SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE

YARI ROAD,VERSOVA,ANDHERI (WEST), MUMBAI 400061
400061

clarascollegeofcommerce.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

All our full-time teaching staff are highly qualified and experienced professionals. This ensures a very enriching learning experience for our future. A good teacher should also possess the capability to train and mentor the students to excel in their fields. Our teachers comprehend this very well and work at an individual level to make a difference.It is imperative that students comprehend the practical aspects of the theory that they learn within the walls of classrooms. To meet this objective, we have continually been giving our students opportunities of learning from the industry experts. We invite veterans to conduct numerous guest lectures and workshops that help our students gain an insight in the industry.

Clara's College of Commerce was established in the year 1999 in the memory of Late Smt. Clara Kaul, an eminent educationist, who had a missionary zeal to take learning to every strata of society. Strategically located in the heart of the western suburbs, the college is fully equipped with state-of-art facilities and well qualified teachers. The college is affiliated to University of Mumbai and has received Hindi Linguistic Minority status.

The aim of the college is to continuously enhance the teaching methods in order to provide students with an opportunity for their all-round development. It also strives for excellence in academics and makes an effort to induce passion for learning along with the inspiration for decisive thinking and assessment, thereby helping them to become the best professionals in their chosen careers.The college has a proven track record of excellent academic results over the years along with coveted awards and prizes at different levels, and this indeed has made the college stand with pride in the field of education.

Vision

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

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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Quality Education: The institution imparts quality education to all, with a strong emphasis on career-based learning.
2. Environmental Responsibility: The institution prioritizes sustainability with its green campus initiatives, and energy, environment and academic audits.
3. Research and Ph.D Opportunities: The institution encourage the students to carry on research or Ph.D and facilitates higher studies.
4. Advanced Infrastructure: The institution offers a conducive environment for both academic and extracurricular activities with well-equipped IT Lab, sizeable classrooms with IT Tools,Auditorium and Playground and Gymkhana.
5. Modern Teaching Methodologies: The institution employs modern teaching methodologies, incorporating ICT tools such as smart classes, with audio-video presentations to enhance student learning experience.
6. Campus Safety and Hygiene: The institution ensures proper sanitation with separate washrooms for boys and girls along with dedicated Common Rooms. Cameras and vigilant security guards ensure the safety and well-being of all the stakeholders.
7. Women Empowerment Initiatives: The institution encourages a women friendly campus, promoting initiatives for women empowerment and ensuring a conducive atmosphere for their academic and personal growth.
8. Supportive Management: The institute benefits from a very supportive management that efficiently addresses student and faculty concerns, fosters alumni engagement and encourages career-oriented programmes, and facilitates financial assistance to economically disadvantaged students.
9. Responsive Alumni: An active alumni association contributes to the college community through guest lectures, career guidance and mentorship opportunities, enriching the learning experience.
10. Cultural Diversity and Inclusivity: The student community represents a rich cultural diversity, fostering a supportive and welcoming atmosphere where different cultures and traditions meet.
11. Extra-curricular Activities: The institution conducts various cultural activities such as talent shows, dance competitions and traditional festivals to encourage the students' involvement.

Institutional Weakness

1. Limited Space: The institution faces space constraints for conducting lectures at times due to the non-extension of building.
2. Unaffordability of Students to Enrol for Certificate Courses: While Certificate Courses are offered, a few students from economically disadvantaged background, encounter challenges in enrolling due to their financial constraints limiting access to additional learning opportunities.
3. Challenges for Vernacular Medium Students: Vernacular medium students struggle to adapt to an English-based educational environment, particularly in understanding Language and concepts, which hinders their academic performance and overall learning experience.
4. Revenue is only generated from the students tuitions fees only.

Institutional Opportunity

1. Enhanced Alumni involvement for Career Development: The institute aspires the Alumni Association to contribute more actively by providing placement opportunities and offering mentorship support to current students, enhancing their career prospects and professional development.
2. Expansion and infrastructure development: The institute plans to relocate to a new site and aims to

establish a dedicated building for the College, providing it with a separate and exclusive facility which opens doors for enhanced learning environment and expansive resources.

3. Promotion of Inclusivity and Safety: The institution attempts to implement gender-neutral environment to promote inclusivity, and ensure a safe and comfortable environment to all its students and staff, fostering a supportive gender-neutral campus culture.

4. More Collaborations with Civil Society Organisations: The institution proposes to have more collaborations with various civil society organisations to foster a culture of social responsibility and community engagement amongst its students.

5. Offering practical learning opportunities to the students while serving the community. It focuses on educating individuals, especially children and women, about their rights, empowering them to stand for themselves in a more informed way.

6. Gender Equality and Empowerment: The institution intends to spread awareness about the rights of girls and women, and to promote their empowerment more arduously, to foster towards a more equitable society.

Institutional Challenge

1. Proximity to other Institutions: Several colleges are located within a radius of five kilometres of the institution, which affects student admission.

2. Geographical Constraints for Internship Opportunities: At times, the distance between the institution and industries poses a challenge for the students interested in internships.

3. Financial Pressure from Colleges with Lower Fees: The presence of colleges charging significantly lower fees creates financial challenges for the institution as students opt for more affordable options impacting the revenue streams and viability of the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The academic calendar used to be displayed on the website and on notice boards well in advance before the commencement of every academic year. The main purpose of the constitution of the Academic Monitoring Committee (AMC) is to monitor academic curricular planning and implementation. The examination cell takes care of the conduction of theory and Internal assessment to maintain transparency. An internal unfair means committee is constituted for every internal as well as for the end-semester examination. The course teachers prepare a teaching plan as per the number of hours assigned to a particular course in advance before the semester starts well in advance. The conduction of other seminars, workshops, field visits, and other activities is well defined and taken into consideration prior to the start of the semester so that maximum stakeholders can benefit. Frequently and on a regular basis quiz, tests are conducted as part of internal assessment.

The Institute Integrates crosscutting issues relevant to professional ethics, gender, constitutional and human values, environment, and sustainability into the curriculum by conducting the extra curriculum activity on campus and beyond the campus. Professional ethics are incorporated in the Code of Conduct on daily basis by the Academic Monitoring Committee. Every year during the induction program we are calling resource persons to light on professional ethics for newly admitted students. Gender equity is maintained by involving girl's and boy's student representatives in different organizational committees. Electoral Literacy Club (ELC) along with NSS students organized beyond-campus activities for society. Environment and Sustainability parts are already

included in the curriculum designed by the university. Apart from this, we conducted environment day and activities to promote the environment.College has also conducted green, environment and energy audits.

Teaching-learning and Evaluation

The Institute assesses the learning levels of the students based on the interactive classroom sessions viz. group discussion, students' presentation on different areas, quiz, and their end-semester results. Students are categorized into two groups slow learners and quick learners. The respective students are given different categories of training. The teaching-learning process is more ever student-centric. The students every year undergo experimental learning. Where students experience live problems and techniques of problem-solving methodologies which enhance their learning experience. The institute's infrastructure is well-equipped with ICT-enabled tools. The main purpose of the computer Centre is that faculty can conduct interactive classroom teaching by using ICT tools. Apart from this course faculties show videos and PowerPoint presentations to make it more visual.

Institution trust plays an important role in the faculty retention ratio. On a periodic basis students undertaking industry or firm visits assessments were done by faculties. The students were asked to submit final reports and their observations were monitored by the concerned faculties. The students who were completed the internship asked to submit a certificate from a concerned firm.

The institute's mechanism to deal with internal examination-related grievances is transparent, time-bound, and efficient. All efforts were taken by the institute to focus on Object-Based Education. The concerned faculties use to prepare course outcomes with the help of senior faculty members of the faculty who is expert in a particular area. Once final course outcomes prepared by faculty members were displayed on the institution's website so that any stakeholder could access it. The program's outcome was also prepared by the head of the department and hosted on the website. For newly admitted students during the induction program concern faculty members explain course outcomes. The Institute notice board is used to display course outcomes as well as program outcomes.

Research, Innovations and Extension

The institution has created an ecosystem for innovation, including awareness about IPR, Research methodology (RM), and Entrepreneurship Development Programs (EDP). The main purpose of conducting such workshops, and seminars is to motivate students and faculties in the field of research. This awareness program gives an idea about the procedure and areas where research contribution is to be expected. Apart from this, our management supports faculties for research work. The institute conducted extension activities in the neighborhood community, sensitizing students to social issues. The life learning methodology is adopted by the institute for the overall development of the students being a socially responsible entity. Extension activities are carried out with the help of the NSS cell and in coordination with EGO. The main purpose behind it is to get students familiar with issues the common people are facing and find realistic solutions to them. Where students worked at ground level and tried to find out problems and solutions on it. This activity improves students' problem-solving skills along with time management skills.College has organised two international and one national conferences , The college has also participated in 'Avishkar' a research convention of the university.

Infrastructure and Learning Resources

The institute has adequate infrastructure and physical facilities for teaching and learning. ICT-enabled five classrooms along with a well-equipped conference room are available with the institute where students can experience interactive classroom experience. The library is also well equipped with a digital library facility where students can access e-resources to impart their knowledge along with a spacious reading room. The computer center is along with computers and printers where students can access digital platforms with free Wi-Fi access. The library is automated using the software. The facility of a digital library plays an important role in accessing online resources including e-journals, databases, e-books. The Bandwidth speed of 100 Mbps provides connectivity to the internet. The institutional administrative sections are decentralized.College has two auditoriums, canteen ,gymkhana and playground.

Student Support and Progression

In the Institute students' representation and engagement is there in various administrative and co-curricular activities. Apart from this outreach and extension activities were conducted by the students only under the guidance of faculty members. The sports and cultural activities were organized by the students every year. Alumni Association student members were very active and involved in the perspective plan and future plan of the Institute.

Institute-level Alumni Association contributes significantly to the development of the institution through financial, teaching, mentoring, concealing, and career guidance. The important roles played by our eminent alumni were

1. Mission, vision, and core values

2. Perspective plan and improvement of quality education

3. Financial contribution

4. Providing internships in their own firms

5. Providing placement

Governance, Leadership and Management

The governance of the institution is constituted by a management representative, head of the institute, senior faculty members, IQAC coordinator, and Alumni representative. As all stakeholders are involved in this it is reflective of and in tune with the mission and vision of the institute. More ever feedback is taken by all stakeholders while drafting the mission and vision along with the perspective plan. The institution is always in favor of decentralization. The infrastructure development and purchase of any items first is approved by the institution head. Not only faculties but students are also involved in administrative and decision-making policies. The cultural and sports activities are conducted by the student coordinators. Budget approval and expenditures were pre-defined and controlled by the head of the institute. All rights are given to IQAC coordinators to improve quality education. The best example of the above is student institute freeship given with the recommendation from faculties. The functioning of the institutional bodies is effective. The College Development Committee (CDC) is constituted every year. On a regular basis, four meetings were held every academic year with proper agenda and resolution for the last five years. The institution has effective welfare

measures for both teaching and non-teaching staff. All members are treated as family members. The Institute Conducts internal and external financial audits regularly every year.

Institutional Values and Best Practices

Measures initiated by the institution for the promotion of constitutional values and gender equity during the last five years include the Nirbhaya Box installed on the institute campus where female student can openly submit their complaints, Equal involvement of boys and girls students in statutory student bodies, Involvement of girls in sports and cultural programs, Women's empowerment, constitutional values seminars were organized. The facilities in the Institute for Solid Waste Management are segregation of degradable and non-degradable waste. For E- waste management agreement is done with an approved vendor that takes care of e-scraps. The institute adopted diversified cultures where students as well as faculties from all religions and cultures are working under a single umbrella and a friendly environment is established amongst them. Being culturally tolerant no discrimination against students of other cultures. The institute focuses on societal awareness aspects. We prepare the students to take on real-life challenges by meeting them where they are. This helps them in mental, emotional, and spiritual strengthening. The constitutional values, rights, duties, and responsibilities of citizens were made familiar to the students by organizing resource persons seminars and workshops. As being social responsibilities, our students are always ready to do something for society.

College has constituted statutory committees such as ICC, Women Development Cell and Anti-Ragging committee for gender equity.The college has conducted gender audit, green ,environment and energy audits.The college has been practicing best practices viz;Students Holistic Development and Roti-Bhaji Yojana.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHILDREN WELFARE CENTRE'S CLARA'S COLLEGE OF COMMERCE
Address	YARI ROAD,VERSOVA,ANDHERI (WEST), MUMBAI 400061
City	Mumbai
State	Maharashtra
Pin	400061
Website	clarascollegeofcommerce.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	MADHUKAR GITTE	022-26365385	9869180656	022-2353289 6	cwchs@hotmail.com
IQAC / CIQA coordinator	BABITA KANOJIA	022-26322003	9699240005	022-2353289 6	babitakanoujia@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minorty certificate.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Hindi
Any Other	

Establishment Details		

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	11-09-2017	View Document
12B of UGC	15-11-2017	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Instiution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	YARI ROAD,VERSOVA,ANDHERI (WEST), MUMBAI 400061	Semi-urban	0.7336	5099.41

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Bachelor Of Commerce,	36	HSC	English	480	89
UG	BCom,Bachelor Of Commerce,ACCOUNTING AND FINANCE	36	HSC	English	120	22
UG	BMS,Bachelor Of Management Studies,	36	HSC	English	120	81
UG	BA,Bachelor Of Arts,M.M.C	36	HSC	English	60	6
PG	MCom,Master Of Commerce,Advanced Accountancy	24	Graduation in Commerce	English	60	3

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				1				14			
Recruited	1	0	0	1	0	1	0	1	6	8	0	14
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				14			
Recruited	1	0	0	1	0	1	0	1	6	8	0	14
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				6
Recruited	5	1	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	5	1	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	7	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	258	0	0	0	258
	Female	199	0	0	0	199
	Others	0	0	0	0	0
PG	Male	4	0	0	0	4
	Female	2	0	0	0	2
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	2	2	1	5
	Female	1	0	1	4
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	3	0	0	4
	Female	2	0	2	4
	Others	0	0	0	0
General	Male	83	80	135	206
	Female	64	71	82	118
	Others	0	0	0	0
Others	Male	8	3	6	2
	Female	3	8	2	7
	Others	0	0	0	0
Total		167	164	229	350

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	1. To develop the overall development & capacities of the students - moral, physical, ethical, emotional, social & intellectual in an integrated manner, the college is preparing to include Multidisciplinary subjects as per the New Education Policy - 2020. To Understand the problem faced by present students, the college is planning to set up a few short-term & vocational courses. The motive is to make the students with multi-talented skills so that they do not solely rely on Government jobs but also take up challenges, and risks & work on self-employability skills or some start-up business of their own. As the college is preparing itself to have more multi-disciplinary subjects, it tries to identify the program learning outcomes along with courses & unit learning outcomes that define the specific knowledge skills, attitudes & values that are to be acquired by the learner & would ensure that each program achieves its goal.
2. Academic bank of credits (ABC):	Regarding the implementation of the Academic Bank of Credits, the Institution has to be on hold for the academic council to permit it to take steps. The pedagogical approach of the Institution is student-centric, where the faculty's theory & practice of learning are constructive, inquiry-based, reflective & interrogative. Summative and formative assessments & assignments are used to evaluate the student's learning outcome. As per the University of Mumbai guidelines, the Academic Bank of Credit is allowed .
3. Skill development:	The vision of the college is promoting Value-Based Quality Education hence the college makes efforts to inculcate & imbibe a positive approach among its learners. The college celebrates all the National festivals like Independence Day and Republic Day. It also celebrates religious festivals like Holi, Dandiya, Eid celebration and Ganpati. It observes important days, celebrating the death & birth anniversary of great National leaders like Gandhiji, Subhash Chandra Bose & Swami Vivekananda, and imbibes good qualities among the students. Mentoring students is one of the most important practices of the Institution. The faculties help them to explore the student's hidden talents, how to utilize & channel their energy & give proper direction for their potential. It helps them to explore future employment after graduation. 1. Life skills 2. Professional skills 3.

	Soft skills 4. ICT skills conducted by the Institute in the last five years.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Regarding the adoption of Indian languages, the college helps local students who belong to poor families and teaches them in Marathi, various degree college subjects like Foundation Course, Environmental studies and Auditing. In the future, it will also arrange & provide faculties if it's in demand for another language also. Preservation & promotion of languages is one of the targets of the college shortly.
5. Focus on Outcome based education (OBE):	The college also makes an effort to understand that imparting knowledge to the students is a life-long activity hence the college focuses on acquiring a positive attitude & other optimistic qualities that will lead students to a successful life. Evaluating, interpreting, analysing & developing responsibility & effective citizenship is one of the program outcomes for the students. More final-year students perform project work that supports outcomes-based education.
6. Distance education/online education:	Distance education/ online education is partially implemented in the institute. During COVID-19 all lectures and practical demonstrations were done through online platforms. In the future Institute will develop additional infrastructure to support online education more effectively

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES. The primary goal is to build a truly participative democracy in India by encouraging all eligible citizens to vote and make an informed decision during the elections. We are always looking forward to achieving the aim of building a stronger democracy through greater synergy with Civil Society Organisations, Media, and Corporate Houses and even greater queries, suggestions, and participation from individuals. Works for voter education, spreading voter awareness, and promoting voter literacy in institutes as well as nearby regions.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs	As part of the Electoral Literacy Club (ELC), our student's co-coordinator and faculty coordinator plays an important role. The students are getting an

are representative in character?	opportunity to develop their team building, time management, leadership quality, and professional skill improvement while conducting programs under the Electoral Literacy Club (ELC). ELC is functional and conducting activities
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Some of the innovative programs and initiatives undertaken by the Electoral Literacy Club (ELC) 1. Street play for improvement of voter registration 2. Games for voter awareness campaigns 3. Promotion of ethical voting. 4. The voter awareness slogans displayed in the campus. 5. Display a banner for voter awareness
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	As our Institute is surrounded by an economically weaker section of society and on average students are from the same section, the Institute Electoral Literacy Club (ELC) plays an important role in ethical voting and voting registration.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Electoral Literacy Club (ELC) conducts voter registration drives for students above 18 years who are not yet enrolled as voters when the government opens a link for new online registration. Apart from online registration 17 students have physically enrolled their names in the college

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
509	641	805	996	1127

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 24

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
12	13	13	14	17

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
281.43	101.85	54.16	135.17	104.47

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

1. **Curriculum Planning**

- Clara's college of commerce is an affiliated college of University of Mumbai and as such follows a predetermined syllabus prescribed by the parent University.
- To ensure holistic development of students, academic processes are streamlined through preparation of academic calendar prior to the commencement of the academic year.Academic calendar incorporates all the events and activities to facilitate effective teaching-learning and evaluation process.
- Departmental timetables and workloads are prepared well in advance of each semester.
- Subjects are allotted to teachers on the basis of their expertise in the concerned subject. Teaching plans are prepared by teachers for their concerned subjects in the beginning of each semester.Daily log books are maintained by teachers to record for the modules covered and teaching method used.
- Departmental meetings are conducted regularly to ensure better planning and execution of curriculum.
- **2. Curriculum Delivery**
- Orientation is provided to students at the beginning of the academic year to familarise them with the programmes, courses, examination scheme, different committees, etc.
- Other than regular lectures, workshops, seminars and expert talks are arranged to enhance the learning experience of students.
- College arranges for certificate courses for students that are executed by experts and practitioners.These courses help students to develop various life skills.
- Industrial visits and camps are organised on yearly basis for provisioning better learning experience for students.

3. Assessment and Evaluation

- Continuous internal evaluation is carried out by teachers through class tests, assignments, presentations, etc. other than the University prescribed internal and external examinations.
- Remedial lectures are conducted for low achievers.
- Experiential learning is facilitated for students through projects, internships and field trips.
- Syllabus completion report is collected from the teachers at the end of every semester to ensure timely completion of syllabus as planned.
- Feedback from students is taken on syllabus, programme, teachers and institution. Teachers feedback is discussed by the Principal and coordinator with the concerned teachers to bring any

change in curriculum delivery if required.

- College organises research conferences and encourages the advanced learners to write and present research papers.
- For continuous growth, our teachers regularly update their knowledge through active involvement in research and Faculty Development Programmes.
- **4. Documentation**
  - For documentation of curriculum delivery Academic calendar,Workloads, Departmental timetable are prepared by departmental heads along with principal
  - Teaching plans, Daily diary, Syllabus completion report, Self -Appraisal forms,are prepared by teachers.
  - All the documents are prepared and maintained by respective departments under the guidance and supervision of IQAC.

5. Academic Calendar:

1. As per University guidelines the Institutional Academic Calendar is prepared.

2. The Academic Calendar is displayed on the notice board as well as posted on the website where all stakeholders can get open access

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 16

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 22.09

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
397	377	48	79	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Institution integrates crosscutting issues like professional ethics, Gender equality, Human values, environment and sustainability into the curriculum through an array of workshops and sessions for the students and also through the various subject courses developed by the university.

1.Professional Ethics

Professional ethics are required for developing trust, teamwork and good behaviour in various professions.

Professional Ethics was taught through a Webinar on Branding Yourself. Other than that the various courses through which professional ethics was taught to students were-

TYBMS- Services Marketing, Customer Relationship Management; SYBCOM- Advertising, FYBCOM ,SYBCOM and FYBAF -Foundation Course, ,MCOM-Business Ethics and corporate Social Responsibility.

2. Gender Equality

The Institute ensures a safe and secure environment for girls' students through its Women Development Cell, Internal Complaints Committee and Students' Grievance Redressal Cell and Anti-Ragging Committee.

Students are sensitized about gender issues through various gender sensitive programmes. The women development cell of the college conducts various gender sensitizing programmes like Virtual Session on Domestic Violence, Session on financial wellness for living life independently etc.

Subjects like Foundation Course of FYBCOM, FYBAF and FYBAMMC, Commerce-I (FYBCOM), Media Gender and Culture (FYBAMMC) etc. sensitize students towards gender equality.

3. Human Values

Human values and human rights are the highest values. Human Values are imbibed in students through blood donation drive, Online Webinar on Swami Vivekanand: An Inspiring Youth Icon, A National Level Online Webinar on Moral Values :Sustaining Code of Conduct (in association with National Human Rights and Social Justice Commission), An Awareness Lecture on Say No to Drugs and Yes to Life (University level), Azadi Ka Amrut Mahotsav: Suryanamaskar, Essay Writing Competition on the Occasion of National Voter's Day, Marathi Bhasha Samvardhan Pandharvada-Kavi Sammelan, Marathi Bhasha Gaurav Din and through Medical Camp, A Webinar on Role of Youth in Stopping Corruption (University level), Online Leadership Training Programme(University level).

The various courses through which human values are imbibed in students are-

Foundation Course (FYBCOM, SYBCOM, FYBAF and FYBAMMC), Advertising (SYBCOM), Customer Relationship and Management (TYBMS) and Business Ethics and Corporate Social Responsibility (MCOM).

4. Environment and Sustainability

Environmental degradation, pollution, climate change and global warming are the issues faced at present by humankind. Environment and sustainability is included in the curriculum through celebration of World Environment Day - A Lecture on Ecosystem Restoration, An Environmental Awareness Campaign, Tree Plantation Drive, Quiz on World Water Day-2022, Environment Enrichment and Conservation Drive and Versova Beach Clean-up activities.The various courses through which students are made aware of Environment protection and sustainability are-

Foundation Course (FYBCOM, SYBCOM, SYBAF, SYBMS, FYBAMMC) and Environmental Studies (FYBCOM), Business Environment (FYBAF and FYBMS)

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 33.99

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 173

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 31.17

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
167	164	229	350	399

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
840	840	840	840	840

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 4.24

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
20	13	12	26	21

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
434	434	434	434	434

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 42.42

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Experiential Learning: -

- The day-to-day examples are given to students related to the lesson.
- **Placement cell -** Placement cell works intensively with various companies to offer the best internships to our students. Internships help students to get hands-on experience and enhance their knowledge. Internships are provided across all the programs.
- **Seminars by industry experts** – The institution arranges guest lectures for all departments on various topics, to keep the students updated with change and encourage them.
- **Industrial visits** – Institution supports industrial visits for the student to strengthen theoretical knowledge. Field visits are organized to visit NSE and other places.
- **Research Projects / Black book project** – Research projects, commonly referred to as black book projects, and are assigned to students across all departments in accordance with the syllabus of self-financed and professional programs such as BMS, BAF, and BAMMC at Mumbai University. Students in the Management and Commerce departments are required to independently choose topics and, with the guidance of their assigned mentors, prepare a comprehensive black book. Following the completion of their black book, students are expected to deliver a presentation on their chosen topic in front of an external guide, adhering to the guidelines set forth by Mumbai University.
- **Tutorials**: In the subject of business communication regular tutorials are conducted to enhance the communication skill of the students such as writing letter paragraph report complaints and job application.

Participative Learning:-

- All departments are using participative learning methods, hence students are encouraged to interact with the faculties during the ongoing lectures.
- Students participate in various competitions which are organized by departments or other colleges and institutions such as essay writing, storytelling, elocution, puzzles and poster making organized by other colleges.
- Students are encouraged to participate in '**AVISHKAR**' – a research-based competition for students- organized by Mumbai University and various competitions organized by other colleges.
- **Projects -** Students of Foundation courses at FY & SY levels undertake projects on various social and economic issues such as Gender Equality, Corruption, Unemployment, Population, Environment and Pollution.

Problem Solving Methodologies:-

- While teaching any lesson the concerned teacher asks short Questions to check the learners' understanding and comprehension.
- The teachers also give home assignments, discuss previous university question papers, try to solve every doubt, and suggest some reference books for better resolving any doubt.
- College organized study tours for better understanding of any topics or points.
- Faculties use ICT technologies such as Computers, laptops and mobile phones for teaching and learning processes.
- SMS, WhatsApp groups, Internet and College websites are used to make important announcements, to display timetables of exams and other general notices.

- Faculties use Google Classroom to make presentations, upload assignments and subject related notes.
- Attendance of students is received online from the students and faculty members through the Teach us App .
- The library also provides access to e- journals, e-books, Inflibinet, and E-Granthalaya for the students and faculty to gain knowledge. Seminars On various issues and subjects are also conducted from time to time to keep abreast with the changing scenario.
- Tutorials and class assignments in mathematics and statistics are given to students to solve the problem in these subjects.
- Practical in Computer System and application help students to learn hands-on practice and knowledge of previous computer programmes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 71.13

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	18	18	20	25

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 85.51

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
10	11	11	12	15

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The performance of an individual student is evaluated through a continuous internal assessment process as per Mumbai University guidelines. All examinations are handled by the examination committee.

Internal and external examinations:

FY and SY examinations are conducted by the college itself on behalf of the Mumbai University, whereas, TY and MCOM examinations are conducted by the University itself.

Mechanism to ensure Transparency :-

College takes utmost care to ensure transparency and secrecy in conducting examination and assessment of answer book

At college level

Transparency is ensured in examination and assessment at college level in the following way:

- **Two set off the Question paper:** Teachers have to submit two sets of question papers in a sealed envelope which one set randomly selected by the committee.
- **Printing of question paper:** Question papers are printed in the examination room under the supervision of the examination committee. Exam room having CCTV and camera for surveillance.
- **Custody of answer books:** After the exam, Answer books of all courses and subjects are kept in the custody of the principal for security reasons.
- **Centralized Assessment Programme:** Answer books are manually assessed by the teacher in the coordinator room in the college premises under the centralized Assessment Programme.
- **Result**: Result of all examination is outsourced from outside agencies with latest examination software mark sheets are printed in the college itself

Mechanism to ensure Frequency and variety:-

1.Semester-end examinations are conducted twice a year.

2.Internal examinations are taken in each semester which accounts for 25 marks.

3.All departments choose the method of continuous internal assessment based on curriculum structure to bring variety in terms of evaluation and examination.

4.Five marks are allotted for attendance in each subject are given according to class participation (MCQ Tests, Short Projects, assignments, presentations, Viva, Group Discussions, Debates, case studies.)

5.All assessments are conducted in a regular manner and result analyzes are recorded and necessary actions are taken to improve students' performance.

Internal assessment in the college adheres to all Three aspects as summarized below:

Transparency

- Exam schedule on the website
- Time table on notice board, WhatsApp group and college website.
- Revaluation, rechecking
- Unfair Means Enquiry Committee
- Result verification by Exam committee
- Mentor-Mentee
- The paper pattern according to university guidelines and weightage for each unit
- CCTV
- Performance analysis

Frequency

- Additional exams
- Semester end exams twice in a year
- Internal examination in each semester

Variety

- Viva
- MCQ questions
- Presentations
- Assignments
- Class participation

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The Programme and Course Outcomes are essential elements of the syllabus framed in the whole curriculum, for the overall growth of the students. A program outcome represents the knowledge, skills and attitudes of the students at the end of a degree program and Course Outcomes are the resultant knowledge skills that the students acquire at the end of the course. This emphasizes the objectives of the course added to the academic structure and it defines the cognitive processes a course provides. The IQAC of the institute guides the departments regarding the preparation of program outcomes and course outcomes. These are charted in alignment with the university-prescribed syllabus, the core values and objectives of the institution. The institution outlines POs and PSOs for all Programmes and COs for each course after aligning these with the University. All efforts were taken by the Institute to focus on Object-Based Education. The Institute head along with the Academic Monitoring Committee asks the faculty members to prepare Course Outcomes of their respective subjects after allocation of courses. The concerned faculties prepare course outcomes with the help of senior faculty members of the faculty who is expert in a particular area. For newly admitted students during the induction program concern faculty members explained to them the course outcomes. The Institute's notice board displayed the course outcomes as well as program outcomes. All efforts were taken by the Institute to focus on Object-Based Education.

Clara's College of Commerce is affiliated with the University of Mumbai. The university transparently displays the curricula and program outcomes for all academic programs on its official website. Our institution adheres to the college website provided Mumbai university website link for syllabus of all subjects.

At the outset of each academic year, students are systematically introduced to the program-specific

outcomes (PSOs), program outcomes (POs), and course outcomes (COs) during a comprehensive orientation program. To facilitate ready reference for both faculty and students, these outcomes are uploaded on the college's official website: http://clarascollegeofcommerce.edu.in/.

A copy of the syllabus of all subjects is kept in every department and also in the library for the faculties and the students. It is also sent in the students WhatsApp group due to well designed PO & CO, students can acquire necessary competency and skill in subject knowledge, communication skill and practical experience which is required for the employment career development entrepreneurships higher studies and overall development of students.

1. Course Outcomes prepared by subject teachers and approved by the Head of Departments and Head of the Institution.

2. Mentioned in respective teaching/ lesson plans.

3. Displayed on notice boards and posted on the website.

4. For newly admitted students, one session is dedicatedly conducted during induction programs.

5. Term test papers are fabricated by keeping course outcomes and program outcomes in mind.

6. Result analysis is done as per course outcomes.

7. To fill the gap between Course Outcomes and Program Outcomes , industrial visits, internships, project work, and computer practicals were carried out.

8. Apart from curriculum extensions/ outreach programs were carried out to meet program outcomes.

9. Add-on-courses and skill enhancement programs were conducted apart from classroom teaching.

10. Course Outcomes and Program Outcomes were displayed in the library.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The evaluation process at the college involves multiple methods. Program outcomes (POs) and program-specific outcomes (PSOs) are integrated into the curriculum, while course outcomes (COs) are aligned with them. Clear performance criteria are established for each CO. Both direct methods like exams and assignments and indirect methods like surveys and observations are employed to assess student performance. Faculty provides regular feedback to students, and the process is continually reviewed to enhance curriculum and teaching methods for improved learning outcomes.

Attainment Measurement Methods:

- **University Examinations**: The institution evaluates program outcomes through semester and annual exams conducted by the affiliated university, providing a direct assessment of course achievements.
- **Internal and External Assessments**: Internal assignments and assessments, including MCQs, quizzes, presentations, and projects, are aligned with program outcomes. A variety of assessment tools and a defined marking scheme ensure a well-rounded evaluation. Department heads review question papers, and exam results help gauge goal attainment.
- **Internships:** Students are encouraged to participate in internships, projects, and fieldwork to gain practical skills and experience in their chosen field.
- **Placements:** Enhancing students' employability upon completing their undergraduate degree is a key program outcome. The college organizes career seminars and programs to boost students' job readiness.
- **Higher Studies**: The progression of students into advanced education is another indicator of program, specific, and course outcome attainment.
- **Project work**: Students are assigned research based project work at FC- Sem I, II, II and Black Book In Sem VI & MCom level.
- **Extracurricular Activities:** Participation in activities like NSS, NCC, and cultural programs is reflected in students' academic records, offering a comprehensive assessment of their educational experience.

The institution evaluates the attainment of program outcomes and course outcomes after every semester i.e., twice in an academic year. The attainment of course outcomes is done by two methods

A. Direct Attainment:

1. Conducting brainstorming sessions, technical quizzes, and assignments.

2. Based on end-semester results.

3. Project work, field trips, and fieldwork were carried out to meet the Program outcomes.

4. Result analysis based on course outcomes.

B. Indirect Attainment: Based on classroom interaction and quiz, brainstorming session

1. Conduction of add-on courses periodically.

2. Workshops and seminars, expert lectures.

3. Skill enhancement programs to support Outcome Based Education.

4. Carrer Guidance and competitive examination sessions for lifelong learning skills development. Course Outcomes were mapped along with Program outcomes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 83.29

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
123	258	281	321	228

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
204	270	296	331	353

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.61

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0.73

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0.48	0.25

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

IQAC in collaboration with the Research committee organizes various effective workshops, certificate courses, faculty development programs, and conferences on research. Expert sessions on intellectual property rights filing were organized to uplift the zeal for keeping their content secured. Various research paper presentations were also organized to imbibe the research etiquettes amongst students. Orientation sessions on framing an effective black book to fulfil their project work subject requirement were also conducted. The college organized two international and one national conference during the last 5 years. Various entrepreneurial workshops and seminars were conducted to boost the entrepreneurial skills of the students.

The college has also conducted workshops and seminars on framing an effective research paper, which encouraged the students as well as the faculties to frame and publish them in research journals. The research committee also organized workshops on statistical analysis and the tools used in research to

empower the faculties and students to analyse the data themselves and to present them at research conferences both National and International. The students have utilized this knowledge and have participated in the research convention organized by the University of Mumbai every year, "Avishkar".

The Institution had created an ecosystem for innovation, including awareness about IPR, Research methodology (RM), and Entrepreneurship Development Programs (EDP). The main purpose of conducting such workshops and seminars is to motivate students and faculties in the field of research. This awareness program gives an idea about the procedure and areas where research contribution is expected. Apart from this, our management supports faculties for research work.

1. Workshop and seminars are conducted on outcome-based.

2. Expert Lectures were conducted to give ideas about recent trends in research.

3. Entrepreneurship programs were conducted to motivate entrepreneurship rather than seeking jobs that can provide employability to others.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 38

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
8	5	4	10	11

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.04

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	0	2	17

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.67

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	9	3	3

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Institution is committed to serving the community and promoting holistic development among its students through various aids and community service initiatives. These activities have not only made a significant impact on the neighbourhood community but have also sensitized students to social issues, fostering their holistic development.

1. Conservation of Environment:

In order to conserve our environment **Tree plantation Drives, Cleanliness Drive under Swachh Bharat Abhiyan, Distribution of cloth bag (Plastic Free Society), Environmental Awareness rally and tree plantation Drive, Free Distribution of sapling and Awareness rally, Environment Enrichment and Conservation Drive** were conducted by NSS unit**.**

2. Medical Camp:

For medical assistance to people, **Blood Donation Drive** in collaboration with **Mahatma Gandhi Seva Mandir Blood Bank, Annual Medical Camp (Ekta Manch), Blood donation camp (Ekta Manch)** and Health **Check Up Camp (Ekta Manch)** were organized**.** Blood donation camp and medical camp are organized every year on 14th December and 14th April respectively.

3. 7 days NSS rural Camp:

Annual 7 Days residential Camps are conducted in rural areas**.** Students work in collaboration with villagers to sensitize them with various issues.

4. Collaborative Activities:

Blood Donation Drive is conducted in collaboration with **Mahatma Gandhi Seva Mandir** blood Bank**, Blood donation camp, Health Checkup Camp** is conducted in collaboration with **Ekta Manch.**

5. Covid- 19 Activities:

Face Mask Distribution, Distribution of Arsenic Album -30, Covid-19 Awareness and Installation of Arogya Setu App, Covid-19 Vaccination Drive were some activities carried out during Covid period.

6. Covid- 19 Vaccination Center:

Covid- 19 vaccination center was established in the CWC campus with the help of Municipal Corporation to vaccinate the people. NSS volunteers and other students of the college have assisted to doctors and other Covid relief staff.

7. Flood Relief Measures:

Kerala Relief fund and Maharashtra flood relief material collection drive were conducted to contribute to flood relief measures for the people in distress. Food, clothes and other essential goods were distributed in this flood affected areas.

8. Awareness Creation Programs:

To create awareness regarding fitness, world Yoga Day is celebrated. Various sessions and plays and poster making to sensitize people on **Democracy and Secularism, Gender Justice, Community Mapping, Organ Donation, Scientific Temper, Dignity of Labor, Honesty and Integrity, Guidance on Pulse polio drive (Brihan Mumbai Municipal Corporation)** were conducted. In order to create awareness regarding healthy living, discussion on **Organic Food, Nutrition Awareness Drive, Poster Making and Display on effect of fast food and packaged food** were conducted. **Fire Safety, Vigilance Awareness Week Quiz Competition** were conducted to create awareness regarding the same among students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Clara's college of commerce carries out extension activities on a regular basis, and has received many awards and appreciation certificates for the same. . The NSS unit of the college is very active and conducts activities like blood donation camps, residential camps, beach clean-up drives, teaching the children on the streets, face mask distribution, distribution of Arsenic Album – 30 during COVID 19

pandemic, nutrition awareness drive and many more for the upliftment of society. During the residential camp the NSS unit of the college has been conducting such effective activities, which has helped the rural people as well to grow. The college has been appreciated with certificates from the local authorities of the adopted village for their contribution towards the growth of the society. The University of Mumbai financially assists the camping activity conducted by the NSS unit of the college.

Students of college has secured first, second and third positions and awarded with appreciation certificate for participating in CM Chashak activity organised by State Legislative Assembly (Vidhan Sabha) CM Chashak. Faculties and students have received Certificate of Appreciation from Mahatma Gandhi Blood Centre for blood donation.

Faculties and students have received Certificate of Appreciation from Ekata Manch (Non - Government Bodies) for their contribution of social work for society.

Mr. Surendra Chaudhary, faculty of Institution received Certificate of Appreciation from Eden Public School for Volunteering in Kerala Relief Fund.

Mr. Ajay Kaul – General Secretary of the institution has been awarded with Certificate of Appreciations from Ramagari Gram Panchayat, Kerala for Kerala Relief Fund, from Sunnat Muslim Jmt Masjid- A - Bilal Wakf Trust, Ingli, Kolhapur, Aapla Maratha Mandal, Shivar Samajik Vikas and Sanshondhan Seva Sanstha Kolhapur, Swabhimani Paksh Hirol, Kolhapur for contributions towards society, from Gram Panchayat Ingli, Kolhapur, Gram Panchayat Sainik Takli, Kolhapur for Kolhapur Flood Relief Fund. Recently Shri Ajay Kaul, received the "Samaj Ratna Puraskar 2023" at the auspicious hands of His Excellency Governor of Maharashtra Hon'ble Shri Ramesh Baisji. This prestigious Sanman was conferred during the 15th Tribal Youth Exchange Program, by the Ministry of Youth Affairs and Sports, Government of India, programme organized by Nehru Yuva Kendra, Mumbai.

Principal Dr. Madhukar Gitte and IQAC coordinator Dr. Babita Kanojia has received Appreciation Letter from University of Mumbai for conducting set exam.

Clara's College of Commerce has been awarded with Certificate of Appreciation from My Green Society (Non- Government Bodies) and Jay Foundation (Non- Government Bodies) for Coastal and Beach Cleanup Drive

Dr. Rupesh Dhruvanshi, faculty of Institution has received Certificate of Appreciation from University of Mumbai for Inter- Collegiate Youth Festivals. The college has also been appreciated from various institutions for the outstanding social work performed by the students in local areas.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 47

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	9	4	12	11

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 18

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Institution is equipped with modern infrastructure facilities that cater to the diverse needs of its students, ensuring a conducive environment for learning, cultural activities, sports, and overall development.

Teaching-Learning Facilities

Classrooms: Institution boasts spacious and well-equipped classrooms that provide a comfortable learning environment for students. These classrooms are designed to facilitate interactive learning and are equipped with modern teaching aids.

ICT-Enabled Facilities

Smart Classes: Institution is equipped with ICT-enabled facilities, including smart classrooms equipped with audio-visual aids. These smart classrooms enhance the learning experience by making lessons more interactive and engaging.

Facilities for Cultural and Sports Activities

1.Cultural Activities: Institution recognizes the importance of cultural activities in the holistic development of students. The college has dedicated facilities for cultural activities, including an auditorium where various cultural events, seminars, and workshops are organized throughout the academic year. These events provide students with a platform to showcase their talents and express themselves creatively.

2.Sports Facilities: The college has both indoor and outdoor sports facilities to encourage physical fitness and sportsmanship among students. Institution has a well-equipped gymnasium where students can engage in regular workouts under the guidance of trained instructors. Additionally, the college provides facilities for indoor games like table tennis, chess, and carrom, as well as outdoor sports like cricket, football, and volleyball.

3.Yoga Centre: Recognizing the importance of holistic well-being, Institution has a dedicated yoga centre where students can participate in yoga and meditation sessions. These sessions help students manage stress, improve concentration, and maintain physical and mental well-being.

Other Facilities

1.Library: Institution has a well-stocked library with a vast collection of books, journals, and publications. The library provides students with access to a wealth of resources to support their academic endeavours and research activities.

2.Canteen Facility: The institution has a decent canteen facility with a limited selection of options available. Students can access basic refreshments and facilities at the canteen.

In conclusion, Institution provides adequate infrastructure facilities to support the holistic development and well-being of its students. From modern classrooms and ICT-enabled facilities to cultural, sports, and recreational amenities, Institute ensures that students have access to the resources they need to excel academically and personally.

Infrastructure related to the teaching-learning process:

1. Campus is Wi-Fi enabled: Anytime Anywhere Wi-Fi access with 100 Mbps speed for students as well as faculties.

2. Total Number of classrooms-

3. Library: Library Automation with software -

4. ICT-enabled classrooms have   overhead projectors and   movable projectors.

5. Computer Centre with   computers.

6. Principal Cabin

7. Administrative Area

8. IQAC Cell

9. Separate Head of Department cabins.

10. Staff room

11. Exam Control Room

12. DLLE room

Facilities for cultural and sports activities:

1. Auditorium:

2. Yoga Centre

3. Sports cell

 4. Gymkhana

 5. Multipurpose Hall

Additional Infrastructure facilities:

 1. The campus is under CCTV Surveillance.

 2. Campus has LIFT and Divyangan support system.

3. Boys and Girls separate common rooms.

4. Pantry Area

 5. Water coolers for fresh drinking water

 6. Canteen

Attached are classrooms ' ICT-enabled geotagged images.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 59.04

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
221.11	54.97	17.39	62.54	43.72

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Our Institution Library is fully automated. The college library is located on the 3rd floor of the college building. The library is well-ventilated and well-equipped and has a wide collection of books pertaining to various subjects. The library facility for users is available from 09.00 am to 4.00 pm from Monday to Saturday. During exam time the library is open till 5.00 pm.The Open Access System is followed by library for easy access of library collection.

Library Collection:

Library collection is broadly divided into textbooks and reference books on various subjects. Library subscribed to various Journals, magazines, and newspapers for reading and referring .

Number of Books (As on 31st May 2023)	9735
Book Bank Books (Mumbai University Book Bank Scheme)	12
Journals (Hard copy)	07
Magazines(Hard Copy)	09
Newspapers	03
E-Resources (N-LIST)	**6000+ E-JOURNALS and 199500+ e-books**
Conference Proceedings	15
Library Area	1368 Sq.Ft.
Reading Room	414 Sq. Ft.

Integrated Library Management System (ILMS)

Library has replaced earlier e-granthalaya Library Management Software by KOHA Library Management Software for better day to day functioning of Library.

Name of LMS Software: KOHA (VERSION: 22.11.00.000 **Rosalie**)

KOHA LMS Software is used for cataloging of books, circulation of books, generating various library functioning reports, and for searching library resources.

Online Public Access catalogue (OPAC) is available for users to search availability of library collections.

Subscription to E-Resources

Library has also taken membership of the N-List database since 2016 through which users can access various e-books and e-journals.

Library Orientation

Library organizes orientation for new students every year in which a training session on the use of e-resources is demonstrated. Information is provided about discipline, Issue and return of books, timing of library, rules and regulations at the beginning of the academic year.

Library Advisory Committee:

College library advisory committee is formed. Minimum two meetings are conducted in the academic year.

Library Services:

Library provides various services such as Reading room facility, Book Circulation Service, Newspaper Clipping Service, Library Orientation, Book Bank Scheme, etc.

Amount Spent on Purchase of Books and Journals

Particulars	2022-2023		2021-2022		2020-2021		2019-2020		2018-2019	
	Total	Cost	Total	Cost	Total	Cost	Total	Cost	Total	Cost
Books	717	123544	174	27420	-	-	680	1,04,872	1080	1,52,240
Journals (Hard copy)	7	15950	7	13350	-	-	-	-	-	-
Magazines (Hard Copy)	10	19740	9	16640	-	-	14	27550	14	23,230
Database (e-books and e-Journals)	N-List	5900	N-List	5900	N-List	5900	N-List	5900	N-List	5900

Per day usage of Library

Particulars	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Students	50	45	10	Covid-19	28	30
Teacher	08	10	05	09	10	08

Library Activities:

Academic Year	Name of Activity	Held on
2018-2019	• **Make your Mark -Bookmark Making Competition 2018** • **Guest Lecture on Online Research Tools For College Students** • **Inter Collegiate Book Review Competition 2018-19** • **BRAINVITA -Intercollegiate Quiz Competition 2019**	**11th August 2018** **06th October 2018** **15th December 2018** **2nd February 2019**
2019-2020	• **Make Your Mark -Bookmark Making Competition 2019** • **Intercollegiate Book Review Competition 2019-20** • **BRAINVITA -Intercollegiate Quiz**	**14th August 2019** **9th December 2019** **1st February 2020**

	Competition 2020	
2020-2021	• **BRAINVITA Online Quiz Competition 2020-21**	**5th-6th February 2021**
2021-2022	• **A National Level Online Quiz Competition on National Science Day** • **National Level Online Webinar on Open Educational Resources(OER) for Teaching and Learning**	**28th February 2022** **25th April 2022**
2022-2023	• **Library orientation for the Second Year and Third Year students of Degree College and Self-Finance Courses.** • **Library orientation for the First Year students of Degree College and Self-Finance Courses.** • **Intercollegiate Book Review Competition 2022-2023**	**29th July 2022** **23rd August 2022** **20th December 2022**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Institute infrastructure viz. classrooms, auditorium, computer centre, library is ICT enabled. To that extent, IT facilities including free Wi-Fi facilities are provided to all teaching and non-teaching faculties along with students. This provides anywhere, anytime free Wi-Fi access to all stakeholders. The Bandwidth speed of 100 Mbps provides connectivity to the internet. The Institute has a portable projector and fixed-installed projectors in classrooms.

1. Campus is Wi-Fi enabled. Free Wi-Fi access to all stakeholders on campus with 100 Mbps Speed.

2. The campus is under CCTV surveillance to maintain security on campus.

3. Computer centre with 45 computers which have been upgraded in last five years.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 11.31

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 45

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 41.47

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
58.67	46.24	36.69	71.24	67.93

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 2.01

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	10	15	22	21

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document]()
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document]()
Upload policy document of the HEI for award of scholarship and freeships.	[View Document]()
Institutional data in the prescribed format	[View Document]()
Provide Links for any other relevant document to support the claim (if any)	[View Document]()

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 46.25

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
358	333	116	620	459

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 15.54

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
36	42	82	37	29

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
204	270	296	331	353

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.49

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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 last five years

Response: 15

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	1	4	5

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 21.2

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	2	2	36	38

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

The Alumni Association of the institution plays a crucial role in its development and enhancement. Here are the important roles played by prestigious alumni:

Mission, Vision, and Core Values: Alumni provide valuable insights and inputs to the College Development Cell (CDC) and the Internal Quality Assurance Cell (IQAC), which contribute to refining the institution's mission, vision, and core values. Their involvement helps ensure that these foundational principles remain relevant and adaptable to changing needs and contexts.

Perspective Plan and Quality Education Improvement: Alumni feedback helps in defining short-term and long-term goals, which are integrated into the institution's perspective plan. This ensures that the institution is continuously striving for improvement in the quality of education it provides, aligning with industry standards and emerging trends.

Internship Opportunities: Alumni play a vital role in providing internships in their firms, bridging the gap between academia and industry requirements. This hands-on experience enables students to develop practical skills and problem-solving abilities, enhancing their employability and readiness for the workforce.

Placement Assistance: Alumni actively contribute to resolving employability issues by facilitating placement opportunities for current students. Their industry connections and insights help match students with suitable career opportunities, fostering a smooth transition from education to employment.

Career Guidance: Alumni organize expert lectures and seminars to provide career guidance and mentorship to current students. These sessions offer valuable insights into various professional paths and help students navigate their career trajectories effectively.

Contribution to Institute Events: Alumni participate as special guests in institute events, adding prestige and relevance to the occasions. Their presence fosters a sense of connection and continuity between past and present students.

Brand Ambassadors: Alumni serve as brand ambassadors for the institution, recommending it to prospective students seeking professional education. Their endorsement, especially among financially

disadvantaged students, helps promote accessibility and inclusivity by facilitating flexible fee payment options.

Sponsorship for College Events: Alumni contribute to the institution by sponsoring various college events, supporting initiatives that enrich the student experience and promote a vibrant campus culture.

Overall, the active involvement of alumni in various facets of the institution underscores their commitment to its growth and success, as well as their dedication to Appurtenant the current students in there, academic and professional endeavour's. Also, it plays a crucial role in connecting students with internship and job opportunities within their respective industries. By leveraging their professional networks and influence, alumni help bridge the gap between academia and the workforce, facilitating smoother transitions for graduates into their chosen fields. Their expertise and leadership help shape policies, programs, and initiatives that enhance the overall academic experience for current and future students. Their philanthropic efforts help alleviate financial barriers to education and ensure that deserving students have access to resources and opportunities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The governance structure of College is designed to align with its vision and mission, ensuring that decisions are made in a manner that fosters academic excellence, ethical values, and holistic development. At the heart of Institution's governance are principles of transparency, inclusivity, and collaboration, where the perspectives of all stakeholders, including teaching faculties, are valued and integrated into decision-making processes. The nature of governance at Institution emphasizes participatory democracy, where key decision-making bodies include representatives from teaching faculties, administration, students, and other stakeholders.

A. 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.

B. Nature of Governance:

The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the principal who, in turn, shares it with the different levels of functionaries in the college. The Heads of Departments, the Convener's of various committees and cells along with the staff representatives on higher decision-making bodies play important roles in determining the institutional policies and implementing the same.

C. Participation of Teachers in Decision-Making Bodies.

• Teachers discharge an important role in implementing the vision and mission of the college and

to that end play a proactive part in the decision-making process. Heads of Departments enjoy considerable administrative and academic autonomy in running their disciplinary units.

• Teachers influence the institutional polity through the Teachers' Council, through their representatives on the Governing Body of the college.

• Besides, teachers are members and conveners of the various committees that are instituted for the day-to-day functioning of the college. Some of these committees are the Academic Council, the Examination Committee, the Admission Committee, the Library Committee, the Seminar and Research Committee, etc. Teachers, through their agency and autonomous interaction with these bodies, can contribute in a significant way to the participatory ethos of the institution.

• Additionally, teachers discharge an energetically pervasive role as motivators and spearheads of cultural and socially conscious activities in the institution by steering the NSS unit, the Women's Development Cell, the Sports Committee.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures.The institutional Perspective plan is effectively deployed. In order to align with the evolving landscape of education and ensure continuous growth and development, the college has outlined a comprehensive perspective plan encompassing various key initiatives and objectives:

Perspective/Strategic Plan

The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out, and phased manner.

1. Application for grants from government and non-government sources.

2. Extension of the available area through vertical expansion to accommodate more classrooms,

laboratories, auditoria, staffrooms, etc.

3. Renovations to revive the aging infrastructure of the institution.

4. Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and other innovative means.

5. Mobilization of funds and projects through the alumni and other stakeholders.

6. Library, ICT and Physical Infrastructure

7.Curriculum Development

8.Teaching and Learning

9. Examination Evaluation

10. Research Development

11. .Human Resource Management

12. Industry Interaction/ Collaboration

13. Cultural & Sports Activities.

Short Term Plan

- **To impart quality education to student**

- **To upgrade library with latest software and to subscribe reputed journals**

- **To keep faculty abreast with the latest trends and development in research**

- **To host various seminars, workshop and conferences**

- **To conduct the remedial classes for slow learners**

- **All information concerning to college on the institute's website**

- **To motivate students to participate in cultural NSS, and sports activities**

- **To organize industrial visits / study tours for students**

- **To invite leading companies for campus recruitment**

Long Term Plan

- **To provide quality education and knowledge, to develop skills and to inculcate human values among students.**

- **To develop, augment and expand physical infrastructure of the college**

- **To adopt modern ICT in day-to-day teaching-learning and research.**

- **To upgrade and automation of library with latest software.**

- **To establish research centre in commerce and to promote quality research**

- **To undertake minor research projects of Mumbai University and ICSSR**

- **To organize national and international conferences to develop research culture in the college.**

- **To sign more MOU, with the industry and corporate sector to provide placement for students**

- **To make the campus green and environment audits regularly.**

File Description	Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The College places great importance on the well-being and professional development of both its teaching and non-teaching staff. To ensure the welfare of its employees, the college has implemented various measures. Here is a list of existing welfare measures for teaching and non-teaching staff at Institution:

Welfare Measures for Teaching as well as Non-teaching Staff

1.Self-Appraisal System: Institution has established a self-appraisal system for teaching as well as non-teaching staff, allowing them to assess their performance, set goals, and identify areas for improvement.

2.Employees Provident Fund (EPF): Non-teaching staff members are enrolled in the Employees Provident Fund, ensuring their financial security and future savings.

3.Salary as per industry standard. Teaching & non-teaching staff at Institution receive salaries as per the **as per industry standard**, ensuring fair and competitive compensation.

4.Professional Development Opportunities: Institution provides various professional development opportunities for teaching staff, including attending seminars, workshops, and conferences. This helps them stay updated with the latest developments in their field and enhances their teaching skills. It also provides training and professional development opportunities for non-teaching staff, enabling them to enhance their skills, knowledge, and career advancement.

5.Employees Improvement, Study & Other Leaves as per UGC Norms: Teaching staff are entitled to employee improvement Leave and Study Leave as per the norms laid down by the University Grants Commission (UGC). This allows them to engage in research, professional development, and other academic pursuits.

6.Workplace Safety Measures: Institution prioritizes workplace safety and has implemented various measures to ensure the safety and well-being of teaching as well as non-teaching staff members.

7.Maternity & Paternity Leave as per Government Norms: Female teaching & non-teaching staff

members are entitled to maternity leave as per the norms set by the government, ensuring their well-being and providing them with adequate time to care for their newborn child. Similarly, male teaching as well as non-teaching staff members are entitled to paternity leave as per government norms.

In conclusion, the college has implemented comprehensive welfare measures for both its teaching and non-teaching staff, ensuring their well-being, professional development, and job satisfaction. These measures reflect the college's commitment to creating a supportive and inclusive work environment for all its employees.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 34.78

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	2	6	3	12

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 28.38

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	6	06	06	02

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	01	0	03

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Institute conducts internal and external financial audits regularly every year. Starting from budget

allocation expenditures done on infrastructure augmentations, maintenance on physical facilities, purchase of books, or any kind of purchase are done with the head of the institution along with professional C. A.

Internal Audit: An internal auditor is appointed in every AGM, who periodically reviews the accounts.

External Audit: External audited statements are prepared and taken care of by C.A in consultation with management.

Institutional strategies for the mobilization of funds and the optimal utilization of resources are predefined. Trust reserved funds can be utilized during disaster management as in covid-19 situations where students were not able to pay any tuition fees, still regular salaries paid by the management. The best example of the optimal utilization of resources infrastructure where floor-wise and in-shift utilization is for the education sector. Any infrastructure development in the future also will be planned from mobilizations of funds.

Mobilization and utilization of resources and funds

The College affiliated college of Mumbai University. It is an unaided institute. The major source of funding is the College fees.

Following income sources are identified for the resource planning.

- **Tuition fees, development fees and other charges.**

- **Interest received on saving deposits and fixed deposits.**

- **Alumni Membership and donations.**

- **Fees collected for miscellaneous services, given to students such as Transcripts, Duplicate Mark Sheets, Transfer Certificates.**

- **Fees collected for academic activities like Industrial Visits and training programmes**

- **Examination Fees, revaluation fees and photocopy charges.**

- Infrastructure Augmentation funds raised by the management

Some of areas of utilization of Funds

- **Salaries of all teaching, non-teaching staff and house- keeping staff.**

- **Repairs and maintenance of building, machinery and equipment's.**

- **AMCs for website, CCTVs, Library, results and other software's.**

- **Audit fees to Chartered Accountant and other Auditors**

- **Purchase of books, journals, periodicals and newspapers.**

- **Registration and travelling expenses to students for participating in sports and cultural activities.**

- **Reimbursement for paper presentations, workshops and publications**

- **Electricity, water bills and property tax.**

- **Purchase of stationery for office and departments**

- **Remuneration towards CAP moderation, revaluation and evaluation.**

- **Expenditure to organizing 7 days' rural residential camp for NSS.**

- **Expenditure incurred on organizing seminars, workshops, FDPs, SDPs, Blood Donation camp, Annual Day, sports and cultural activities.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

As per the NAAC guidelines, the Internal Quality Assurance Cell (IQAC) was constituted in the Institute. The cell is conceived as a mechanism to build and ensure a quality culture in the institution. To

accomplish the objectives manifested by NAAC, IQAC has been dedicatedly engrossed to achieve it. The primary aim and function of IQAC is the observance of quality enhancement, channelization of dedication towards academic excellence and modification and adoption of the best suitable system to perk up work culture in the institute consistently and continuously. The IQAC looks after the development of the college from all points of view i.e. students, teachers, staff and all stakeholders of the college.

Objectives of IQAC

1.To ensure observance of the highest quality standards in the academic and administrative performance of the institution.

2.To work consistently towards the enhancement of quality through internalization of quality culture and institutionalization of best practices.

3.To develop a system that will contribute towards the quality up gradation of the overall performance of the institution and evolve a mechanism for it.

4.Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

The major focus is given in the last five years:

1.ACADEMIC EXCELLENCY:

1.Exceptional Faculty: We boast a faculty comprised of distinguished scholars, researchers, and industry experts who are passionate about teaching and mentoring students.

2.Innovative Curriculum: Our curriculum is designed to be both comprehensive and dynamic, incorporating the latest advancements in each field of study also fostering critical thinking, problem-solving skills, and interdisciplinary perspectives.

3.Research Opportunities: Our institution believes in the synergy between teaching and research. We provide ample opportunities for students to engage in research projects, collaborate with faculty members, and contribute to cutting-edge discoveries in their respective fields.

4.Supportive Learning Environment: We prioritize creating a supportive and inclusive learning environment where students feel empowered to explore their academic interests, voice their opinions, and pursue their passions.

5.FORMATION OF MOUS TO PROVIDE INTERNSHIP AND FIELD VISITS: Our institution has entered into MOUs with various colleges, firms and independent internships and field visits, to provide students with practical, real-world experience that complements their academic learning.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Institutional Values and Social Responsibilities: -

Institutions have initiated Gender audits and measures for the promotion of gender equality.

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 5 years for the promotion of gender equity.

Formation of Committees:

- Women Development Cell (WDC) : WDC has been created to spread awareness on gender issues.

- Internal Complaints Committee (ICC) : ICC has been created to resolve the sexual harassment issues, if any. The college ensures that there are zero instances of ragging or sexual harassment on the campus.

- Anti-Ragging Committee : Anti-Ragging Committee has been constituted to prohibit any form of ragging in and outside the campus.

- Students Grievance Redressal Cell: Students Grievance Redressal Cell has been created to solve the issues faced by students if any.

Framing of Policies:

- Gender Policy: Gender Policy has been framed to ensure equal opportunities of development, to organize seminars and workshops for gender sensitisation and women empowerment.

- Policy on Code of Conduct: Policy on Code of Conduct is prepared and available on the website.

- Anti-Ragging Policy: Anti-Ragging Policy has been framed as per the guidelines of UGC and

Maharashtra Prohibition of Ragging Act,1999.

- Annual Gender Sensitization Action Plan :Annual Gender Sensitization Action Plan is prepared every year and various programmes have been conducted by the institution for gender sensitization.

Gender Audit : Gender Audit has been conducted by the Women Development Cell under the guidance of the Principal and IQAC.The recommendations made by the external Judges are being implemented by the College.

Awareness Programmes: Awareness was created among students about gender equity and sensitization through expert talks, guest lectures, sessions, workshops, national level webinars, etc. organized by various departments, committees and WDC cell.

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:

- CCTV Surveillance

- Well-trained male and female Security Guards

- Separate girl's Common Room

- Suggestion Box

- Sanitary Napkin Vending Machine installed in the Girls Washroom.

- Separate Entry entry and exit for girls and boys.

- Support

- ID Card

- Decent Dress Code

- Gymkhana

- Training ProgrammesSports Events

- Girls' Representation on different committees.

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

Celebration of Commemorative Days: The national and international days like The National Women Day, The International Women's Day, The National Youth Day etc are celebrated every year.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: D. Any 1 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college morning schedule begins as per the Institution's timetable. We start our classes with National Anthem.. The students and faculty were made aware of voter's rights. The students were made aware of their responsibilities including regular attendance, discipline to maintain decorum, maintaining social as well as environmental responsibilities.

The responsibilities of faculty members are as follows:

1 All the faculty members are expected to follow the rules and regulations of the Institution.

 2. The constitution of the student council and other committees' equal involvement of boys and girls students.

3. Our College celebrates national and international days.

 4. Our College always promotes national harmony and zero tolerance where all religions and diversified

students unite and stay healthy under a single umbrella.

5. Independence Day, Republic Day, Constitution Day, and all national and international days celebrated in the Institution.

6. Harmony towards cultures, and regions: Maintained by celebrating Hindi Divas, Marathi Divas, Traditional Days, and much more. All students and faculties from all religions and regions are friendly and helpful to each other by all means. All are under a single umbrella.

7. College is running outreach and extension activities and also helping the community.

8. Cultural/ regional diversity is maintained in Institutional premises.

9. The Code of Conduct reflects the values, rights, duties, and responsibilities of stakeholders and is hosted on a website for stakeholders and also displayed on notice boards, and prospectus.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

1.Title of the Practice: Students' Holistic Development

Objectives of the Practice:

- To focus on holistic development of students.
- To prepare students to withstand the increasing stress through career counseling.
- To upgrade with the teaching and learning process.
- To guide students to become a responsible citizen.
- To provide assistance to aspiring students.
- To develop an environmentally friendly attitude among students.

The Context: The vision of our college is to provide assistance and guidance to students to make themselves capable of fulfilling their dreams and aspirations. We aim to provide abundant opportunities to our students to shape and develop their personalities for a better future and career prospectus. We at Clara's always make sure to contribute towards society in some way or the other. We not only focus on

academics but the overall development of our students. We assist aspiring and needy students.

The Practice: To bring about the overall development of our students and to make them capable of facing the demands and challenges of everyday life we follow the following measures :

1. **Seminars and Workshops:** We have timely taken up the responsibility and efforts to organize various seminars, webinars and workshops which not only give them insights into the topic but also mould them to effectively adapt to it. Our workshops have been a game changer in the lives of many students and faculties.
2. **Financial Assistance:** We have taken up the responsibility and courtesy of providing financial assistance to aspiring and needy students for their academics.
3. **Expert Talk:** We have arranged expertise from various fields to address our students over topics important not only for physical development but also for mental and intellectual development. These experts have given in depth knowledge which has guided our students in many ways.
4. **Soft Skills:** We believe in shaping our students in soft skills too. Courses on soft skills have been conducted. Soft skills help them to be able to interact well with people. It also helps them to create a balance in their relationships with people around them whether workplace or home. It brings about a change in the outlook for themself . Such skills boost their self confidence and realize their self worth.
5. **Creativity for a Cause:** Our college conducts timely literary competitions on sensitive topics / themes which in a good way gives a message to the students themselves.These events make them aware of the mishappenings around themselves and allow them to think of measures to resolve them efficiently.
6. **Online Feedback System:** In order to maintain the quality of teaching learning process at desired level, it is essential that the performance of the faculty is monitored on a regular basis. With this in view the college has adopted an Online Feedback System which gives scope for improvement. Based on introducing this system, it is noticed that the faculty involvement has improved in developing study material, academic record keeping, administering assignments, conducting internal examinations, fair assessment of the students, preparation for classes, use of various teaching techniques, knowledge and command of the subject, and maintaining interaction with the students.
7. **Student Attendance Tracking and Messaging System:** Bulk SMS service is a very useful communication tool for college by which management, principal, teachers and office can easily communicate vital information with their students and parents in a cost-effective manner. This system made communication with students easier.
8. **Developing Environmental Friendly Attitude:** The College has arranged various drives and rallies to create awareness among students about tree plantation, pollution control and environmental degradation.
9. **Best Student Award:** Every year the Best Student Award is given to one student depending on his or her curricular and extracurricular performance.
10. **Career Counseling :** Seminars and workshops have been conducted to withstand the increasing stress through career counseling and guidance.
11. **Upgrading Teaching and Learning Process :** Various activities have been conducted for teachers so that they can bring improvement in teaching learning process for holistic development of students.

Problems Encountered and Resources Required:

- Many students find it difficult to communicate in English.
- Some students, because of their shyness, find it difficult to participate in activities.
- Few students who are good at academics find it difficult to maintain a good balance between academics and extracurricular activities.
- Students participation in various activities is sometimes less.
- Many students belong to lower strata and poor families. Hence they need financial support from donors and sponsors.

2. Title of the Practice: Roti Bhaji Yojana

1. **Objectives of Practice:**

- To increase the charitable values among students.
- To aware students about their social responsibility.
- To provide food to poor and vulnerable classes of people.

1. **The Context:** Clara's College is situated in Western Mumbai where the number of people living in slums is considerably high. Many people do not have access to proper food on a daily basis to solve such hunger problems of underprivileged people, the college has come up with an initiative named **Roti Bhaji Yojana** in 2018. One of the goals of this practice was to make the students aware of the helping tendency to the needy.
2. **The Practice:** The donations were collected from students for the academic year 2018-2019 and 2019-2020 every month. For the academic year 2020-2021 and 2021-2022, the college was using online teaching-learning methods due to the Covid-19 pandemic. Thus, donations were not collected from the students but the management had contributed donations on behalf of students. All the donations collected under the practice from 2018-2022 were then given to Ekata Manch (NGO) for Roti Bhaji Yojana.. **Problems Encountered and Resources Required:**

- Student involvement in this scheme is less. Initially more students showed their interest by donating money but later the fall in contribution has been observed.
- Fund collections from students are inadequate.
- The Covid-19 pandemic was a major problem encountered by us in running this yojana.
- Sufficient donations are required to run this Roti Bhaji Yojana.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Ready to Serve the Society:

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 last five years college has conducted activities for the welfare of the society as under:

- **Flood Relief Measures:** We have taken constant efforts to provide relief measures at various natural calamities.
    - In 2018, the NSS unit of our college in association with Ekata Manch (NGO) carried out a rally to contribute to Kerala's flood relief under Kerala Relief Fund Program. NSS Volunteers, teachers and students generously contributed for the flood-affected people. They collected clothes, utensils, groceries, medicines, and also donated money to make arrangements for the relief materials for distressed people.
    - In 2019, the NSS unit of the college in association with Ekata Manch carried out a rally to contribute to Maharashtra's Flood Relief Fund. The rally started from Clara's College, further it passed through Versova local areas and ended at Seven Bunglow. CWC Trust, teachers,students and volunteers generously contributed for the relief of the flood-affected people. They collected clothes,utensils, medicines, groceries and donated money to arrange for relief materials.

- **Blood Donation Drive:** Blood is the lifeline of the human body. Since it can be only made in the human body the importance of donating blood is inculcated among the students and people through the Blood Donation Drive. Blood Donation Drive has been organized every year on 14th December in the memory of Late Smt. Clara Kaul on her birthday in association with Ekata Manch (NGO) and Mahatma Gandhi Seva Mandir Blood Bank. Total number of blood units collected are as under:

Sr, No.	Academic Year	Blood Bottles / Units collected
1	2022-2023	313
2	2021-2022	275
3	2020-2021	—
4	2019–2020	66
5	2018-2019	36

These collected blood units are provided free of cost to Thalassemia and critical patients and also poor and needy patients.

- **Medical Camp:** Saving life is an immense job. CWC Trust and our college organizes free medical camps every year on 14th April in the memory of Late Saugat who was a blood cancer patient who came from Nepal for cancer treatment in Mumbai. The camp was organized for the benefit of particularly under-privileged people of the society. The diagnosis of various diseases such as heart problems, diabetes, skin problems, cancer ,dental, ECG, eye checkup, TB, BP, etc. is done by specialists, doctors and physicians. The Camp is carefully monitored by the CWC

Trust, Ekata Manch and supervised by NSS volunteers, students, and teaching and non-teaching staff. The entire CWC family and students actively participate in the camp.

About 1200 to 1500 people in the neighborhood community are benefited due to medical camp. Free medical treatment is given to people for different types of diseases. Medicines and spectacles are distributed free of cost. Even College Management bears the cost of costly medicines , small operations and other treatments of patients after the medical camp.

- **Activities Conducted during COVID -19 Pandemic:** During COVID-19 Pandemic the college organized several activities as follows:

- **Street plays:** Based on the theme- **Corona Mukt Samaj,** street plays were organized in the local area of Versova from 16th March to 24th March 2021.

- **Poster Making**: Students participated in an Online Poster Making Competition on **'Gratitude Towards Corona Warriors and Covid-19 Awareness'** organized by Mumbai University on 8th October 2020.
- **Free Vaccination Centre:** The CWC Trust and college started the Free Vaccination Centre for Covid -19 in association with BMC at college campus. Student volunteers helped in different capacities to doctors, nurses and medical staff working at the Vaccination Centre.
- **Distribution of COVID-19 Kits:** Students distributed face masks, sanitizers, hand gloves,etc.in the local area in the month of June -July 2020.
- **Session on COVID-19:** The college organized a session on **"Awareness of CORONA VIRUS''** on 12th March 2020. Students distributed Arsenic Album 30 in local areas during the Pandemic era in the month of July-August 2020.
- **Awareness Campaigns:** Students participated in the **'Covid- 19 Awareness Campaign and installation of 'Arogya Setu App'** organized by Mumbai University in the local area on 16th and 17th September 2020.
- **Covid-19 Vaccination Drive:** Covid-19 Vaccination Drive was organized from 21-09-2021 to 11-12-2021. In this drive Volunteers collected data of status of Covid-19 vaccination of peoples in their respective local area and created awareness on Covid 19 vaccination. A free vaccination drive was successfully organized by Municipal Corporation of Greater Mumbai (MCGM) and Ekata Manch at Clara's College of Commerce premises with the objective of vaccinating

everyone.More than 3600 people received the vaccination.

- **Appa Pada Donation Drive:** A major fire broke out in Anand Nagar and slumps in Appapada in Malad. Around 800-1000 huts were gutted in the fire breakout and many people were homeless. In the wake of present massive fire outbreak in the slums of Appa Pada, Malad (E), N.S.S unit of Clara's College of Commerce in association with Ekata Manch appealed to all the teaching, non-teaching staff, students, parents, and all well-wishers from the society to come forward and help the people of Appa Pada to sustain life by donating clothes, sanitary items, utensils, food, dry snacks, ration, stationary, etc. This donation drive was undertaken from 17th March 2023 to 22nd March 2023 between 10 am to 5 pm. After the sorting and packing of collected materials by NSS Volunteers, the distribution was carried out successfully on 9th April 2023. This humanitarian gesture would eventually help people recover from an awful situation.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

We, at Clara's College of Commerce, have been on a journey of achievements, a journey that was embarked upon with a simple goal that education must reach every level of society and that every individual has a right to education. We continually strive to work towards this goal.We have led our students to the path of academic and professional success under the able guidance of our trustee members and the management. Our insistence on quality education and value building coupled with a nurturing learner-centric environment has been instrumental in our endeavour to shape the careers of our students.

At Clara's College, our effective pedagogy constructs a scaffold for students' learning. Our students and teachers gain from the innumerable workshops and seminars arranged to scale their competencies. We hope to build the pathway for the progress of our students to help them carve their niches in the current competitive world.

Concluding Remarks :

Our College Self Study Report of NAAC encapsulates a comprehensive evaluation of the institution's academic, administrative and infrastructural facets. It reflects the institution's commitment to quality education and its endeavour to align with national and international standards. Through meticulous introspection and assessment, the report offers valuable insights into the strengths, weaknesses, opportunities and Challenges of the institution, paving the way for strategic enhancement and continuous improvement.

One of the noteworthy aspects highlighted in the report is the institution's robust academic framework. With a focus on interdisciplinary learning and practical exposure, the institution fosters holistic development among its students. The curriculum is adhered to meet the evolving demands of the skilled profession while instilling ethical values and social responsibility. The faculty members, with their diverse expertise and dedication, play a pivotal role in nurturing academic excellence and fostering a conducive learning environment.

Additionally, the institute's collaborations with Civil Society Organisations and participation in various outreach programmes enrich the academic journey of the students, and promote knowledge dissemination beyond the campus borders.

In terms of infrastructure and facilities, the college has taken commendable strides. Modern classrooms, well-equipped library facilitate immersive learning experience and practical skill development. Moreover, the institution's emphasis on quality education ensures seamless curriculum advancement and enhances the efficiency of academic processes.

The report also sheds light on the college's efforts towards inclusivity and diversity. By promoting gender equality, accommodating students from diverse socio-economic backgrounds, and providing support services for differently-abled individuals, the institution fosters an inclusive campus culture where every student feels valued and empowered.

In conclusion, the institution's Self Study Report of NAAC reflects a commendable journey towards academic excellence and institutional advancement. It serves as a roadmap for future endeavours, guiding the institution

towards its vision of nurturing competent skilled professionals equipped to address the challenges of a dynamic global landscape. With a commitment to continuous improvement and adherence to best practices, the college is poised to scale greater heights in the pursuit of excellence in professional education and research.

Thanks to entire NAAC team for their valuable support and guidance.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :16 Remark : DVV has made the changes as per shared supporting document not considered the repeated value added courses.
3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: {table1} Answer After DVV Verification : {table2} Remark : DVV has made the changes as per shared data template document by HEI .
3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification: {table3} Answer After DVV Verification : {table4} Remark : DVV has made the changes as per shared data template document and excluding the

Table 1 (3.3.1.1 before):

2022-23	2021-22	2020-21	2019-20	2018-19
5	5	0	2	27

Table 2 (3.3.1.1 after):

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	0	2	17

Table 3 (3.3.2.1 before):

2022-23	2021-22	2020-21	2019-20	2018-19
2	6	13	4	4

Table 4 (3.3.2.1 after):

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	9	3	3

	duplicates .
3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	14	7	16	17

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11	9	4	12	11

Remark : DVV has made the changes as per shared data template document and excluding the duplicate and not considered yoga days ,days .

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Answer before DVV Verification :
Answer After DVV Verification :18
Remark : DVV has made the changes as per shared data template document and excluding the duplicates .

4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
221.11	54.97	151.37	62.54	182.32

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
221.11	54.97	17.39	62.54	43.72

Remark : DVV has made the changes as per shared supporting document by HEI.

4.4.1	*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
58.67	46.24	54.10	71.24	67.93

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
58.67	46.24	36.69	71.24	67.93

Remark : DVV has made the changes as per shared supporting document by HEI.

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : DVV has selected the B. 3 of the above as per shared supporting document by HEI.

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : DVV has selected the B. 3 of the above as per shared supporting document by HEI.

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 last five years**

5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at*

	national/international level (award for a team event should be counted as one) year wise during the last five years
	Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
9	0	1	7	7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	1	4	5

Remark : DVV has made the changes as per shared data template document not considered the inter college . |
| 5.3.2 | **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**
Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
35	2	2	44	44

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
28	2	2	36	38

Remark : DVV has made the changes as per share data template document and excluding the diplicates . |
| 6.2.2 | *Institution implements e-governance in its operations*

   1. **Administration**
   2. **Finance and Accounts**
   3. **Student Admission and Support**
   4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : DVV has selected the B. 3 of the above as per shared supporting document by HEI. |
| 6.3.2 | **Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** |

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	7	12	8	20

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	2	6	3	12

Remark : DVV has made the changes as per shared data template document ecluding the duplicates .

6.3.3 | *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	21	07	06	03

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	6	06	06	02

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	01	0	03

Remark : DVV has made the changes as per shared data template document and excluding the duplicates .

6.5.2	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented** 2. **Academic and Administrative Audit (AAA) and follow-up action taken** 3. **Collaborative quality initiatives with other institution(s)** 4. **Participation in NIRF and other recognized rankings** 5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has selected the B. Any 3 of the above as per shared supporting document SL no 1,2and 3.
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has selected the B. 3 of the above as per shared supporting document by HEI.
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: D. Any 1 of the above Remark : DVV has selected the D. Any 1 of the above as per shared supporting document by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
509	641	805	996	1172

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
509	641	805	996	1127

2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 29 Answer after DVV Verification : 24

2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
15	18	18	20	23

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	13	13	14	17