All educational, co-curricular and extracurricular activities are scheduled on the academic calendar.

The head of the department keeps a track of Teaching plan implementation; portion completion; exam administration in accordance with university regulations; evaluation and results announcement within the allotted time limit; and scheduling remedial lectures.

Key events (workshops, seminars, expert talks, FDPs, and SDPs) are scheduled.The teaching and non-teaching staff members are assigned all associated tasks, including inviting the resource person, getting the paperwork ready and paying the honorarium,choosing how the event will proceed, seeking feedback on the session.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20AY%202023-24.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The seven main themes of NAAC were the focus of the academic year's strategic planning.

ICT, Libraries, and Physical Facilities prioritize, increasing the use of digital resources.

Curriculum Development: The emphasis would be on offering supplemental courses pertaining tresearch, money, and students' overall growth.

Teaching and Learning: IQAC would be collecting student input for subject matter experts.the college would hold FDPs to enhance teachers' curriculum delivery.

Examination and Evaluation: Emphasis would be on remedial lectures,assignments. Teachers would be encouraged to administer tests and quizzes to make instruction effective.

Research and Development:To hold conference at the international level. To offer brief training on writing research papers,

planning for an inhouse research journal .

Human Resource Management :To give teachers the FDP Soft Skills training to communicate with all parties involved, FDP on the use of digital tools and AI, to improve the delivery of lectures.

Industry Interaction / Collaboration :To plan for conducting a job fair , conduct workshops for students in resume writing and attending interviews,competitive exams.

Cultural & Sports Activities :To plan a variety of cultural events like inter-collegiate, inter-departmental fest, marketing-fest. To provide faculty and students with both indoor and outdoor sports activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/PERSPECTIVE%20PLAN-2024-25.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Clara's College of Commerce is governed by the Children Welfare Trust and has its own management body, as indicated in the college organogram. The trust manages seven other institutions in addition to the college. The trust's general secretary currently works out of the Institute's grounds and frequently engages with college employees, offering advice and recommendations.

The College Development Committee, one of the main governing committees with representation from all important stakeholders, is run by the principal. The college's CDC was established in accordance with University regulations. This committee examines every aspect of the college's operations and growth at its

quarterly meetings. It is the primary policy-making and directing body that examines different protocols, laws, and guidelines. Additionally, the college has an active and operating IQAC that strives to raise the caliber of the curriculum it offers.

The various statutory and non-statutory committees are established to oversee the day-to-day operations of the college. In order to plan extra curricular and curricular activities, these committees include statutory committees such the CDC, IQAC, Women Development Cell, ICC, Students Council, Anti-Ragging Cell, etc, Students Grievance Redressal Cell, AMC, STSC and Scholarships, ICC as well as other groups like the Sports Committee, Cultural Committee, Placement Cell and Research and Development Cell. Through coordinators of various departments and committee heads, the Principal makes sure the institutes run well.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/Policies%20&%20Procedures.php
Link to Organogram of the Institution webpage	https://clarascollegeofcommerce.edu.in/pdf/organogram%20of%20claras%20college%20signed%20stamped.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The organization has welfare programs as follows:

- **In the first week of each month staff salaries are credited.**

- **Class IV employees and non-teaching staff receive Provident Fund benefits.**

- **All leaves, including maternity, medical, and casual leaves, are given to employees in accordance with standard procedures.**

- **Staff members receive payment or reimbursement for registration fees and travel expenses related to attending conferences, seminars, and workshops.**

- **Research publications in a number of UGC Care Journals, peer-reviewed journals, and international publications are sponsored by the institute.**

- **Staff members who are enrolled in the institute or a sister institution are eligible for a fee concession.**

- **On an annual basis, third-year subject teachers who receive highest results in university exams are honored.**

- **Employees can seek and receive interest-free loans in the form of advance salaries in times of need.**

- **Deserving and qualified former students and staff members are given preference when it comes to employment.**

- **Class IV personnel receive uniforms and other accessories on a regular basis.**

- **All employees have access to the canteen facility .**

- **Under emergency situation Kalsekar Hospital providemedical care to the employees,expenses are borne by the management for the same.**

- **Conference participation fees of faculty members is borne by the management.**

- **Every year on Teachers Day, all of the staff members and teachers are felicitated.**

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20On%20providing%20Financial%20Support.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

06

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

04

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The academic year ends with a performance appraisal. Every teacher must complete a self-appraisal report.

At the conclusion of every academic year, a performance review of both teaching and non-teaching staff is carried out.

Each month, IQAC collects class and student feedback, which is used to grade the teachers and staff.

Employees are evaluated based on their research, teaching effectiveness, and organizational contribution.

Both teaching and non-teaching staff are informed of student feedback and performance reviews.

The appraisal is done by the Principal on basis of discussion with faculty for improvement in various areas

The annual Student Satisfaction Survey is carried out in accordance with NAAC regulations.

The report captures the following details of the candidate which includes:

• General Information,

• Academic qualification,

• Teaching experience,

• University level contribution,

• Examination contribution at college level,

• Contribution towards innovative practices in teaching methods & Evaluation methods,

• Improvement of Professional Competence,

• Research contribution,

• Publication,

• Attendance in seminar, workshop, membership to professional bodies,

• Community services, other general data.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Sample%20PA%20FORM-2023-24.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Clara's College does not have a separate accounting department; instead, the accounting for the institute and its sister educational institutions is managed centrally. The following component is part of the Children Welfare Trust's and all institutes' accounting. The following institutions are maintained and updated centrally.

1. A nursery

2. Primar yschool;

3. Secondary school;

4. Junior college (Versova);

5. Degree college;

6. Law college (Malad); and

7. Junior college (Malad).

Regarding internal audit, the head of the accounts department keeps an update on daily accounting transactions and entries, and any errors are promptly fixed. The balance sheets of every section are combined at the conclusion of each fiscal year.

At the conclusion of each fiscal year, Pradeep Chaudhary & Co., the institute's chartered accountant, conducts an external financial audit of all the institutions. Any audit notes pertain to the combined balance sheet, and the accounts department

responds appropriately.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/CCC%20Audit%20finance%20statement%202023-24'%20with%20you.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.4

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is affiliated to the University of Mumbai. It is an unaided and independent institution. The college fees are the only source of funding.

For resource planning, the following revenue streams have been identified:

- **Fees for development, tuition, and other expenses.**

- **Interest earned on fixed and savings accounts.**

- **Donations and alumni membership.**

- **Fees gathered for various services provided to students,**

including transfer certificates, transcripts, and duplicate mark sheets and Id

- Fees received for educational initiatives such as training courses and Industrial Visits

- Fees for examinations, evaluations, and photocopies.

A few areas where funds are used:

- Pay for all teaching, non-teaching, and housekeeping employees.

- Annual state level contribution from each student for the Raj Bhavan events.

- Maintenance and repairs for structures, machinery, and equipment.

- AMCs for results, CCTVs, websites, libraries, and other applications.

- Audit fees for other auditors and chartered accountants.

- Acquisition of newspapers, magazines, books, and journals.

- Students participating in sports and cultural events are paid for registration and transportation.

- Payment for publications, workshops, and paper presentations.

- Property taxes, water bills, and electricity.

- Purchasing stationery for departments and offices

- Compensation for CAP evaluation, reassessment, and moderation.

- The cost of setting up a seven-day rural residential camp for NSS.

- Costs associated with holding workshops, seminars, FDPs, SDPs, and blood drives.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20on%20Resources%20Mobilization%20(1).pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC for improving the quality of Curriculum delivery follows the following norms:

- **Subject allotment**

- **Preparation of Teaching Plan**

- **Portion completion update**

- **Monthly feedback from students by visiting each class for portion completion and any teaching related issues.**

- **Semester-wise feedback.**

- **Supervisor review**

- **Student satisfaction survey and feedback is taken each year**

IQAC conducts various seminars / workshops/ FDPs / SDPs . Few of the workshops and add-on course conducted as follows:

- **Add on Course :- Fundamentals of Accountancy**

- **Seminar on Basics of Wealth Creation**

- **Add on Course :- Ethos and Management**

- **Add on Course :- Techniques of Data Analysis**

- **Add on Course:- Consumer Protection and Human Rights**

- **Seminar on Showcasing Career Opportunities in the Media and Entertainment Industry**

- **Webinar on Understanding Data Science, Data Analytics and AI**

- **Workshop on Investment Banking**

- **FDP on Innovative ICT Tools**

- **FDP on New Education Policy**

- **Awareness Programme on Code of Conduct for college teaching and non - teaching staff**

- **Add on Course :- Fundamentals of Mathematics**

- **Add on Course :- DBMS.**

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20ACTIVITY%202023-2024_FINAL.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Norms / processes / structures implemented by IQAC for improvement of teaching learning process.

- **The College's Academic Calendar is prepared using the university's circular as a guide. Teachers help to plan a variety of events, such as seminars, guest lectures, workshops,SDPs, FDPs, hands-on series, industrial visits, etc.**

- Teachers have to submit their teaching plans at the beginning of the semester and their syllabus completion status at the end.

- Additionally, teachers must keep a daily diary that documents the accomplishment of the syllabus. The principal attends lectures to keep an eye on their quality.

- Students can also freely ask the Institute's management for comments and recommendations. During student council meetings, students are asked to submit suggestions.

- Attending the Orientation Program is mandatory for all newly admitted students. During this program, they learn about the Institute's discipline, culture, and teaching-learning process, as well as the system of ongoing evaluation, required core courses, and other extracurricular activities.

- All students are also given a guided tour of the campus and the numerous facilities. The academic requirements are communicated to the students.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/6.5.2%20add%20info.%202023-24%20(1).pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20Notice%20and%20Minutes%2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Measures initiated by the Institution for the Promotion of Gender Equity

Clara's College of Commerce provides various amenities and opportunities to female staff and girl students for their holistic development. We at Clara's have taken every possible step towards gender sensitization and promoting gender equity.

Following Measures have been taken in the last year for the promotion of gender equity-

Following committees have been formed

- **Women Development Cell (WDC)**

- **Internal Complaints Committee (ICC)**

- **Anti-Ragging Committee**

- **Students Grievance Redressal Cell**

Following policies have been formed:

Gender Policy

Policy on Code of Conduct

Anti-Ragging Policy

Annual Gender Sensitization Action Plan

Awareness Programmes: Following programmes were conducted:

- **Session on Cyber security was conducted on 27-10-2023**

- **Workshop on preparing for Competitive Exams was conducted on 24-01-2024**

- **Workshop on Self-Defence-Dare to Defend was conducted on 06-03-2024**

Provisions for Women's Safety and Security:

Safety and security of women is the first priority of the institution. Following provisions are made for the safety and security of women:

Specific Facilities Provided for Women:

1. **Safety and security is observed though following provisions-**

    1. **CCTV Surveillance**

    2. **Well-trained male and female Security Guards**

    3. **Suggestion Box**

    4. **Sanitary Napkin Vending Machine installed in the Girls Washroom.**

    5. **Separate entry and exit for girls and boys.**

2. **Counseling**

    1. **A full-time counselor is available on campus to help students resolve any gender-specific issues which might hinder their academic progress.**

3. **Common Rooms**

    1. **Separate girl's Common Room**

File Description	Documents
Annual gender sensitization action plan	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan%202023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202023-2024%20(1).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Management of the various types of degradable and non-degradable waste

The College takes appropriate measures to dispose of its waste. The institute is conscious of generating less waste by recycling or reusing resources to keep the environment clean and healthy for all living beings. Some of the major initiatives taken by us are mentioned below:

- **Solid Waste Management :**

1. **Dry waste (approx. 1 kg) and organic waste (approx. 5 kg)**

are collected on a daily basis except on weekends from the entire premise including canteen.

2. The waste produced at the campus is collected in large bins on a daily basis (at present in the open space) and then handed over to the local municipality van every morning.

3. Paper waste generated at the college is collected and then at the end of academic year it is sold to old scrap paper collectors in the vicinity.

- Liquid waste management.

1. Liquid Waste generated through wash rooms, toilets, wash basin, urinals, canteen taps are discharged to main drains through underground covered channels.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://clarascollegeofcommerce.edu.in/pdf/7.1.3%20(23-24)%20Geo%20tagged%20photos%20of%20the%20facilities%20(Management%20of%20the%20various%20types%20of%20degradable%20and%20non-degradable%20waste).pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment   **A. Any 4 or all of the above**

**with ramps/lifts for easy access to classrooms.
Disabled-friendly washrooms Signage
including tactile path, lights, display boards
and signposts Assistive technology and
facilities for persons with disabilities
(Divyangjan) accessible website, screen-
reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Clara's College of Commerce is situated in Western Mumbai, a cosmopolitan city. Students enrolled with us come from different socio-economic and geographical backgrounds, having diverse religions and cultures. We at Clara's College believe in secularism and it is seen in our practices.

Following activities were conducted in academic year 2023-2024 for providing an inclusive environment:

Date

Day

Event

4/8/2023

Friday

Literary Events:

A) Elocution Competition Topics:

1) Why Personality Matters?

2) How to live a Stressfree Life?

3) Growing Intolerance in the Society

15/8/2023

Tuesday

Distribution of food to the needed people

22/8/2023

Tuesday

Visit to Old Age Home

16/09/2023

Saturday

Beach Clean Up Drive in Association with Ekta Manch

1/10/2024

Sunday

Swatcha hi seva - Beach Clean Up Drive

11/10/2023

Wednesday

Meri Mati Mera Desh

14/12/2023

Thursday

Blood Donation Drive in Association with Mahatma Gandhi Blood Centre

12/01/2024

Friday

National Youth Day Celebration

13/01/2024

Saturday

Beach Cleanup Drive

4/2/2024

Sunday

Run for Leprosy - Marathon

01/03/2024

Friday

Blood Donation in association with LTMG Hospital Sion

14/4/2024

Sunday

Medical Camp in Association with Ekata Manch

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Clara's College of Commerce sensitizes the students and employees of the institution on constitutional obligations about values, rights, duties, and responsibilities of citizens.

Following are the activities for inculcating constitutional values among the staff and students in the year 2023-24:

- Measures for Sensitizing Citizens towards Constitutional obligations: Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum and various activities.

- Measures for Sensitizing Towards Rights, Values and Duties of Citizens:

- Many regular programs are conducted throughout the academic session to educate students about their rights by various departments of our college.

Date

Day

Event

8/7/2023

Saturday

Tree Plantation Drive

14/7/2023

Friday

Environmental Rally and Tree Plantation Drive in Association with Ekata Manch

17/7/2023

Monday

Best Out of Waste Competition to Celebrate World Environment Day 2023

18/7/2023

Tuesday

Awareness and Demonstration Session on Road Safety in Association with United Way of Mumbai

26/7/2023

Tuesday

Training on Helmet for Life in Association with United Way of Mumbai

11/09/2023

Monday

Online Awareness Session on Mangroves Ecosystem in Association with United Way of Mumbai

27/10/2023

Friday

Cyber Security

10/01/2024 to 19/01/2024

Wednesday

Add-on Course on Consumer Protection and Human Rights

01/02/2024

Thursday

Awareness and Demonstration session on Road Safety

09/02/2024

Friday

Street Play on Road Safety at M.A High School

22/03/2024

Friday

National Level Quiz Competition on World Water Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized   **B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2023-2024.

Celebration of National and International Commemoration Days

Sr. No.

Date

Days

1

June 21, 2023

International Yoga Day

2

June 26, 2023

International Day Against Drug Abuse

3

July 11 2023

World Population Day

4

August 15,2023

Independence Day

5

September 05, 2023

Teachers' Day Celebration

6

September 14, 2023

Hindi Diwas Celebration

7

September 24, 2023

NSS Foundation Day

8

January 12, 2024

National Youth Day Celebration

9

January 26, 2024

Republic Day

10

February 27, 2024

Marathi Bhasha Diwas

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title - Unnati : Empowering women through self- defense and other programmes

Objectives: To spread awareness of the importance of self-defense techniques etc.

The Context: Unnati aims to empower women by equipping them with

essential skills, resources, and opportunities to enhance their personal and economic well-being.

Practice:Under Unnati we conducted various sessions, webinars, workshops and programs throughout the year.

Evidence of Success:

The various activities were conducted like Orientation Session , Sessions, Webinar, Workshop.

Problems Encountered and Resources Required:

Shyness, confidence, and participation of students are the problems encountered.

Title: Jeevika: Earn and Learn Scheme

Objectives:To equip students with practical, relevant skills, exposure to real-world experience, and confidence development.

The Context: Through Jeevika we provide an open platform to students from all streams to come forward and avail the benefit of the scheme.

The Practice: Jeevika scheme is funded by the library dues collected from the students. The selected students are paid Rs.25 per hour for their cooperation in activities under Jeevika.

Evidence of Success: Mr.Mauzam Mohammads earned Rs.1225 and Mr. Khan Mohd Zayed earned Rs. 50.

Problems Encountered and Resources Required: Skill lagging, confidence, and participation of students and Sufficient Financial resources are the problems encountered.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution has the distinctiveness of being one of the colleges in the suburban district of Mumbai city that focuses on students welfare as well as work towards the welfare of society.

During the year 2023-2024 college has conducted various activities for the welfare of the society as under:

Blood Donation Drive:Blood Donation Drive was organized on 14th December, 2023 in the memory of Late Smt. Clara Kaul on her birthday in association with Ekata Manch (NGO) and Mahatma Gandhi Seva Mandir Blood Bank. 211number of blood units were collected

Distribution of Food to the Needy People:As a part of community work, NSS volunteers of the Clara's College of Commercedistributed food packets to the homeless people living in and around the local area of Versova on 15th August 2023.

Visit to Old Age Home: NSS unit of Clara's College of Commerce celebrated Senior Citizen Day with Aaji Care Elder Care Centre, Versova on 22 August 2023.

Medical Camp: Total 864 people in the neighborhood community benefited due to this medical camp. Free medical treatments were given to people for different types of diseases. Medicines and spectacles were distributed free of cost. Even College Management borne the cost of costly medicines , small operations and other treatments of patients after the medical campSaving life is an immense job. CWC Trust and our college organized free medical camps on 14th April,2023

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College ensures effective curriculum delivery by preparation of academic calendars, workload and timetable in the beginning of every academic year .Teachers plan and prepare the teaching plans at the beginning of every semester. Different sessions, workshops and activities are planned by teachers and included in the academic calendar to give better learning opportunities to the students.Different instructional methods like lecture method, group discussions, case study etc are adopted by teachers. Teachers present powerpoint presentations,quizzes,reading materials and videos to students so as to develop higher order thinking and learning skills like analysing, reasoning etc.

Teaching plans, Daily dairies and syllabus completion reports are prepared by teachers for planned timely execution of curriculum.Supervisor feedback and supervisor report is prepared on semester basis to monitor the execution of the curriculum.

Periodic assessments through assignments, presentations and written examinations are carried out.Being an affiliated college of the University of Mumbai, Examinations for various courses are carried out as per university guidelines.

College adopts the choice based credit system for UG courses and NEP 2020curriculum for PG courses as per directives of affiliating university to provide flexibility to the students to select the courses as per their interests. Advanced learners and slow learners are identified. Advanced learners are involved in research papers presentation and intercollegiate workshops. Slow learners are given remedial classes and mentoring.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://clarascollegeofcommerce.edu.in/timetable.php

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendars are prepared at the beginning of every academic year. Academic calendar is prepared within the framework of the University of Mumbai academic calendar, incorporating various events and activities to ensure balanced academic learning.

It incorporates the various seminars, workshops, sports day, industrial visits, camps and examinations evenly distributed over an academic year along with gazetted holidays and term breaks for regular monitoring of students progress and continuous learning experience.The calendar provides students with a clear understanding of when and how they will be evaluated. This transparency holds students accountable for their learning process and encourages them to manage their time effectively.with academic calendar faculty members plan and coordinate their courses more effectively, setting up evaluation dates and ensuring they align with the broader academic plan of the institution.it includes curricular as well as co curricular activities for holistic development and promote a well-rounded educational experience for the students.IQAC meetings are conducted on a regular basis to assess the execution of planned activities as per the academic calendar and necessary changes are incorporated if required.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/Academic%20Calendar%20%20AY%202023-%202024.pdf

1.1.3 - Teachers of the Institution participate in following activities related to	C. Any 2 of the above

curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

299

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

299

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates crosscutting issues into the curriculum by conducting various workshops and sessions and also through the various subject courses developed by the university.

Professional Ethics: Professional ethics are developed through sessions on-Basics of wealth creation, innovative ICT tools, Campus to corporate, Virtual trading and career opportunities in financial market,insight into career planning,

Gender issues are incorporated in the curriculum through various gender sensitive programmes like self defence , preparing for competitive exams etc.

Human Values: Human values are instilled through various workshops and sessions like-International day against drug abuse,Tree plantation drive, awareness session on road safety,

session on anti ragging, training on helmet for life, distribution of food to the needy people, visit to old age home, , blood donation camp.

Environment and sustainability:Environmental awareness is developed through Writing competition to celebrate world population day, environment rally and tree plantation drive, best out of waste competition,online session on mangroves ecosystem, beach clean up drive.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

126

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://clarascollegeofcommerce.edu.in/feedback.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2460

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

20

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college employs a system of monitoring and mentoring to track the progress of students identified as slow learners.Advanced learners are encouraged to thoroughly engage with the syllabus to achieve high marks and succeed in competitive exams like CS, CA, CMA, etc. They are also advised to maintain journals or diaries to enhance their learning experience. Outstanding performance is recognized with awarded at the college convocation, and meritorious students are often included as committee members. The Training and Placement Cell invites companies and industries for placement drives, encouraging students to actively participate in interviews. The cell also offers training programs focused on interview techniques and communication skills.

Student learning levels are assessed in two main ways at the beginning of the program. Based on their academic performance and initial assessments, students are categorized as either slow learners or advanced learners. This categorization helps design targeted coaching or tutorial sessions to bridge the

learning gap. Classroom participation and performance in unit tests and internal exams also inform this classification.

Activities designed for student development include:

For Slow Learners:

1. Individual counseling

2. Remedial coaching

3. Provision of extra notes

4. Group discussions

5. Encouragement to join NSS, sports, and academic activities

6. Access to additional library resources

For Advanced Learners:

1. Advanced notes and study materials

2. Participation in seminar sessions

3.Experiential learning through industrial and educational visits.

5. Project-based learning.

6. Group discussions.

8. Internet facility for research and advanced studies.

9. Practice with advanced question papers.

File Description	Documents
Link for additional Information	https://clarascollegeofcommerce.edu.in/pdf/Advance%20Learner%20and%20Slow%20Learner%20Report.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
509	15

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student-centric methods focus on enhancing active learning and long-term skill development. The college implements experiential practices for fostering critical thinking and practical application.

Experiential Learning:The college places significant emphasis on experiential learning by organizing add-on programs that bridge theoretical knowledge with practical application. IT Laboratory sessions go beyond the standard syllabus, allowing students to experiment and explore innovative concepts. Industrial visits provide exposure to real-world business environments, enhancing students' cognitive understanding and practical skills. Additionally, students engage in developing projects using the latest technologies, which they later present at technical fests, promoting hands-on learning and fostering creativity.

Participative Learning: This approach focuses on student engagement through various collaborative activities. The college encourages participation in seminars, group discussions, projects, and skill-based courses. Events like annual cultural programs offer a creative outlet, while regular quizzes and seminar presentations help build technical and soft skills. Participative learning extends to various quizzes, events, and specialized technical projects, ensuring students can apply their skills and knowledge in both individual and group settings, contributing to a comprehensive educational experience.

Problem-Solving Methodologies: To cultivate strong problem-solving skills, the college integrates targeted activities and challenges. Regular expert lectures, case study discussions, and class presentations expose students to complex, real-world

issues. Assignments and mini-projects designed around problem-solving scenarios, along with debates and quizzes, stimulate analytical thinking. These activities are complemented by opportunities to participate in technical tests and competitions, empowering students to approach challenges confidently and develop robust solutions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Criteria%202.3.1Student%20centric%20methods.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today's educational landscape, it is vital for students to learn and master the latest technologies to be prepared for the corporate world. To achieve this, teachers are integrating technology with traditional teaching methods to foster long-term learning and engagement. The college leverages information and communication technology (ICT) to support, enhance, and optimize educational delivery. The institute employs a range of ICT tools, including:

1. Projectors- 3 projectors are available in different classrooms/labs 2. Desktop and laptops—arranged at Computer Lab and faculty cabins all over the campus.3. Printers- They are installed at labs, HOD cabins, and all prominent places.

Use of ICT by Faculty:A. Power Point Presentations: Faculty members incorporate PowerPoint presentations into their teaching using projectors. They utilize digital library resources, online search engines, and websites to create impactful presentations.B. Online Quizzes: Faculty design online quizzes using platforms like Google Forms to assess students' understanding at the end of each unit. C. Video lecture : Platforms such as Zoom and Google Meet are used for student counseling and interactive sessions. D. Workshops: ICT tools are employed to conduct workshops on advanced topics like SPSS, programming languages, and simulations, ensuring students stay updated with the latest methodologies.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://clarascollegeofcommerce.edu.in/pdf/ICT%20Data%202023-24.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

88

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows a transparent and robust evaluation process that ensures continuous monitoring of student progress. The internal assessment system is clearly communicated to students at the beginning of the course, ensuring transparency in expectations and evaluation criteria. Admissions are granted based on merit, and the list of merit students is prominently displayed on the notice board. Students are assessed through various methods such as group discussions, unit tests, assignments, field visits, and seminar presentations. Regular internal tests are conducted as per the academic calendar, with varying weightage depending on the subject requirements. The results are displayed on the notice board, and personal guidance is offered to underperforming students to improve their performance.

To ensure a fair and thorough evaluation process, several

mechanisms are in place, including an Internal Examination Committee, question paper setting, examination conduct, result display, evaluation and moderation of papers as per university circular and student interactions regarding their assessments. This approach not only helps teachers evaluate students effectively but also fosters greater student engagement in learning. The internal assessment system has increased students' interest in attending classes and participating in co-curricular and extracurricular activities, contributing to their overall personality development.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/2.5.1%20and%202.5.2%20Examination%20policy%20,%20Notices%20and%20Timetable%20-2023-24.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has established a clear and efficient mechanism to address examination-related grievances, ensuring transparency and timely rectification. The college strictly adheres to the guidelines and rules set by the affiliating university for conducting internal and semester-end examinations. At the institute level, an examination committee, led by a senior faculty member, is responsible for overseeing the evaluation process. Evaluated answer scripts are Re-Evaluated for students, and any grievances or discrepancies, such as mistakes in the question paper, mark allocation, or corrections, are promptly addressed by the concerned teacher. If a student remains dissatisfied after resolution, they can escalate the issue to the Head of Department (HOD) for reassessment, with another teacher reviewing the case if necessary.

The internal marks are displayed on the notice board, and parents are notified of their ward's performance by conducting a parent-teacher meeting. Faculty mentors counsel students, and remedial classes are offered to those who fail. In case of genuine absence, like medical ground, students are given the opportunity for a retest. Internal assessment marks are uploaded to the university portal, where students can view

their performance.

At the university level, students with grievances regarding their university answer scripts can apply for re-evaluation within a week. This entire process is transparent, timely, and ensures students have maximum opportunities to clear their subjects.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/2.5.1%20and%202.5.2%20Examination%20policy%20,%20Notices%20and%20Timetable%20-2023-24.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The program and course outcomes for both graduate and postgraduate programs are clearly outlined on the college website. Each department, based on the programs they offer, has specified the Program Specific Outcomes (PSOs). The Program Outcomes (POs) for each course are also detailed and accessible online. The course outcomes describe the course content and the competencies students will acquire upon successful completion of the course. Additionally, learner outcomes are specified, highlighting what students are expected to achieve.

Whenever the curriculum is updated, the course outcomes are reviewed and revised in consultation with the Board of Studies, then presented for approval at the Academic Council meetings. During the induction program, students are informed about the program outcomes (POs), program-specific outcomes (PSOs), and course outcomes (COs) through the available information on the college website. Furthermore, each subject teacher is provided with a hard copy to help students understand the expected outcomes for completing their courses. This information on PSOs and COs also assists students in selecting courses that align with their academic goals and interests.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME)%202023-24%20(2)%20(2)%20(1).pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the attainment of program outcomes (POs) and course outcomes (COs) using various tools and processes. These are categorized into direct and indirect methods.

Direct Methods:

- Assessment of student knowledge and skills against measurable COs is done through examinations, internal tests, and assignments.
- University examinations and internal tests include problems directly mapped to COs.
- Assignments, provided at the end of modules, encourage students to use textbooks and references to derive solutions, fostering an understanding of expected outcomes.
- Performance in tests is analyzed to determine if the corresponding COs are achieved, with mapping used to assess CO attainment.

Indirect Methods:

- Alumni Surveys: Conducted annually to assess curriculum relevance to industry expectations and the overall program's goal attainment.
- Employer Surveys: Evaluate whether graduates' knowledge, skills, and attitudes meet workplace demands.
- Exit Surveys: Gather feedback on training programs, highlighting strengths and weaknesses to guide future improvements.

The Program Assessment Committee uses these evaluations to determine PO attainment levels, ensuring continual enhancement of the educational process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/COs%20And%20Pos%20Attatinment%20AY%202023%20-%2024.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

85

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://clarascollegeofcommerce.edu.in/pdf/Result%20analysis%202023%202=%20(1).pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://clarascollegeofcommerce.edu.in/pdf/SSS%202023%2024%20(1).pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

06

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Clara's College of Commerce actively participated in various extension and outreach programs during the academic year

2023-24, focusing on social issues, community well-being, and national goals. Collaborating with NSS units, NGOs, and government initiatives, the college organized a range of impactful activities.

In health and wellness, the college celebrated International Yoga Day on 21/06/2023 and organized a medical health camp on 14/04/2024. Social awareness initiatives included observing International Day against Drug Abuse on 26/06/2023 and conducting road safety campaigns. Environmental conservation efforts featured tree plantation drives on 08/07/2023, beach clean-up activities on 16/09/2023, and an online session on mangrove ecosystems on 11/09/2023.

The college also celebrated patriotism with Independence Day events on 15/08/2023 and launched the Meri Maati Mera Desh initiative on 11/10/2023. In community service, students distributed food to the needy on 22/08/2023, visited elder care centers, and organized blood donation camps on 01/03/2024. Youth and skill development activities included National Youth Day celebrations on 12/01/2024, leadership camps, and skill development lectures on 10/01/2024.

Educational and cultural events, such as poster making, essay competitions, and Marathi Bhasha Diwas on 27/02/2024, further promoted student engagement. These initiatives promoted health, safety, environmental sustainability, social welfare, patriotism, and skill development.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/3.3.3%20&%203.3.4%20Extension%20Activity.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

24

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

33

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3118

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

24

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has created well-developed infrastructure & physical facilities for an effective teaching learning environment that helps to provide value based education with innovative ideas. The institution has 19 Classrooms, two seminar halls, One Audio-Visual Room and Five Smart Classes for teaching and learning. All the classrooms are spacious with provisions of receiving ample natural light and proper ventilation equipped with centralized water cooler and purifier. Comfortable seating arrangements are given to students with Wi-Fi facility, Projectors, CCTV cameras and Smart boards in classrooms whenever required.

Library has an open access system with computerized and online e-library services, provides an OPAC facility for online search of library collections. Library has subscribed to KOHA,INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, EBooks' for the students and faculties, it also uses open access database DOAJ .The library also has printer and scanner facilities with Wi-Fi connectivity.

The Institution has a well-equipped Computer Laboratory with WINDOWS operating system. All the PCs are connected via LAN and well supported with the latest software version. This academic research resource is available to faculty members and students.

Two Multi-purpose halls ICT enabled witha capacity for300 students each available for various co-curricular activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.1%20Photos%20of%20Infrastructure%20Facilities_001.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has a spacious playground of area of 3383.40 Sq. mts. beside it where these sports activities and practices are carried out throughout the year. The institution has

appointed specialized Physical instructor to guide, nurture and practice different sports such as Badminton, Cricket, Football, Chess etc. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events, national events and international events. The Yoga day is celebrated every year on June 21st on occasion of International Yoga Day in the College. The Yoga session is kept for students, Teachers and Administrative Staff by specialized Yoga trainer. Under the guidance of activity chairman students are encouraged to take part in different Cultural Activities. These activities are carried out in Seminar Hall of 2624 Sq.fts. and in different spacious Class Rooms. Specialized choreographer, trainers, supporting staff is hired for enhancing practice, growth to come out as Best Performer. Students take part in different IntreColleges and Youth Fest organized by University of Mumbai and by the college.The institution has a well-equipped Gymnasium with specialized physical trainer.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.2%20The%20Institution%20has%20adequate%20facilities%20for%20cultural%20activities,%20sports,%20games%20(indoor,%20outdoor),.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/merged%20File%20of%20ICT%20enabled%20classroom%20&%20Master%20Time%20Table%20A.Y.%202023-24.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

31.83874

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using KOHA ILMS (Version -22.11.00.000Rosalie)

Online Public Access Catalogue (OPAC) facility is made available to users for searching library catalogue.

Online book issue return take place using circulation module of KOHA Library Management Software.

Library subscribed N-LIST Database through which access to e-

books and e-journals are provided.

E-Library facility is made available for students for accessing subscribed and freely available e-resources.

Library provide Book Bank Facility for Economically and Socially backward students.

Library conducted various activities such as library Orientation for First Year Students on 2nd August 2023, Book Mark Making Competition on 25th October 2023 and Intercollegiate Book Review Competition on 20th December 2023.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://clarascollegeofcommerce.edu.in/pdf/library%20software%20images.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.97828

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

75

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is well connected through Wi-Fi facility. A 100 MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online mode of education. The Institution has a well-equipped Computer Laboratory with WINDOWS operating system and LAN where students and faculty, can avail the facility of internet and audio-visual aids. Two IT professionals have been appointed to look after the maintenance and up-gradations required for the computer lab and for computers used at other departments. Maintenance includes servicing of the computers, server, network devices, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc. Administration office computers are connected by LAN and their work related to students such as Fees Collection, Receipt printing etc. is computerized. The College has installed and uses Tally ERP 9 for maintaining the accounts. The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. The college uses Teach Us Cloud based Examination software for conducting online examination. The college has purchased Annual

Zoom License for Online Workshops and Webinar. Astute Information Management Solution software used for Exam Results, Mark sheet printing & Eligibility Criteria.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Maintenance%20cell%20AY%202023-24.pdf

4.3.2 - Number of Computers

71

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.03175

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Two IT professionals have been appointed to look after the maintenance and up-gradations required for the overall computer lab and for computer system used in entire institution.

The college has AMC for maintenance of Website, server and lift related issues to be renewed every year. College Building has spacious classrooms.

Renovations and physical repairs such as electrical and infrastructural damages are restored as when needed every academic year.

Full time electrician is appointed to have a regular check on the same.

Library has subscribed to INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ. All books bibliographically information is entered in the accession register.

College has a provision of spacious playground attached to it where various outdoor sports activities are conducted for students such as Annual Sports Meet, Cricket Tournaments, Football Matches, Badminton Tournaments, Annual Day, etc. The ground is well maintained by daily cleaning. College has a well-equipped gymnasium for the students.

Seminar hall is availed for Cultural, Seminar and conferences conducted by the College. Accession register is maintained for the same.

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20for%20utilisation%20and%20Maintenance%20of%20Infrastructure%20(1).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://clarascollegeofcommerce.edu.in/pdf/5.1.3%20Capacity%20Building%20A.Y.%2023-24.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

185

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

396

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

At Clara's College of Commerce, we actively promote student representation and engagement in all spheres of institutional development. The college provides a platform for students to participate in various administrative, co-curricular, and extracurricular activities, ensuring their voices are heard and valued. Through the establishment of a Student Council and representation on different committees and bodies such as CDC, IQAC , WDC , NSS , ICC , Library, Cultural and Sports committees students play a significant role in decision-making and planning processes. These opportunities are structured in alignment with established norms and procedures, fostering leadership, teamwork, and a sense of responsibility among students.

By integrating student participation into administrative and academic frameworks, Clara's College of Commerce nurtures a collaborative environment that emphasizes holistic development and community involvement.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20AY%202023-24.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Clara's College of Commerce plays a pivotal role in supporting and enhancing the institution's growth and success. This registered body actively engages in the college's development by providing financial contributions and offering various support services. The association fosters a strong connection between the alumni and the institution, promoting initiatives that benefit current students and the college community. Through mentorship programs, scholarships,seminars, internships , placement, infrastructure development, and career guidance, the Alumni Association significantly contributes to enriching the academic and extracurricular environment at Clara's College of Commerce.

This collaboration underscores the enduring bond between alumni and their alma mater, ensuring continuous progress and excellence.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Alumni%2023-24.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The following are the vision and mission statements of institution

Vision Statement:

Our Vision is to provide value-based education with new innovations and ideas, so that our pupils grow into aesthetically rich, intellectually aware and integrated young people, capable of fulfilling their dreams and aspirations.

Mission Statement:

Our Mission is to instill qualities of leadership, ethics, values of good citizenship and above all of a good human being through modern & traditional education.

According to the vision and mission statement, the institute works to give each student the best values, abilities, and knowledge possible. It also aims to give its teachers,staff and students a decent atmosphere and good administration.

As a result, the institute supports democratic governance. In order to accomplish this, all stakeholders—students, teachers, staff, management, alumni, and parents are involved in the organization's operations through a variety of committees and cells that have been granted decentralized decision-making authority. Additionally, teachers have been granted complete authority in the teaching and learning process, allowing them to choose how best to deliver the curriculum.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/vision-mission.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization supports participatory management techniques and decentralized decision-making. The duties are assigned to several committees and departments.Various statutory and sub-statutory committees are fully functional to carry out the activities smoothly.these committees include statutory committees such the CDC, IQAC Women Development Cell, ICC, Students Council, Anti-Ragging Cell, etc, Students Grievance Redressal Cell, AMC, STSC and Scholarships, ICC as well as other groups like the Sports Committee, Cultural Committee, Placement Cell and Research and Development Cell.

Every faculty member is consulted when creating the academic schedule. All educational, co-curricular and extracurricular activities are scheduled on the academic calendar.

The head of the department keeps a track of Teaching plan implementation; portion completion; exam administration in accordance with university regulations; evaluation and results announcement within the allotted time limit; and scheduling remedial lectures.

Key events (workshops, seminars, expert talks, FDPs, and SDPs) are scheduled.The teaching and non-teaching staff members are assigned all associated tasks, including inviting the resource person, getting the paperwork ready and paying the honorarium,choosing how the event will proceed, seeking feedback on the session.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20AY%202023-24.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The seven main themes of NAAC were the focus of the academic year's strategic planning.

ICT, Libraries, and Physical Facilities prioritize, increasing the use of digital resources.

Curriculum Development: The emphasis would be on offering supplemental courses pertaining tresearch, money, and students' overall growth.

Teaching and Learning: IQAC would be collecting student input for subject matter experts.the college would hold FDPs to enhance teachers' curriculum delivery.

Examination and Evaluation: Emphasis would be on remedial lectures,assignments. Teachers would be encouraged to administer tests and quizzes to make instruction effective.

Research and Development:To hold conference at the international level. To offer brief training on writing research papers, planning for an inhouse research journal .

Human Resource Management :To give teachers the FDP Soft Skills training to communicate with all parties involved, FDP on the use of digital tools and AI, to improve the delivery of lectures.

Industry Interaction / Collaboration :To plan for conducting a job fair , conduct workshops for students in resume writing and attending interviews,competitive exams.

Cultural & Sports Activities :To plan a variety of cultural events like inter-collegiate, inter-departmental fest, marketing-fest. To provide faculty and students with both indoor and outdoor sports activities.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/PERSPECTIVE%20PLAN-2024-25.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Clara's College of Commerce is governed by the Children Welfare Trust and has its own management body, as indicated in the college organogram. The trust manages seven other institutions in addition to the college. The trust's general secretary currently works out of the Institute's grounds and frequently engages with college employees, offering advice and recommendations.

The College Development Committee, one of the main governing committees with representation from all important stakeholders, is run by the principal. The college's CDC was established in accordance with University regulations. This committee examines every aspect of the college's operations and growth at its quarterly meetings. It is the primary policy-making and directing body that examines different protocols, laws, and guidelines. Additionally, the college has an active and operating IQAC that strives to raise the caliber of the curriculum it offers.

The various statutory and non-statutory committees are established to oversee the day-to-day operations of the college. In order to plan extra curricular and curricular

activities, these committees include statutory committees such the CDC, IQAC, Women Development Cell, ICC, Students Council, Anti-Ragging Cell, etc, Students Grievance Redressal Cell, AMC, STSC and Scholarships, ICC as well as other groups like the Sports Committee, Cultural Committee, Placement Cell and Research and Development Cell. Through coordinators of various departments and committee heads, the Principal makes sure the institutes run well.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/Policies%20&%20Procedures.php
Link to Organogram of the Institution webpage	https://clarascollegeofcommerce.edu.in/pdf/organogram%20of%20claras%20college%20signed%20stamped.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The organization has welfare programs as follows:

- In the first week of each month staff salaries are credited.

- Class IV employees and non-teaching staff receive Provident Fund benefits.

- All leaves, including maternity, medical, and casual leaves, are given to employees in accordance with standard procedures.

- Staff members receive payment or reimbursement for registration fees and travel expenses related to attending conferences, seminars, and workshops.

- Research publications in a number of UGC Care Journals, peer-reviewed journals, and international publications are sponsored by the institute.

- Staff members who are enrolled in the institute or a sister institution are eligible for a fee concession.

- On an annual basis, third-year subject teachers who receive highest results in university exams are honored.

- Employees can seek and receive interest-free loans in the form of advance salaries in times of need.

- Deserving and qualified former students and staff members are given preference when it comes to employment.

- Class IV personnel receive uniforms and other accessories on a regular basis.

- All employees have access to the canteen facility .

- Under emergency situation Kalsekar Hospital providemedical care to the employees,expenses are borne by the management for the same.

- Conference participation fees of faculty members is borne by the management.

- Every year on Teachers Day, all of the staff members and teachers are felicitated.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20On%20providing%20Financial%20Support.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

06

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

04

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The academic year ends with a performance appraisal. Every

teacher must complete a self-appraisal report.

At the conclusion of every academic year, a performance review of both teaching and non-teaching staff is carried out.

Each month, IQAC collects class and student feedback, which is used to grade the teachers and staff.

Employees are evaluated based on their research, teaching effectiveness, and organizational contribution.

Both teaching and non-teaching staff are informed of student feedback and performance reviews.

The appraisal is done by the Principal on basis of discussion with faculty for improvement in various areas

The annual Student Satisfaction Survey is carried out in accordance with NAAC regulations.

The report captures the following details of the candidate which includes:

• General Information,

• Academic qualification,

• Teaching experience,

• University level contribution,

• Examination contribution at college level,

• Contribution towards innovative practices in teaching methods & Evaluation methods,

• Improvement of Professional Competence,

• Research contribution,

• Publication,

• Attendance in seminar, workshop, membership to professional bodies,

• Community services, other general data.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Sample%20PA%20FORM-2023-24.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Clara's College does not have a separate accounting department; instead, the accounting for the institute and its sister educational institutions is managed centrally. The following component is part of the Children Welfare Trust's and all institutes' accounting. The following institutions are maintained and updated centrally.

1. A nursery

2. Primar yschool;

3. Secondary school;

4. Junior college (Versova);

5. Degree college;

6. Law college (Malad); and

7. Junior college (Malad).

Regarding internal audit, the head of the accounts department keeps an update on daily accounting transactions and entries, and any errors are promptly fixed. The balance sheets of every section are combined at the conclusion of each fiscal year.

At the conclusion of each fiscal year, Pradeep Chaudhary & Co., the institute's chartered accountant, conducts an external financial audit of all the institutions. Any audit notes pertain to the combined balance sheet, and the accounts

department responds appropriately.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/CCC%20Audit%20finance%20statement%202023-24'%20with%20you.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.4

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is affiliated to the University of Mumbai. It is an unaided and independent institution. The college fees are the only source of funding.

For resource planning, the following revenue streams have been identified:

- **Fees for development, tuition, and other expenses.**

- **Interest earned on fixed and savings accounts.**

- **Donations and alumni membership.**

- Fees gathered for various services provided to students, including transfer certificates, transcripts, and duplicate mark sheets and Id

- Fees received for educational initiatives such as training courses and Industrial Visits

- Fees for examinations, evaluations, and photocopies.

A few areas where funds are used:

- Pay for all teaching, non-teaching, and housekeeping employees.

- Annual state level contribution from each student for the Raj Bhavan events.

- Maintenance and repairs for structures, machinery, and equipment.

- AMCs for results, CCTVs, websites, libraries, and other applications.

- Audit fees for other auditors and chartered accountants.

- Acquisition of newspapers, magazines, books, and journals.

- Students participating in sports and cultural events are paid for registration and transportation.

- Payment for publications, workshops, and paper presentations.

- Property taxes, water bills, and electricity.

- Purchasing stationery for departments and offices

- Compensation for CAP evaluation, reassessment, and moderation.

- The cost of setting up a seven-day rural residential camp for NSS.

- Costs associated with holding workshops, seminars, FDPs,

SDPs, and blood drives.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20on%20Resources%20Mobilization%20(1).pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC for improving the quality of Curriculum delivery follows the following norms:

- Subject allotment

- Preparation of Teaching Plan

- Portion completion update

- Monthly feedback from students by visiting each class for portion completion and any teaching related issues.

- Semester-wise feedback.

- Supervisor review

- Student satisfaction survey and feedback is taken each year

IQAC conducts various seminars / workshops/ FDPs / SDPs . Few of the workshops and add-on course conducted as follows:

- Add on Course :- Fundamentals of Accountancy

- Seminar on Basics of Wealth Creation

- **Add on Course :- Ethos and Management**

- **Add on Course :- Techniques of Data Analysis**

- **Add on Course:- Consumer Protection and Human Rights**

- **Seminar on Showcasing Career Opportunities in the Media and Entertainment Industry**

- **Webinar on Understanding Data Science, Data Analytics and AI**

- **Workshop on Investment Banking**

- **FDP on Innovative ICT Tools**

- **FDP on New Education Policy**

- **Awareness Programme on Code of Conduct for college teaching and non - teaching staff**

- **Add on Course :- Fundamentals of Mathematics**

- **Add on Course :- DBMS.**

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20ACTIVITY%202023-2024_FINAL.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Norms / processes / structures implemented by IQAC for improvement of teaching learning process.

- **The College's Academic Calendar is prepared using the**

university's circular as a guide. Teachers help to plan a variety of events, such as seminars, guest lectures, workshops,SDPs, FDPs, hands-on series, industrial visits, etc.

- Teachers have to submit their teaching plans at the beginning of the semester and their syllabus completion status at the end.

- Additionally, teachers must keep a daily diary that documents the accomplishment of the syllabus. The principal attends lectures to keep an eye on their quality.

- Students can also freely ask the Institute's management for comments and recommendations. During student council meetings, students are asked to submit suggestions.

- Attending the Orientation Program is mandatory for all newly admitted students. During this program, they learn about the Institute's discipline, culture, and teaching-learning process, as well as the system of ongoing evaluation, required core courses, and other extracurricular activities.

- All students are also given a guided tour of the campus and the numerous facilities. The academic requirements are communicated to the students.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/6.5.2%20add%20info.%202023-24%20(1).pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)	A. All of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20Notice%20and%20Minutes%2023-24.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Measures initiated by the Institution for the Promotion of Gender Equity

Clara's College of Commerce provides various amenities and opportunities to female staff and girl students for their holistic development. We at Clara's have taken every possible step towards gender sensitization and promoting gender equity.

Following Measures have been taken in the last year for the promotion of gender equity-

Following committees have been formed

- **Women Development Cell (WDC)**

- **Internal Complaints Committee (ICC)**

- **Anti-Ragging Committee**

- **Students Grievance Redressal Cell**

Following policies have been formed:

Gender Policy

Policy on Code of Conduct

Anti-Ragging Policy

Annual Gender Sensitization Action Plan

Awareness Programmes: Following programmes were conducted:

- Session on Cyber security was conducted on 27-10-2023

- Workshop on preparing for Competitive Exams was conducted on 24-01-2024

- Workshop on Self-Defence-Dare to Defend was conducted on 06-03-2024

Provisions for Women's Safety and Security:

Safety and security of women is the first priority of the institution. Following provisions are made for the safety and security of women:

Specific Facilities Provided for Women:

1. Safety and security is observed though following provisions-

    1. CCTV Surveillance

    2. Well-trained male and female Security Guards

    3. Suggestion Box

    4. Sanitary Napkin Vending Machine installed in the Girls Washroom.

    5. Separate entry and exit for girls land boys.

2. Counseling

1. **A full-time counselor is available on campus to help students resolve any gender-specific issues which might hinder their academic progress.**

3. **Common Rooms**

    1. **Separate girl's Common Room**

File Description	Documents
Annual gender sensitization action plan	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan%202023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202023-2024%20(1).pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Management of the various types of degradable and non-degradable waste

The College takes appropriate measures to dispose of its waste. The institute is conscious of generating less waste by recycling or reusing resources to keep the environment clean and healthy for all living beings. Some of the major initiatives taken by us are mentioned below:

- Solid Waste Management :

1. Dry waste (approx. 1 kg) and organic waste (approx. 5 kg) are collected on a daily basis except on weekends from the entire premise including canteen.

2. The waste produced at the campus is collected in large bins on a daily basis (at present in the open space) and then handed over to the local municipality van every morning.

3. Paper waste generated at the college is collected and then at the end of academic year it is sold to old scrap paper collectors in the vicinity.

- Liquid waste management.

1. Liquid Waste generated through wash rooms, toilets, wash basin, urinals, canteen taps are discharged to main drains through underground covered channels.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://clarascollegeofcommerce.edu.in/pdf/7.1.3%20(23-24)%20Geo%20tagged%20photos%20of%20the%20facilities%20(Management%20of%20the%20various%20types%20of%20degradable%20and%20non-degradable%20waste).pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Clara's College of Commerce is situated in Western Mumbai, a cosmopolitan city. Students enrolled with us come from different socio-economic and geographical backgrounds, having diverse religions and cultures. We at Clara's College believe in secularism and it is seen in our practices.

Following activities were conducted in academic year 2023-2024 for providing an inclusive environment:

Date

Day

Event

4/8/2023

Friday

Literary Events:

A) Elocution Competition Topics:

1) Why Personality Matters?

2) How to live a Stressfree Life?

3) Growing Intolerance in the Society

15/8/2023

Tuesday

Distribution of food to the needed people

22/8/2023

Tuesday

Visit to Old Age Home

16/09/2023

Saturday

Beach Clean Up Drive in Association with Ekta Manch

1/10/2024

Sunday

Swatcha hi seva - Beach Clean Up Drive

11/10/2023

Wednesday

Meri Mati Mera Desh

14/12/2023

Thursday

Blood Donation Drive in Association with Mahatma Gandhi Blood Centre

12/01/2024

Friday

National Youth Day Celebration

13/01/2024

Saturday

Beach Cleanup Drive

4/2/2024

Sunday

Run for Leprosy - Marathon

01/03/2024

Friday

Blood Donation in association with LTMG Hospital Sion

14/4/2024

Sunday

Medical Camp in Association with Ekata Manch

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Clara's College of Commerce sensitizes the students and employees of the institution on constitutional obligations about values, rights, duties, and responsibilities of citizens.

Following are the activities for inculcating constitutional values among the staff and students in the year 2023-24:

- Measures for Sensitizing Citizens towards Constitutional obligations: Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum and various activities.

- Measures for Sensitizing Towards Rights, Values and

Duties of Citizens:

- **Many regular programs are conducted throughout the academic session to educate students about their rights by various departments of our college.**

Date

Day

Event

8/7/2023

Saturday

Tree Plantation Drive

14/7/2023

Friday

Environmental Rally and Tree Plantation Drive in Association with Ekata Manch

17/7/2023

Monday

Best Out of Waste Competition to Celebrate World Environment Day 2023

18/7/2023

Tuesday

Awareness and Demonstration Session on Road Safety in Association with United Way of Mumbai

26/7/2023

Tuesday

Training on Helmet for Life in Association with United Way of Mumbai

11/09/2023

Monday

Online Awareness Session on Mangroves Ecosystem in Association with United Way of Mumbai

27/10/2023

Friday

Cyber Security

10/01/2024 to 19/01/2024

Wednesday

Add-on Course on Consumer Protection and Human Rights

01/02/2024

Thursday

Awareness and Demonstration session on Road Safety

09/02/2024

Friday

Street Play on Road Safety at M.A High School

22/03/2024

Friday

National Level Quiz Competition on World Water Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2023-2024.

Celebration of National and International Commemoration Days

Sr. No.	Date	Days
1	June 21, 2023	International Yoga Day
2	June 26, 2023	International Day Against Drug Abuse
3	July 11 2023	World Population Day
4	August 15,2023	Independence Day
5	September 05, 2023	Teachers' Day Celebration
6	September 14, 2023	Hindi Diwas Celebration
7	September 24, 2023	

`NSS Foundation Day`

`8`

`January 12, 2024`

`National Youth Day Celebration`

`9`

`January 26, 2024`

`Republic Day`

`10`

`February 27, 2024`

`Marathi Bhasha Diwas`

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

`Title - Unnati : Empowering women through self- defense and`
`other programmes`

`Objectives: To spread awareness of the importance of self-`
`defense techniques etc.`

`The Context: Unnati aims to empower women by equipping them`
`with essential skills, resources, and opportunities to enhance`
`their personal and economic well-being.`

Practice:Under Unnati we conducted various sessions, webinars, workshops and programs throughout the year.

Evidence of Success:

The various activities were conducted like Orientation Session , Sessions, Webinar, Workshop.

Problems Encountered and Resources Required:

Shyness, confidence, and participation of students are the problems encountered.

Title: Jeevika: Earn and Learn Scheme

Objectives:To equip students with practical, relevant skills, exposure to real-world experience, and confidence development.

The Context: Through Jeevika we provide an open platform to students from all streams to come forward and avail the benefit of the scheme.

The Practice: Jeevika scheme is funded by the library dues collected from the students. The selected students are paid Rs.25 per hour for their cooperation in activities under Jeevika.

Evidence of Success: Mr.Mauzam Mohammads earned Rs.1225 and Mr. Khan Mohd Zayed earned Rs. 50.

Problems Encountered and Resources Required: Skill lagging, confidence, and participation of students and Sufficient Financial resources are the problems encountered.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Institution has the distinctiveness of being one of the colleges in the suburban district of Mumbai city that focuses on students welfare as well as work towards the welfare of society.

During the year 2023-2024 college has conducted various activities for the welfare of the society as under:

Blood Donation Drive:Blood Donation Drive was organized on 14th December, 2023 in the memory of Late Smt. Clara Kaul on her birthday in association with Ekata Manch (NGO) and Mahatma Gandhi Seva Mandir Blood Bank. 211number of blood units were collected

Distribution of Food to the Needy People:As a part of community work, NSS volunteers of the Clara's College of Commercedistributed food packets to the homeless people living in and around the local area of Versova on 15th August 2023.

Visit to Old Age Home: NSS unit of Clara's College of Commerce celebrated Senior Citizen Day with Aaji Care Elder Care Centre, Versova on 22 August 2023.

Medical Camp: Total 864 people in the neighborhood community benefited due to this medical camp. Free medical treatments were given to people for different types of diseases. Medicines and spectacles were distributed free of cost. Even College Management borne the cost of costly medicines , small operations and other treatments of patients after the medical campSaving life is an immense job. CWC Trust and our college organized free medical camps on 14th April,2023

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1.To conduct short-term Certificate and add-on courses for the holistic development of students.

2. To organise FDPs and other programmes for enhancing the Quality of teaching- learning.

3. To motivate teachers and students to actively involve in research activities by organising conference in the college.

4.To organise career-oriented seminars and workshops and also job fair for students' placement.

5. To organise various SDPs and seminars for students' academic development.

6. To participate in sports and cultural activities organised by college and other institution.

7. To acquaint with National Education Policy 2020 by orgnaising and participating workshops for NEP 2020.