

# **Clara's College of Commerce**

**Yari Road, Versova, Andheri (West), Mumbai-400061  
Maharashtra, INDIA.  
Track ID : MHCOGN22258**

## **Self Study Report**

**Submitted for  
ACCREDITATION OF THE COLLEGE**

**to**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**P. O. Box No. 1075, Nagarbhavi, Bangalore - 560072**

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**NAAC Steering Committee**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1.</b>	Dr. Zahida Shaikh (Principal)	Chairman
<b>2.</b>	Mr. R. V. Pangam	Co-ordinator
<b>3.</b>	Mr. Vijaykumar Makwana	Member
<b>4.</b>	Mr. Jude Richard D'souza	Member
<b>5.</b>	Mrs. Babita Kanojia	Member
<b>6.</b>	Miss. Aksha Memon	Member
<b>7.</b>	Mr. Faisal Tanwar	Member
<b>8.</b>	Mr. Anish Desai	Member

## PREFACE

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 the society. Strategically located in the heart of western suburbs, the College is fully equipped with the state-of-art facilities and well qualified teachers and professors. 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 create an aura that induces passion for learning along with the inspiration for decisive thinking and assessment; and thereby helping them to become the best professionals in the chosen careers.

The student centric approach of the College helps in exploring the potential and skills of the students to help them face the competitive and challenging global market.

Besides academics, students are promoted in the field of co-curricular activities and sports. A conducive atmosphere is provided for exploring their innate talents.

### **The Institution offers the following courses:**

1. Bachelor of Commerce ( B.Com)
2. Bachelor of Management Studies (BMS)
3. Bachelor of Mass Media (BMM)
4. Bachelor of Commerce ( Accounting and Finance) [B.Com(A/F)]

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.

## Executive Summary

The institution being affiliated to University of Mumbai, the curriculum is prepared and approved by the University of Mumbai. Being a minority institution focus is on Hindi Linguistic minority students who come from mainly fisher-folk community.

The institution organizes proper orientation programme emphasizing each and every details in Hindi/English so that the whole curriculum, rules and regulations, evaluation process and delivery of course content are communicated effectively to students and all the stake holders.

In this competitive world where new technologies, skills and knowledge keep on evolving every day, the College has followed the internally adopted Outcome Base Education System. For effective implementation of the curriculum various committees have been formed such as Academic Monitoring committee, Review Committee, Examination Committee, Feedback Committee etc.

The students enroll in the College belong to linguistic minority, left over seats have been allocated to general students. The College prepares an academic calendar emphasizing orientation programme, co-curricular activities, extra-curricular activities, sports activities, blood donation camp, annual day function, health camp, community outreach programmes, and convocation ceremony. The College is regularly motivates faculty to use innovative teaching methods, interacting experts from industry/academia for developing bridge courses, beyond syllabus and skill oriented courses. At the beginning of the semester, every teacher has to submit a study plan of the course which is developed in the form of Quality Hand Book (QHB). At the end of the semester every teacher is required to submit a written report to the principal about the completion of the course.

The proper feedback mechanism has been adopted by the College which is analyzed by coordinators/HODs, Vice-Principal and Principal and communicated to faculty members with appreciation or corrective measures.

The evaluation process along with reforms introduced by the university has been implemented by the College in its true spirit. These include progressive/internal assessment and semester end examination in the pattern of 25:75.

The College being infant for Research & Development activities. Some initiatives have been taken for improvement in Research and Development activities. Research and Development Cell has been formulized. The College has promoted some schemes for monitoring students and faculty to participate in research activities. To induce the culture of research five academically good students have been allocated to each faculty member for conducting research activities.

Some Memorandum of Associations (MOU) with the companies have been done for consultancies, training any guest/ expert lectures. Some associations with local, state level, national level and international level are also working on day to day basis for social activities e.g. Ekta Manch, NSS, Kalsekar Hospital, and other NGOs.

The College has strive to give best facilities to students like well furnished and acoustic class rooms, air conditioned

In view of students over all development College has developed sports and gym facilities. The College has regular water supply from BMC besides having a bore well facility. The College has uninterrupted 4400 k.W. power supply with assured power supply by Reliance Energy. The Library has good learning resources. It has subscribed to current journals & newspapers. It has several text and reference books.

The College has focused on minority students and improving their academic endeavors. Students are motivated to attain co-curricular, extra-curricular and social activities, under different committees and cells for overall development. The Student Council actively works for the benefits of students and tries to bridge the gaps in consultation with coordinators/HODs, Vice- Principal, Principal. The College has an innovative practice with full time activity incharge who takes care of all co-curricular activities.

Governance and leadership has been given importance from Local Management Committee to faculty by involving each and every member in one or other administrative committees. Proper decentralization of financial powers have been allocated to Principal, Vice-Principal, Co-ordinators/Heads, faculty members. Perspective plan of the College is made after having discussions with the stakeholders and College tries to fulfill their aspirations.

The College being the minority institution focus is mainly on upgrading Hindi Linguistic Minority and exposing students from this community to education. Looking into the needs and exposing students through community work through state level, national level and international level associations. The College has exposed its faculty and staff to Outcome Based Education System Through the development of Quality Handbook of each course.

## SECTION B: PREPARATION OF SELF-STUDY REPORT

### 1. Profile of the Affiliated / Constituent College

#### 1. Name and Address of the College:

Name :	Clara's College of Commerce		
Address :	Yari Road, Versova, Andheri (West), Mumbai.		
City :	Pin : 400 061	State : Maharashtra	
Website :	www.childrenwelfarecentre.in		

#### 2. for Communication:

Designation	Name	Telephone with STD code	Mobile	Email
Principal	Dr. Zahida Shaikh	O: 022-26365385	9821565746	zahidashaikh66@gmail.com
Vice Principal	Mrs. Rita Singh	O: 022-26365385	9820191915	ritasaurabh@yahoo.co.in
Steering Committee Co-ordinator	Mr. R. V. Pangam	O: 022-26365385	9819832733	vaibhavpangam@yahoo.com

#### 3. Status of the Institution:

Affiliated College  Constituent College   
 Any other (specify)

#### 4. Type of Institution:

##### A. By Gender

- i. For Men   
 ii. for Women   
 iii. Co-education

##### b. By Shift

- i. Regular   
 ii. Day   
 iii. Evening

#### 5. It is a recognized minority institution?

Yes   
 No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. Linguistic (Hindi) Minority

## 6. Sources of funding:

Government  
Grant-in-aid  
Self-financing  
Any other

✓

7. a. Date of establishment of the College: 27<sup>th</sup> May 1999 College (If it is a constituent College) University of Mumbai

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated Colleges?

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

9. Is the College recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

b. for its performance by any other governmental agency?

Yes  No

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	1 Acre
Built up area in sq. mts.	2968.80

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities : **No**

• Sports facilities

- play ground
- swimming pool
- gymnasium

✓
--
✓



- Hostel
  - Boys' hostel **No**
    - i. Number of hostels
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)
  - Girls' hostel **No**
    - i. Number of hostels
    - ii. Number of inmates
    - iii. Facilities (mention available facilities)
  - Working women's hostel **No**
    - i. Number of inmates
    - ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) **No**
- Cafeteria — **Yes**
- Health centre – **No**
- Facilities like banking, post office, book shops - **No**
- Transport facilities to cater to the needs of students and staff **No**
- animal house – **Not required.**
- Biological waste disposal – **Carried out by BMC after segregation is being done in the College.**
- Generator or other facility for management/regulation of electricity and voltage – **Yes.**
- Solid waste management facility– **Carried out by BMC.**
- Waste water management – **Yes.**
- Water harvesting – **Yes.**

12. Details of programmes offered by the College (Give data for current academic year) 2014-15

Sr. No.	Program me Level	Name of the Programme/ Course	Duration	Entry Qualificati on	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	Under-Graduate	B. Com	3 Years	H. S. C	English	434/360	416
		B. M. S	3 Years	H. S. C	English	120/120	109
		B. A. F	3 Years	H. S. C	English	60/60	18
		B. M. M	3 Years	H. S. C	English	60/60	60

13. Does the College offer self-financed Programmes?

Yes  No If yes, how many? 

14. New programmes introduced in the College during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	<b>1</b>
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments	UG	PG	Research
Science				
Arts	BMM	<b>1</b>		
Commerce	B. COM, B. M. S, B. A. F	<b>3</b>		
Any Other (Specify)				

16. Number of Undergraduate Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com...)

a. Annual system

b. Semester system

c. Trimester system

17. Number of Programmes with

a. Choice Based Credit System b. Inter/Multidisciplinary Approach c. Any other (specify and provide details) 

Credit Based Semester and Grading System

18. Does the College offer UG and/or PG programmes in Teacher Education?

Yes  No 

19. Does the College offer UG or PG programme in Physical Education?

Yes  No 

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited		<b>01</b>			<b>01</b>	<b>03</b>				
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies Recruited					<b>09</b>	<b>06</b>	<b>02</b>	<b>03</b>	<b>01</b>	
Yet to recruit										

\*M-Male \*F-Female

## 21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.					-	-	-
Ph.D.		<b>1</b>			-	<b>2</b>	<b>3</b>
M. Phil.					<b>2</b>	<b>2</b>	<b>4</b>
PG					<b>8</b>	<b>5</b>	<b>13</b>
Temporary teachers							
Ph.D.							
M.Phil.					-		
PG					-		
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College: 

## 23. Furnish the number of the students admitted to the College during the last four academic years.

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	<b>02</b>	<b>02</b>	<b>01</b>	<b>03</b>	<b>05</b>	<b>03</b>	<b>06</b>	<b>05</b>
ST	<b>01</b>	<b>03</b>	--	--	--	--	<b>02</b>	--
OBC	<b>11</b>	<b>13</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>09</b>	<b>31</b>	<b>18</b>

General	252	130	249	117	246	137	356	185
Others	--	--	--	--	--	--		

24. Details on students' enrollment in the College during the current academic year: 2014-15

Type of students	UG	PG	M. Phil.	Ph.D	Total
Students from the same state where the College is located	592	--	--	--	592
Students from other states of India	11	--	--	--	11
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	603	--	--	--	603

25. Dropout rate in UG and PG (average of the last two batches)

UG  PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component  
11,220/-

(b) Excluding the salary component

27. Does the College offer any programme/s in distance education mode (DEP)?

Yes  No

If yes,

- a) Is it a registered centre for offering distance education programmes of another University

Yes  No

- b) Name of the University which has granted such registration.

- c) Number of programmes offered

- d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course

offered

Course	Teacher- Student Ratio
B.Com	1:82
BMS	1:53.5
BMM	1:25.5
BAF	1:43.3

29. Is the College applying for

Accreditation:            Cycle 1     Cycle 2     Cycle 3   
                                          Cycle 4

Re-Assessment:

**(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)**

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only): **N.A**

**\* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

**235**

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

**180**

33. Date of establishment of Internal Quality Assurance Cell (IQAC)  
**IQAC Not Formed**

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.        **Not Applicable**

## CRITERION I: CURRICULAR ASPECTS

### 1.1 - Curriculum Planning & Implementation

**1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

**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, and values of good citizenship and above all of a good human being through both modern and traditional education.

**Objectives:**

- ❖ To cater to the needs of society & nation by keeping in mind the importance of liberalization & globalization.
- ❖ To work for the achievement of holistic approach towards all round development of students' personalities through curriculum interventions, employability courses and career guidance & mentoring system.
- ❖ To ensure active participation of students, teachers and other stakeholders for, academic, co-curricular & extra- curricular activities for their professional development.
- ❖ To provide opportunities to the staff & students to synergize their efforts & energies for the progress of the Institution through continuous faculty development interventions.
- ❖ To provide advanced infra-structural facilities for the benefit of the students.
- ❖ To impart value-based education to the students.
- ❖ To provide equal access & opportunities to the underprivileged groups like the linguistic minority & socially, educationally, economically & physically disadvantaged strata of society.
- ❖ To promote communal harmony in the society & by celebrating different festivals & various social functions in order to promote the same.

The institute has developed a strategic approach to disseminate / create awareness amongst the students, staff and stakeholders. The following actions are taken:

- a. Publication of Mission, Vision and Objectives on the institute's website.
- b. Display of these statements at prominent places such as entrance, library, staff room, conference hall and corridors.
- c. Discussing the institute's vision & mission during inaugural program of each event including the induction program.

d. Publishing mission & vision statement in the institute's brochure.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process & substantiate through specific example(s).**

The institute has followed the “Student Centric Approach” and curriculum is transformed in to more usable form by adopting “OUTCOME BASED EDUCATION (OBE) APPROACH”.

As per our quality handbook Principal and Coordinators/HODs with quality Hand Book committee monitor that Quality Hand Book is followed religiously where teachers have to come up with their course plans including beyond syllabus, bridge courses, remedial classes and other academic activities.

Principal and faculty regularly interact with each other for implementation of curriculum.

**1.1.3 What type of support (procedural & practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

University doesn't support any teacher on translating the curriculum and improving teaching practices whereas the College has emphasized the need of translating curriculum and improving teaching practices from time to time.

After working rigorously, the College has adopted the best practice followed by worldwide 'Outcome Based Education System'.

Following are some of the initiatives taken by the College:

Sr. No	Date	Topics Covered	Name of the Experts
1.	28/07/2014	Workshop on Revised syllabus and question paper pattern in financial accountancy and auditing	Mrs. Babita Kanojia
2.	17/07/2014	Workshop on educational Research “Avishkar(2014-2015)	Mrs. Babita Kanojia
3.	23/06/2014	Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and M.Com.	Ms. Diana Rayen
4.	23/11/2014	Workshop on “Culture, community and Sexuality”	Ms. Diana Rayen
5.	15/07/2013	Workshop on “ Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business economics	Mr. Surinder Rana

6.	25/07/2014	Workshop of revised syllabus of S.Y.B.Com.	Mr. Surinder Rana
7.	16/08/2014	Workshop on Enhancing the quality of Education	Mr. Vijay Kumar Makwana
8.	17/07/2012	One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.Com. Accounting paper I	Mr. Vijay Kumar Makwana
9.	10/08/2012	Workshop on effective implementation of grading / credit and semester system in the faculty of commerce	Mr. Vijay Kumar Makwana
10.	08/08/2012	One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM	Mr. Vijay Kumar Makwana
11.	21/07/2014	Workshop on "Question Paper Pattern under 75:25 evaluation scheme of Mathematical & Statistical Techniques"	Mr. Surendara Chaudhary
12.	02/08/2014	Workshop on revised syllabus and paper pattern of "S.Y.B.Com – Accounting Semester III & IV"	Mr. Surendara Chaudhary
13.	11/09/2014	Workshop on revised paper pattern for Computer System & Applications for TY B.Com	Mr. Anish Desai
14.	23/11/2014	Workshop on revised paper pattern for Computer System & Applications for TY B.Com	Mr. Anish Desai

The College has adopted the world famous Outcome Based Education Approach and under this best practice of Quality Hand Book is developed and for this an expert opinions have been sought from time to time.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

The institute has adopted the student centric approach in curriculum and teaching practice on the basis of "OUTCOME BASED EDUCATIONAL APPROACH". The educational procedures are developed at the institutional level. The following initiatives have been taken up by the institution for the effective implementation of the curriculum.

- a. Regularly updating ICT facilities for interactive sessions.
- b. Self learning initiatives are promoted

For effective delivery of curriculum the College endeavors to adopt different innovative & alternative methods such as, project based learning, assignment & presentations by the students.





### Innovative Teaching Methods



#### 1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

The College continuously networks and interacts with stakeholders for effective operationalization of the curriculum. Being a minority institution the College strived hard to create such networks.

The College takes feedback on curriculum from different stakeholders and tries to impart knowledge and skills as suggested.

Sr. No	Name of the Teachers	Name of the Workshops/Seminars/Guest lecturers/ Researcher	Date
1	Mrs Radha Iyer	a) Seminar on credit and grading system	26/06/2011
		b) BMS Syllabus revision	14/12/2010
		c) Seminar on business Economics III T.Y.B.COM	03/02/2010
2	Mrs Babita	a) Workshop on educational	15/07/2014

	Kanojia	Research "Avishkar(2014-2015)	
		b) Workshop on Revised syllabus and question paper pattern in financial accountancy and auditing	July, 2014
		c) Workshop on " Roadmap to NAAC Accreditation Process, For Quality Assurance In Academic Institutions	12/7/2014
3	Ms Aksha Memon	a) Workshop on " Roadmap to NAAC accreditation Process for quality assurance in Academic Institutions	12/7/2014
4	Ms. Diana Rayen	a) "One day seminar on culture, community and Sexuality"	21/11/2014
		b) One day workshop on Educational Research	15/07/2014
		c) Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and M.COM	21/06/2014
		d) Workshop on " Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions	12/7/2014
		e) Workshop on Women Development Cell	21/11/2014
5	Mr Surinder Rana	a) Workshop on " Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business Economics	13/07/2013
		b) Workshop of revised syllabus of S.Y.B.Com.	July 2014
6	Mr. Vijay Kumar Makwana	a) One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM	09/08/2012
		b) Workshop on effective implementation of grading / credit and semester system in the faculty of commerce	07/07/2012

		c) One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.COM Accounting paper I	14/07/2012
		d) National level seminar Global financial crisis Indian Scenario	01/12/2012
		e) Workshop on Enhancing the quality of Education	14/08/2014
		f) NAAC sponsored One Day Awareness Programme on "NAAC's process of Assessment and Accreditation for non Accredited Colleges"	28/02/2015
7.	Mr. Surendara. Chaudhary	g) Workshop on "Question Paper Pattern under 75:25 evaluation scheme of Mathematical & Statistical Techniques"	19/07/14
		h) Workshop on revised syllabus and paper pattern of "S.Y.B.Com – Accounting Semester III & IV"	30/07/14
8.	Mr. Anish Desai	i) Workshop on revised paper pattern for Computer System & Applications for TY B.Com	09/09/2014
		j) Workshop on revised paper pattern for Computer System & Applications for TY B.Com	20/11/2014
9.	Mr. R. V. Pangam	a) Participated and presented paper entitled 'Web Enabled Collective Intelligence in Education-SOLE' (ISBN 978-81-924684-3-3)	17-18/04/2013
		b) Participated in the Symposium on 'Remedial Justice: An Interdisciplinary Approach in the Indian Context' organized by Department of Education, University of Mumbai.	14-15/03/2013

		c) Presented a paper with title 'Peace Education through <i>Adhyatma</i> ' in the in State level seminar on Peace Education held in N.S.S. in College of education.	25-26/02/2011
		d) NAAC sponsored One Day Awareness Programme on "NAAC's process of Assessment and Accreditation for non Accredited Colleges"	28/02/2015

Sr. No	Name of the Teachers	Name of the Workshops/Seminars/Guest lecturers/ Researcher
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkan	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.
7.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.
9	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF

		students.
10	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
11.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
12.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
13.	Dr. Arvind S. Luhar	Workshop on Research Content
14.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
15.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"



### Seminar on Mass Media



### Workshop on Journalism

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

Being a minority and relatively new institution not much contribution has been given from the institution/staff members to University, whereas following are the faculty members who normally contributed on paper settings, assessment and moderation.

The following is the list of teachers who have undertaken the above mentioned works:

<b>2014-15</b>	
1.	Ms. Diana Rayen
2.	Mr. Faisal Tanwar
3.	Dr. Seema Petkar
4.	Mr. Anish Desai
5.	Mr. Faisal Tanwar
6.	Mr. Surendra Rana
7.	Mr. Minaz Khoja
8.	Mrs. Babita Kanojia
<b>2013-14</b>	
1.	Ms. Diana Rayen
2.	Dr. Seema Petkar
3.	Mrs. Channi Khedwal
4.	Mr. Faisal Tanwar
5.	Mr. Surendra Rana
6.	Mr. Minaz Khoja
7.	Mrs. Babita Kanojia
<b>2012-13</b>	
1.	Ms. Diana Rayen
2.	Dr. Seema Petkar
3.	Mrs. Channi Khedwal
4.	Mr. Faisal Tanwar
5.	Mr. Surendra Rana
6.	Mr. Minaz Khoja
7.	Mr. Avadesh Yadav
<b>2011-12</b>	
1.	Ms. Diana Rayen
2.	Mr. Faisal Tanwar
3.	Mr. Surendra Rana
4.	Mr. Vijay Makwana
<b>2010-11</b>	
1.	Ms. Diana Rayen
2.	Mr. Faisal Tanwar

**Following are the contributions of staff members in institution for development of beyond syllabus:**

<b>Student Feedback Committee</b>		
1.	Dr Zahida Shaikh	Coordinator
2.	Mrs Rita singh	Member
3.	Mr. Surendra Choudhari	Member

4.	Mr. Amit Bansod	Member
5.	Mr. Shalini Shashidharan	Member
6.	Mr. Jude D'Souza	Member
<b>Quality Hand Book Committee</b>		
1.	Dr. Zahida Shaikh	Principal
2.	Dr. Mamta Rajani	Member
3.	Mr. Amit Bansod	Member
4.	Mrs. Shalini Shashidharan	Member
5.	Mr. R. V. Pangam	Member
<b>Outcome Based Education Approach Development Committee</b>		
1.	Dr. Zahida Shaikh	Principal
2.	Mr. Rita Singh	Member
3.	Mrs. Diana Rayen	Member
4.	Dr. Seema Pertkar	Member
5.	Mr. Vijay Makwana	Member
6.	Mr. Faisal Tanwar	Member

**1.1.7 Does the institution develop curriculum for any of the courses offered (Other than those under the purview of the affiliating university) by it? If = yes', give details on the process (=Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed.**

Being an affiliated institution we too follow curriculum designed by University whereas the College has started working on 'OBE' where we focus on need assessment, design development and planning of the courses. The College has started working on these lines and introduced some of the courses as beyond syllabus and bridge courses.

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The institute has created a mechanism to facilitate the curriculum implementation. A systematic procedure has been developed and implemented to ensure effective implementation, monitoring and assessment. The institution through Quality Hand Book ensures the curriculum implementation.

## 1.2 - Academic Flexibility

### 1.2.1 Specifying the goals & objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

The College has taken some initiatives on bridging the courses and started some certificate courses as per the need of industry.

These are some programmes started as a initiative by a College and following are their goals and objectives:

#### Tally

##### **Goal:**

- To increase the employability of student as an accountant.

##### **Objectives:**

1. To make student well acquainted with the accounting software.
2. To use upcoming technology confidently in competitive world.

#### Photography

##### **Goal**

- To understand the basic elements of Photography.

##### **Objectives**

- 1) To help students with better career prospects.
- 2) To enhance their working knowledge of camera.

#### MS Excel

##### **Goal:**

- To understand the application of Excel

##### **Objectives**

- 1) To familiarize oneself with Excel's basic features.
- 2) To appreciate what a spreadsheet is and how to analyze it.
- 3) To use for data mining and preparation of presentations.

### 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If=yes', give details.

No

### 1.2.3 Give details on the various institutional provisions with reference to academic flexibility & how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies & improved potential for employability.

Following are the electives subjects offered by the College to Commerce students:

- ❖ Computer System & Applications/ Export Marketing
- ❖ Direct & Indirect Taxation/ Export Marketing



**1.2.4 Does the institution offer self-financed programmes? If =yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, etc.**

Yes, all courses offered by the College are under the self financing scheme.

**Admission:**

- ❖ Being a minority institution the 50% of admission goes to the minority students and rest as per the university guidelines to the general students.

**Curriculum:**

- ❖ As prescribed by University of Mumbai

**Fee structure:**

- ❖ Market driven

**Qualification:**

- ❖ As prescribed by University of Mumbai

**1.2.5 Does the College provide additional skills oriented programs, relevant to regional and global employment markets? If 'Yes' provide details of such programs and their beneficiaries.**

Yes, The College provides additional skill oriented add-on courses as follows:

Sr. No.	Name of Programmes	Beneficiary
1.	Tally ERP	18
2.	Photography	94
3.	MS Excel	94

Apart from this College has taken initiatives to map curriculum with industry need by organizing regular filed/industrial visits.

**Field Visits/Industrial visits during 2014-15**

Sr. No.	Programmes	Dates	Location	No. of Beneficiaries
1.	F.Y/S.Y./T.Y. B.M.S.	24/02/15	Lonavla: 1. Maganlal Chikki 2. Monex Lubricants 3. Cooger Paints	103
2.	F.Y/S.Y./T.Y. B.A.F.	24/02/15	Lonavla: 1. Maganlal Chikki 2. Monex Lubricants 3. Cooger Paints	92
3.	F.Y/S.Y./T.Y. B.M.M.	24/02/15	Pune: 1. Film Archives 2. Printing Press:	35

			Kesari Newspaper	
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**Industrial Visit to 'Kesari Printing Press'**

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice If =yes', how does the institution take advantage of such provision for the benefit of students?**

No

### 1.3 - Curriculum Enrichment

#### 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

- Curriculum is designed and developed by the Board of Studies {University of Mumbai}. To supplement the curriculum, the College accepts prompt feedback from its students, teachers, academic peers, alumni and colleagues.
- The curriculum has transformed in to the OBE framework. The institute further developed a "Quality Handbook (QHB)" in support to the philosophy of the curriculum. The document facilitates the uniformity and objectivity along with the Student Centric approach.

#### 1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The institution has adopted feedback mechanism from stakeholders on curriculum and following measures were to enrich and organize the curriculum in order to cater to needs of the dynamic employment market:

- Collection of data analysis on job opportunities and job functions from the stakeholders and searching the published documents.
- Aligning the institute's mission with management/society's mission statement.
- Identification, listing & validation of program educational objectives.
- Identification & validation of graduate attributes.
- Aligning course to graduate attributes.
- Course development to ensure pre-defined outcomes.
- Development of course implementation, monitoring & assessment mechanism.
- Development of Quality Hand Book.

The collage has adopted feedback mechanism from the stakeholders on curriculum and following measures were taken to enrich and organize the curriculum in order to cater to needs of the dynamic employment market,

#### **In support of these,**

- Following are the bridge courses conducted by the College
  - i. Tally ERP
  - ii. Photography
  - iii. MS Excel
- The College engages in providing guest lectures by experienced professionals in order to enrich the curriculum from a vocational & practical point of view.
- The College takes special care to try and explain the curriculum in languages like Hindi and Marathi to clarify doubts that students have.

**1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

- ❖ The College engages guest lecturers to impart value and reality based trainings towards women (Empowerment, self defense & protection of women's rights & dignity), Environmental Awareness, Human rights, Etc.

Following are the activities undertaken by the College to develop the curriculum.

**A. Gender Equality**

The College is following Supreme Court guidelines of Vishakha Committee. Some of the initiatives taken under those are these: conducive

1. Women's Day celebration at College
2. Appointing women faculty & staff
3. Programs like Self Defense Programme (conducted by Sharif Babu) for women
4. Save a Girl child by poster making, painting and essay writing competition



**Self- Defense for Girls**

**B. Climate Changing and Environmental Education**

1. The institute organizes various programmes and activities to promote green environment.
2. The institute has initiated the innovations such as Rain water Harvesting, Energy Audit, Save Energy-Save water, etc at College level as well at community level
3. Tree Plantation
4. To emphasis the issue of 'Global Warming' the College planned its annual day with global warming theme.



**Tree Plantation**



**Go Green Day**

### **C. ICT**

1. Intra-net for self learning
2. Internet facilities at the institute
3. Promoting use of ICT facilities in teaching
4. Introduction to Tally course
5. Promoting e-resources

**1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students? Moral and ethical values, employable and life skills, better career options, community orientation.**

- ❖ Various value added programmes offered to ensure the holistic development of students are as follows:



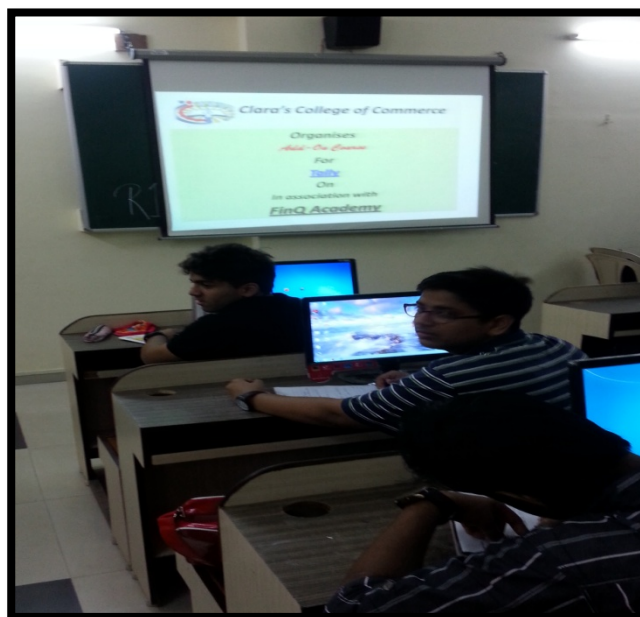
### Guest Lecture

- ❖ These eminent personalities through their lectures impart professional, vocational, moral and ethical value based lessons.
- ❖ In house faculty also conducts workshops & extra sessions on moral and ethical values, better career prospects with brighter career options, student's role in community development & nation building.

### 1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback from stakeholders are taken verbally or through documentation and analyzed by principal along with coordinators/HOD and senior persons. Few example of enriching the curriculum are as follows:

1. Introduction to Tally course to final year students of commerce.
2. Introduction to Photography to self Finance
3. Introduction to MS Excel to Commerce students.
4. Beyond syllabus topics are identified and lectures are conducted by each department.



**Enrichment Course: TALLY ERP**

**1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

- ❖ The institution monitors and evaluates the quality of its enrichment programmes by taking feedbacks and suggestions from the participants.
- ❖ This method of performance-evaluation helps in gaining good academic standards.
- ❖ The data so collected is analyzed and evaluated and appropriate changes are made/ incorporated at appropriate levels.

## 1.4 - Feedback System

### 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Being a minority and relatively new institution no much contribution is done by the College in the design and development of the curriculum prepared by the University.

### 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If =yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The institute obtains the student's feedbacks in the following ways:

- ❖ The principal or Coordinators/HOD goes to each class and takes a feedback from the students in each semester about the completion of the curriculum & the performance of teachers & reports it to management. The feedback form is developed to obtain the comments of students on the academic activities.
- ❖ Feedback on the curriculum is taken from the stakeholders through mails/interactions during visits which are communicated to Principal and Co-ordinators / HODs.

### 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

Not Applicable



## CRITERION II :TEACHING LEARNING & EVALUATION

### 2.1 - Student Enrolment & Profile

#### 2.1.1 How does the College ensure publicity and transparency in the admission process?

- ❖ The Admission Cell is formed and functions till the end of the entire admission process.
- ❖ The guidance and counseling facility is provided to potential learner with respect to entire admission process and programmes offered by the institute.
- ❖ Admission Notices are displayed prominently on the College notice boards for the students of regular & Self-financed programmes. Admissions are open to all.
- ❖ The admission information is published on the institute website along with all related information.
- ❖ The institute publishes prospectus every year. The prospectus provides information such as, programmes, eligibility criteria, broad curriculum, fee structure, admission process, reservations (if any), disciplinary rules, etc. The prospectuses are provided to students along with the application forms.
- ❖ The admission scheduled is displayed on the notice board and website.
- ❖ 50% is given to the students from the minority communities. If minority seats aren't filled, students from the general category are offered admissions.

#### 2.1.2 Explain in detail the criteria adopted and process of admission ( Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the institution.

Admissions are done as per the guidelines of Government of Maharashtra and University of Mumbai.

Allocation of Seats for Admission to First Year Degree Program	
Category	% of Seats
Minority	50%
General Category	50%

- ❖ Admissions are open to all & are offered on the basis of Standard XII (HSC) marks obtained by the students.
- ❖ List of eligible students is displayed prominently on the College notice boards and students are required to confirm their admission by payment of their fees.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the College and provide a comparison with other Colleges of the affiliating university within the city/district.**

The College admitted the students in the academic year 2014-15 with the minimum and maximum percentage as given below:

<b>Academic Year 2014-2015</b>		
<b>Programs</b>	<b>Minimum %</b>	<b>Maximum %</b>
<b>B.Com</b>	38.77	81.23
<b>B.M.S</b>	47.08	88.00
<b>B.M.M</b>	45.07	75.85
<b>B.A.F</b>	46.92	81.69

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If=yes 'what is the outcome of such an effort and how has it contributed to the improvement of the process?**

❖ Yes, the Admission Cell of the College conducts the overall review of the admission process & scrutinizes the profiles of the students yearly.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.**

Being a minority institution focus is on the minority students. The remaining seats are filled with general category student.

**2.1.6 Provide the following details for various programs offered by the institution during the last four years and comment on the trends. i. e. reasons for increase / decrease and actions initiated for improvement.**

For last four years there has been huge demand for under graduate programmes like B.Com. B.M.S., and B.A.F. Institution has closely watched on the trends of admissions in these areas and taken action looking into demand. The details of variation in seats are as follows:

<b>Number of Students Admitted</b>				
<b>Programs</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>
<b>B.Com</b>	<b>301</b>	<b>287</b>	<b>279</b>	<b>416</b>
<b>B.M.S</b>	<b>68</b>	<b>58</b>	<b>73</b>	<b>109</b>
<b>B.M.M</b>	<b>23</b>	<b>25</b>	<b>16</b>	<b>18</b>
<b>B.A.F</b>	<b>22</b>	<b>33</b>	<b>45</b>	<b>60</b>

In the current academic year 2014-15 the admission of student in B.Com. has been increased due to high demand of commerce stream in the market. To address this the University of Mumbai has given permission for addition intake of 20% I.E. 24students per division hence the College has received 427 application out of which 416 have admitted .

The demand for management studies has been increasing for three years.

Management study has wider employable opportunities after post graduation hence the College has seen more than 50% increase in the admission for BMS since last three years. To address this demand the College has started two divisions of First Year BMS.

During last four years many College in the surrounding area have started BMM programme hence we have seen a little decrease in admission of BMM.

The gradual increase in the BAF admissions has proven the improved teaching-learning standards of College. This increase is self explanatory. The College is imparting value based high quality education, hence the career oriented and ambitious students are attracted towards the College.

## 2.2 - Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently-abled students & ensure adherence to government policies in this regard?

- ❖ The College has been sensitive to the needs of the differently abled students & efforts have been made to bring them into the mainstream.
- ❖ As per the guidelines of the Government of Maharashtra & the University of Mumbai, the differently-abled students are offered the following concessions / benefits:-
  1. Elevator facilities for physically & visually challenged students for easy accessibility.
  2. Writers for physically & visually challenged and also for dyslexic students.
  3. Additional time for writing of examinations {20 additional minutes for every hour of examination}
  4. Leniency in evaluation {Overlooking spelling mistakes etc.}
  5. Additional 20 grace marks are awarded wherever necessary for passing the subjects for students from differently abled background.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If =yes', give details on the process.

- ❖ Number of students' intake is more and diversified. Being a minority institution focus is on development of the students from the community. With great efforts from faculty and staff, we have started working on the students based on marks in qualifying examination and slowly started assessing students individually.
- ❖ In second and third year, faculty interacts with students and on the basis of requirement of knowledge and skills, the delivery of lecture are planned.

Some of the initiatives taken by the institution are as follows:

- ❖ A large number of students enrolled in our College come with low percentage of marks; hence the institution has a policy of introducing the subjects with the basic details, so as to facilitate easy assimilation and grasping.
- ❖ The members of the faculty also interact personally with the students in the College to assess their individual capabilities, interests, habits, special needs, skills and expectations.
- ❖ It is only after understanding students' needs, skills and expectations; the faculty members formulate a plan of action to implement the measures to meet their expectations.

**2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge / Remedial / Add-on / Enrichment Courses, Etc...)**

- ❖ As per our commitment of imparting quality education we have adopted the best practice followed world wide of Outcome Based Education system which emphasizes on involvement of all the stakeholders to bridge the knowledge gap of enrolled students by bridge/remedial/enrichment courses.



**Guest lecture on Journalism**



**Bridge Course: Tally ERP 9**

**2.2.4 How does the College sensitize its staff and students on issues such as gender inclusion, environment etc.?**

- ❖ The College religiously follows 'Vishakha Committee' guidelines and keeps on organizing lectures, seminars, self defense programmes from time to time.
- ❖ The College has emphasized on environment issues by including a subject on environment and conducts seminars, guidance on tree plantation, and

saving of trees & a pollution free environment.

- ❖ The College organizes and conducts tree plantation & Go Green Movement through the vibrant & active NSS unit.
- ❖ The College has organized annual function on the theme of 'Global Warming.'
- ❖ The College keeps on working on all national scheme like save a girl child -Beti Bachaav, Swacch Bharat Abhiyaan, Save Electricity



**Rally for "Save Electricity"**

The College encourages its Faculty to attend Workshop/ seminar/ conferences on various issues. Some of the programs attended by teachers are as follows:

Sr. No.	Name of the Teachers	Title/Theme	Institutions
1	Diana Rayen	Culture, Community and Sexuality	University of Mumbai
2	Babita Kanoujia	Creating Awareness to Conserve and protect environment	H. B. B. Ed College, Vashi
		Equity in higher Education	B.K. Shroff College Kandivali
		Sustainable Business Development Strategies	Thakur College of Science and Commerce
		Fifty Years of ODL in Dual Model Universities of India	University of Mumbai (IDOL)
		Reforms policies (ERP) for Sustainable Development	Pragati College of Arts and Commerce
		Green India Vision 2020	JJTU & COSIA

		Innovation and Successful Business Model in emerging world	St. Francis Institute of Management and Research
3	Aksha Memon	Innovation and Successful Business Model in emerging world	St. Francis Institute of Management and Research

**2.2.5 How does the institution identify & respond to special educational/learning needs of advanced learners?**

- ❖ The College has a majority of students who are average. However advanced learners are encouraged by empowering them with responsibilities such as representatives of student councils, team and project leaders, depute them to attend student's seminar, participate in university research activities like 'Avishkaar' etc. These students are also felicitated for their outstanding performance by awards and prizes on Republic Day and Annual Day functions.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?**

- ❖ The College analyses academic performances of students especially from disadvantaged section of society, physically challenged, slow learners, economically weaker sections etc. and take appropriate steps as and when required.

### 2.3 : Teaching-Learning Process

**2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

**Academic Calendar:**

- ❖ Institution follows the academic calendar issued by University of Mumbai by adding other curricular, co-curricular and extra-curricular activities like, conferences, seminars, blood donation camps, sport day, health camp, and annual day programmes.

**The following is an example of an Academic and Activities Calendar, 2014-15:**

<b>CLARA'S COLLEGE OF COMMERCE ACADEMIC CALENDER (A.Y.2014-15)</b>		
DATE	DAY	ACTIVITIES
09.06.2014	Monday	College Reopens - Regular Classes started
05.07.2014	Saturday	Go Green Day
29.07.2014	Tuesday	Ramzan Eid
06.08.2014	Wednesday	N.S.S. Rally/Orientation programme for first year students
08.08.2014	Friday	Workshop on Self Defense
09.08.2014	Saturday	Orientation Program and parent-teachers meeting for Second & Third year Students
18.08.2014	Monday	Parsi New Year
19.08.2014	Tuesday	Literary Events
25.08.2014 to 27.08.2014	Monday Tuesday Wednesday	Internal Examination
29.08.2014	Friday	Ganesh Chaturthi
05.09.2014	Friday	Teachers Day
08.09.2014	Monday	Anant Chaturdshi
12.09.2014	Friday	Marketing Fiesta



13.09.2014	Saturday	Syllabus Completion
21.09.2014	Sunday	Tree Plantation Drive
23.09.2014 To 01.10.2014	Tuesday	Sem-III Semester End Examination
	Wednesday	
	Thursday	
	Saturday	
	Monday	
	Tuesday	
	Wednesday	
02.10.2014	Thursday	Mahatma Gandhi Jayanti
03.10.2014	Friday	Dassehra
04.10.2014	Saturday	Sem End Exam First Year
06.10.2014	Monday	Bakri Eid
07.10.2014 to 13.10.2014	Tuesday	Sem-I Semester End Examination
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Monday	
18.10.2014	Saturday	Diwali Vacation
05.11.2014	Wednesday	College Reopens
06.11.2014	Thursday	Moharram
22.11.2014	Saturday	Lecture on Effective Press Skills
27.11.2014	Thursday	Swachh Bharat Abhiyan
07.12.2014	Sunday	Anti Drug Rally
13.12.2014	Saturday	Blood Donation Drive

20.12.2014	Saturday	Basic Company Training Programme
25.12.2014	Thursday	Christmas
08.01.2015	Thursday	Research and Development Cell Programme
15.01.2015 to 17.01.2015	Thursday	Internal Exam FY (Sem-II) & SY (Sem-IV)
	Friday	
19.01.2015	Monday	Workshop on 'Research Methodology'
21.01.2015	Wednesday	Food Fiesta
22.01.2015	Thursday	Workshop on Financial Literacy
26.01.2015	Monday	Republic Day
14.02.2015	Saturday	Annual Day
18.02.2015	Wednesday	Internal Examination for Third year and Workshop on Tally
19.02.2015	Thursday	Shivaji Maharaj Jayanti
20.02.2015	Friday	Internal Examination for Third year and Workshop on Tally
24.02.2015	Tuesday	Industrial Visit
27.02.2015	Friday	Internal Examination for Third year.
28.02.2015	Saturday	Symposium on Emotional Intelligence
02.03.2015	Monday	Syllabus Completion
05.03.2015	Thursday	Sem II Semester End Examination First Year Sem-II
06.03.2015	Friday	Holi
07.03.2015 to 13.03.2015	Saturday	Sem II Semester End Examination
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

14.03.2015 to 23.03.2015	Saturday	Sem IV Semester End Examination
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
21.03.2015	Saturday	Gudi Padwa
23.03.2015 To 31.03.2015	Monday	Additional Examination Sem-I
	Tuesday	Sem-I Additional Examination
	Wednesday	
	Thursday	
	Friday	
28.03.2015	Saturday	Ram Navmi
30.03.2015 To 01.04.2015	Monday	Sem-VI Prelims / Sem-I Additional Exam
	Tuesday	
	Wednesday	
02.04.2015	Thursday	Mahavir Jayanti
04.04.2015 To 10.04.2015	Saturday	Prelims Third Year Sem-VI/Additional Examination Sem-III
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
11.04.2015	Saturday	Additional Examination Sem-II
13.04.2015	Monday	Additional Examination Sem-II
14.04.2015	Tuesday	Dr.Babasaheb Ambedkar Jayanti /Medical Camp

15.04.2015 To 17.04.2015	Wednesday	Sem-II Additional Exam
	Thursday	
	Friday	
18.04.2015	Saturday	Additional Examination Sem-II / Additional Examination Sem-IV
24.04.2015	Monday	Additional Examination Sem-II / Additional Examination Sem-IV
21.04.2015 to 25.04.2015	Tuesday	Sem-IV Additional Examination
	Wednesday	
	Thursday	
	Friday	
	Saturday	

**Teaching Plan:**

- ❖ Coordinators/Head along with their faculty members prepare time table and teaching plans based on guidelines of Quality Hand Book (QHB) before the commencement of each semester.
- ❖ This plan is monitored regularly by the Principal.

**Evaluation blue print:**

- ❖ Evaluation and examination being an important area, examination committee with its chairman plays a vital role in its smooth functioning. The Vice –Principal has been given the additional charge of the chairmanship.

In accordance with the evaluation rules issued by Mumbai University, Credit Based Evaluation System has been adopted to assess the performance of the students:

**Scheme of Examination**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**a) Internal Assessment -25% (25 Marks)****For Courses without Practical**

Sr. No	Particulars	Marks
1	One class test*	20 Marks
2	Active participation in routine class	05 Marks

	instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	
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**For Courses with Practical**

Sr. No	Particulars	Marks
1	Semester End Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

**b) Semester End Examinations – 75% (75 Marks)**

i) Duration–These examinations shall be of 2 ½ Hours duration

ii) Theory question paper pattern

- There shall be five questions each of 15 marks.
- All questions shall be compulsory with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

Passing Standard - The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

**Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

- ❖ Evaluation and examination being an important area, examination committee with its chair man plays a vital role in its smooth functioning. The Vice Principal has been given the additional charge of the chairmanship.
- ❖ While drawing up the academic calendar at the beginning of the semester tentative dates for internal assessment and semester end examinations are fixed and announced.
- ❖ Teachers are asked to submit three sets of question papers of each subject well in advance.
- ❖ Examination time table is displayed on the notice board.
- ❖ Seating arrangements are made block wise and supervision duties are allotted to the teachers. Strict vigilance is maintained throughout the examination.
- ❖ At the end of each examination the faculty is required to submit the answer papers duly evaluated within a stipulated period. The teachers are required to prepare model answers for each question paper.
- ❖ As a quality mechanism, the examination answer papers are moderated by an external faculty from the cluster of Colleges. However where the external moderators are not available these papers are internally moderated
- ❖ The marks are displayed on the notice boards. Revaluation & verification of marks is part of the evaluation process undertaken by the College.
- ❖ The students' results at the end of the semester are evaluated & discussed by the departments with the Principal. A schedule for future remedial courses is also put into place.
  
- ❖ As per the university guidelines, the College also conducts additional examinations in the month of March-April.

### **2.3.2 How does IQAC contribute to improve the teaching-learning process?**

Being the first cycle IQAC is not mandatory and hence not yet started. But as per our quality enhancement policy, we came up with Quality Hand Book Committee.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

In order to make learning student centric, the College adopts strategies like:

- ❖ Quality Hand Books for various courses that include instructional and evaluation plan and teaching-learning methodology etc. The example of the The College motivates faculty members to organize or attend seminars, audio-visual presentation, field trips, and students' presentations.
- ❖ The College has initiated intranet facility for independent learning among students.
- ❖ The students are assigned projects & assignments wherein they are required to make a presentation in class as part of their interactive and independent learning.

- ❖ The College also facilitates industrial visits for students and organizes excursions to enable students to get practical knowledge from various fields & industries.



**Workshop: Financial Literacy**

#### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- ❖ In order to nurture critical thinking, creativity and scientific temper among students, the College is experimenting the idea of developing research culture among the students by creating Research and Development Cell. The cell tries to inculcate interest among the students by asking them to right assignment and make project. Advanced learners have been allocated mentors to developed scientific temper, innovators and lifelong learners.
- ❖ The institution adopts various measures to develop skills and knowledge among students like seminars, workshops, power point presentations, audio-visual presentations, projects in marketing, finance and advertising, short film making, photography etc.
- ❖ The College has been organizing expert lectures involving entrepreneurs, bank managers to enhance students' knowledge and information.

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?**

Faculty is motivated by exposing them to latest technologies and facilities for effective teaching. Some of the initiatives taken by faculty are power point presentation by each faculty, use of you tube lectures, educational C.D.s, webinars.

#### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- ❖ The institution conducts blended learning by using methods like Power

point presentation, story- telling methods, role play, interactive group discussions, debates etc...

- ❖ We also invite experts from the fields of Accounts, finance, auditing, marketing, human resource development, and media to deliver lectures on various subjects for advanced learning, knowledge & skills.
- ❖ We also organize seminars, workshops for students as well as faculty.
- ❖ The College has also organised a field trip for the students of SYBMS to Canara Bank as part of their curriculum on Business aspects in Banking & Insurance.

**2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling / mentoring / academic advise) provided to students?**

- ❖ The College conducts an academic orientation for students along with their parents in the beginning of the year where students are informed of various facilities available in the College
- ❖ The College has a student counselor on call to attend to students psycho-social well being.
- ❖ Students from economically weaker backgrounds are given concessions in fees facilities to pay fees in installments and in certain cases fees are waived.

<b>Free- Ship : Beneficiaries</b>				
Programme/ Class	B.Com	BMS	BMM	BAF
3 <sup>rd</sup> Year Students	2	4	1	2
2 <sup>nd</sup> Year Students	12	7	2	2
1 <sup>st</sup> Year Students	22	12	3	5
Total	36	23	6	9

<b>Free-Ship: Total Amount</b>				
Programme/ Class	B.Com	BMS	BMM	BAF
3 <sup>rd</sup> Year Students	-	1,600	250	60,250
2 <sup>nd</sup> Year Students	1,52,750	39,250	1000	18,450
1 <sup>st</sup> Year Students	1,30,300	90,350	39,050	10,100
Total	2,83,050	1,31,200	40,300	88,800



- ❖ The class teachers play a role of mentors to the students for their holistic development.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

In order to achieve academic excellence teachers are always encouraged to take on different approaches to teaching learning.

- ❖ The College has adopted an innovative teaching approach by asking its teachers to make Quality Hand Book for every programme and each course. It describes the programme objectives and outcomes; course objectives and outcomes; teaching-learning methods used; course contents and instructional plans, evaluation pattern.
- ❖ Besides this faculty adopts the following methods:
  - Project Learning Method
  - Field Visit (Industrial Visit)
  - Guest Lectures
  - Case- study
  - Assignment / Paper Presentation
  - Group discussions
  - Field based assignments
- ❖ Our College has invited experts to conduct a daylong seminar on quality mechanisms and Professional Mentoring to motivate the faculty.

The impacts of innovative practices on student learning are as follows:

- ❖ Research culture has been developed
- ❖ Passion towards Entrepreneurship
- ❖ Increased in placements
- ❖ Inclination towards higher and professional studies



**Faculty Training Program on Research Methodology**

### **2.3.9 How are library resources used to augment the teaching-learning process?**

- ❖ Facilities are made available for students to borrow library resources, including books for reference. The students and faculty members refer to handbooks, reference books, journals online modes of information and others to facilitate practical learning, theory classes and preparation of project reports.

### **2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If =yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

- ❖ No

### **2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

The institute monitors and evaluates the quality of teaching learning in the following ways:

#### **Monitoring through Local Managing Committee (LMC)**

1. The LMC Monitors and evaluates the quality of teaching learning in the institution by holding periodic meetings and by suggesting various measures for quality enhancement.
2. The internal as well as external members of LMC review the functioning of the College and give various suggestions to improve the quality of teaching learning.

#### **Monitoring through Management and Principal**

##### **Management:**

1. For effective implementation of curriculum the management ensures selection of quality staff to maintain academic standards.
2. Conscious efforts are made through necessary incentives to retain the experienced quality staff.
3. Providing and sustaining good infrastructure and other facilities.
4. Providing Financial Assistance, free-ships as well as various scholarships to students from socially & economically backward communities.

##### **Principal:**

1. Principal along with coordinators/head develops the plan of implementation for all the disciplines and follows uniform procedures.
2. Principal analyses the feedback given by internal and external members and other stake holders and suggest remedial measures.
3. Principal arranges training programmes for faculty and staff so that curriculum implementation is effective.

##### **Monitoring through Academic Monitoring committee**

1. The institute through its academic monitoring committee takes periodic

review of the teaching-learning process and looks into the problems encountered by the faculty and the students.

**Monitoring through Heads/ coordinators**

1. Head of the Departments prepare yearly plan of implementation and take review of the progress once in month.
2. Head of the Departments ensure that the faculty prepares plans for classroom instructions.
3. Head of the departments maintain all the records of implementation and assessment.
4. Head of the Department shall analyze the performance of students in respect of progressive test, progressive skill test and term end examinations. Suitable actions for improving the overall performance are being taken by the departments.

**Monitoring through teaching faculty**

1. The subject teachers follow the philosophy of Curriculum Design and implement it in the same spirit. It is expected that there will be shift from teaching to learning of students.
2. The subject teachers use feedback proforma for improving instructional methods and self-development.
3. Counselling of weaker students & budding them with brighter students to enhance their Academic progress & all-round development.
4. Preparing Audio visual Teaching aids, power point presentations, short films, & other alternative teaching aids by the teachers.
5. Conducting unit test & semester examination at the end of each semester.

**Monitoring through Feed-Back system**

1. For monitoring quality of teaching & learning the principal visits each class and takes regular feedback from all the students. After receiving the feedback from the students about the lecturers, the institution formulates a plan to improve on the short comings if any.
2. The formal feedback forms duly filled in by the students are processed and analyzed by the feedback committee and concerned teachers are apprised of their strengths and draw backs.

## 2.4 - Teacher Quality

**2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment & retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**

The recruitment of teachers is conducted systematically and through a transparent process.

- ❖ The institute follows the UGC guidelines for the recruitment of the faculty members.
- ❖ For recruiting faculty members the College advertises in the leading newspapers.
- ❖ The advertisement is also published on the website of the institute.
- ❖ The institute level scrutiny committee is appointed to scrutinize the applications. The eligible candidates are called for interview.
- ❖ Suitable candidates are selected through an interview process by a duly constituted selection panel which consists of experts appointed by the University of Mumbai as well as the representatives of the Governing Body of the trust along with the Principal.

The College has faculty strength of 23 teachers including three visiting teachers. The following is a brief profile of the faculty.

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent Teachers</b>							
D. Sc / D. Lit.	-	-	-	-	-	-	-
Ph. D.	-	<b>1</b>	-	-	-	<b>2</b>	<b>3</b>
M. Phil	-	-	-	-	<b>2</b>	<b>2</b>	<b>4</b>
PG	-	-	-	-	<b>8</b>	<b>5</b>	<b>13</b>
<b>Temporary teachers</b>							
D. Sc / D. Lit.	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-
M. Phil	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
<b>Part-time teachers</b>							
D. Sc / D. Lit.	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-
M. Phil	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

- ❖ The faculty is offered incentives by way of annual increments in salary and is motivated to continue in the College. Lecturers are encouraged to attend seminars and conferences to upgrade themselves with financial assistance from the management.

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programs / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

- ❖ Being an undergraduate Commerce College qualified and competent teachers are appointed for all subjects. However we do not have many senior faculty members, hence we invite eminent speakers & senior faculty members from other Colleges and industries to deliver lectures on many important topics from time to time. In this way the students can utilize their expertise and practical knowledge.

Following are some of the Experts lectures organize to supplements the efforts the institution.

Subject Experts of Mumbai University		
SR. No.	Name of Resource Persons	Subject Matter
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkan	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

Eminent Personalities from Industries		
SR. No.	Name of Resource Person	Subject Matter
1.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
2.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme

3.	Mrs. Carol Andrade	Workshop on journalism for BMM students.
4.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF students.

Research Experts		
SR. No.	Name of Resources Person	Subject Matter
1.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
2.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
3.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
4.	Dr. Arvind S. Luhar	Workshop on Research Content
5.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
6.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"

- ❖ The College is in the process of providing an E-Learning facility in its computer lab for its students.

#### **2.4.3 Providing details on staff development programs during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

- ❖ The institution encourages its faculty to attend seminars, workshops, training programs at the intercollegiate and university level. To facilitate this, the faculty is granted duty leave & financial assistance to participate in these programs.
- ❖ The College encourages teachers to participate and present papers in workshops, seminars at state, national and international level.
- ❖ The College motivates its faculty members to persue M. Phil & Ph. D. Programs. They are also encouraged to complete their NET / SET exams. On completion of NET/SET or Ph. D. the faculties are given increments in their salaries.

The College has invited this year a resource person to guide the staff on "Guidance for Course development"



### Guidance for Course development

- ❖ The College conducts teaching & learning material development sessions for its faculty for which an in-house resource person was invited.



### Computer Training Programme

- ❖ The College has constituted a Research and Development Cell.

This year the College has conducted the following programs to promote research.

Sr. No.	Date	Activity/Program
1	26/11/2014	Workshop on Research Methodology
2	20/12/2014	Computer Training Programme
3	19/01/2015	Workshop on Research Content
4	19/01/2015	Guidance lecture on Research Paper Presentation
5	28/02/2015	Symposium on Emotional Intelligence and teaching –learning process

**2.4.4 What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programs industrial engagement etc.)**

Following are the policies/system adopted by the institution to motivate teachers for research:

- a) Teachers are sent for orientation courses
- b) They are regularly sent for conferences/seminars/workshops at the state, national and international level in their subjects.
- c) They are encouraged to take up research work.
- d) Study leave for research is given to teachers when they required.
- e) Articles written by teachers are published in the College magazines
- f) They also encourage to publish their articles in various educational magazines.
- g) Adequate infrastructure and facilities like library, computers with printer, internet, intranet, Wi-Fi, e-journals are provided.
- h) Special concessions by way of relaxation in working hours are provided to teachers during research projects.

The teachers have published the following paper at national and international levels:

Sr. No	Name of Teachers	Title of Paper	Venue	Journal/Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino-5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1993), 639-643
2.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujarat	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business	KES' Shroff College of	National Conference	978-93-82062-49-3



		Improvement	Arts & Commerce		
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model-Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur College of Science and commerce	International conference	978-93-83072-64-4
		“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
3.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT	St. Francis Institute Of Management &	National Journal	0975-895 X

			Research Mumbai		
		International Research conference on "International Year of light 2014"	Thakur College of Science and commerce	Internationa l conference	978-93- 83072- 64-4

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

Mr. Ajay Kaul, Managing trustee of Clara's College of commerce being an educationist and a Principal of School and Junior College has received many recognitions and awards from time to time.

Sr. No	Years	Particulars	Achievements
1	2002-2003	Govt. of Maharashtra Jamiatul Muslemeen Mahim Bombay.	Best Teacher's award Prominent Citizen Award as BEST EDUCATIONIST
2	2002-2003	The International Institute of education and management	Jewel of India Award for Outstanding Achievement in education field
3	2003	Navneet Publication [India] Ltd	Navneet's Best Teacher,s Award
		International Friendship Society	Rajiv Gandhi Shiromani Award
		Lt. Shivgopal Singh Pavan Smiriti,s	Best Teacher's Award
4	2005	Hon'ble Shri. Manohar Joshi, Former Loksabha Speaker and Hon'ble Shri. Udhavji Thackeray	"GURU DRONACHARYA AWARD"
5	2005	Shri. Johney Joseph, Municipal Commissioner, Gr. Mumbai	best Teacher's Award by Sewa (Social Educational Welfare Association)
6	2007	After completion 25 years of voyage as a Principal (silver	Honorable Chief Minister, Vilasraoji

		jubilee)	Deshkmukh.
7		International Institute of Success Awareness	Pride of India Award
8	2006-2007	The District Governor Lion's Club International	District Governor's Quality Award
9		DG lion Club International	Lion of the Year Award
10	2008	Promoting National Integration in the society	The Awami Raj Urdu Weekly
11	2008	Sant Gadghe Maharaj Brihan Mumbai Mahanagar Palika by Municipal Commissioner of Greater Mumbai Shri Jayraj Pathak.	Cleanliness award
12	2009	S.C. Jamir Governor of Maharashtra	outstanding Principal Award on the occasion of Guru Din
13	2011	Bhartiya Charmakar Samaj Unnati Trust	100% results
14		Dr. Vijay Kumar Gavit Hon'ble Cabinet Minister of Medical Education Govt. of Maharashtra.	Mother Teresa Award

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

- ❖ YES. The feed-back from students is obtained at the end of the semester. The feedback on course taught by the teacher on various criteria such as, relevance, teaching-learning process, completion of curriculum, etc is obtained from the students.
- ❖ The feedback form so obtained is analyzed and the results are utilized for further deployment.
- ❖ The performance of the teachers is evaluated by the principal at the end of every semester after receiving feedback from the students, parents and other stakeholders in the interest of the students and the institution.

## 2.5 - Evaluation Process & Reforms

### 2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- ❖ At the commencement of the academic semester/year the College organizes an orientation program for students along with their parents where in the College provides details on the examination system, question paper pattern, evaluation scheme along with other activities scheduled for the academic year {i.e. its weightage of internal & external marks, session wise activity, field visits, industrial training, assignments, project reports & attendance required of each student / candidate etc...}
- ❖ The institute holds the program-wise meetings for orienting the faculty members on various aspects of evaluation.
- ❖ The institute also circulates among its faculty, the university Circulars issued from time-to-time on evaluation and modifications on evaluation pattern. All details are published in College notice board and College website.

### 2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- ❖ The College receives circulars from the University of Mumbai regarding adoption of evaluation norms & other practices from time to time. The present evaluation reforms introduced by the university are as follows:

#### Credit Based Evaluation System

##### Scheme of Examination

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

##### a) Internal Assessment–25% (25 Marks For Courses without Practical)

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related	05 Marks

##### Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks

3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks
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**b) Semester End Examinations – 75% (75 Marks)**

- i) Duration–These examinations shall be of 2.5 Hours duration
  - ii) Theory question paper pattern
    - i. There shall be five questions each of 15 marks.
    - ii. All questions shall be compulsory with internal choice within the questions.
    - iii. Question may be subdivided into sub-questions a, b, c...and the allocation of marks depends on the weightage of the topic.
- ❖ For the evaluation, as a quality mechanism, external moderators are appointed for all our under graduate level courses as prescribed by the University of Mumbai.
  - ❖ At the institutional level it conducts internal assessment of tutorials, assignments, project reports and presentations.
  - ❖ The question paper patterns are discussed in class & the details of the marking schemes are explained to the students.
  - ❖ There is also a system of reevaluation and verification of marks as a means of grievance redressal.
  - ❖ A provision is also made by the university for students to appear for an additional examination for those who have failed or were absent for a particular test or examination on medical grounds or for other valid reasons at the end of the year i.e. in the month of March/April.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

- ❖ The institute follows the procedure as prescribed by the university. It conducts meetings where discussions are held on the evaluation reforms.
- ❖ Innovations have been introduced with regard to teaching practices, constantly providing upgraded study materials, as well as conducting a thorough evaluation with the assistance of external moderators.
- ❖ The examination schedules, both internal as well as Semester End are announced at the beginning of the academic year and accordingly implemented.
- ❖ The examination time tables are displayed on the College notice board well in advance.
- ❖ The College also organizes a CAP [Centralized Assessment Program] center for evaluation of answer papers as per University guidelines.

**2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

The students are administered an internal test under the continuous evaluation scheme in the middle of the semester and a comprehensive evaluation based

on the entire syllabus at the end of the semester. The formative and summative evaluation process as prescribed by the University is implemented in the College as follows:

### Scheme of Examination

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

#### a) Internal Assessment–25% 25 Marks For Courses without Practical

Sr.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related	05 Marks

#### Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

#### b) Semester End Examinations – 75% (75 Marks)

- i) Duration–These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
  - ❖ There shall be five questions each of 15 marks.
  - ❖ All questions shall be compulsory with internal choice within the questions.
  - ❖ Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

Apart from measuring learning performance on cognitive domain, the students' performance is evaluated by following one or more assessment parameters/criteria:

- Active participation in class
- Mannerism
- Overall behavior
- Timely submission of assignments

- Participation in institutional activities
- Presentation in Seminar & workshop
- ❖ The marks are allotted to students on the basis of their performance.
- ❖ The performance of learners shall be evaluated in two parts viz. by Internal Assessment comprising of 25% of the total marks and Semester-End Examination comprising of 75% of the total marks.
- ❖ The Internal Assessment is again divided into two components viz. written test of 20 marks and class assessment (class participation) of 05 marks.
- ❖ During the lectures, students are asked questions, encouraged to have group discussions and debates as a part of informal evaluation.
- ❖ Both formative and summative forms of evaluations are used to assess the performance of the learners in terms of class-room interaction, behaviour, and knowledge of the subject. While evaluating, care is taken that students are not demoralised or demotivated by the teacher's questioning method.

**2.5.6 What are the graduates attributes specified by the College / affiliating university? How does the College ensure the attainment of these by the students?**

Graduate attributes are not defined by the university however the College has emphasis

- Individual and team work
- Ethics
- Communication
- Lifelong learners

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?**

**Internal College Level:**

- ❖ As per the university guidelines the College has set up two committees consisting of faculty members to deal with the issues related to the examination and evaluations.

**Examination and Result Committee:**

- ❖ The examination committee consisting of faculty members conducts the examination and students are expected to approach the examination committee with their grievances and seek their redressal. A formal system of verification of marks & revaluation is undertaken by the committee.

**Unfair Means Committee:**

- ❖ The students who are found using unfair means in examinations are allowed to represent their case before the unfair means committee and after hearing the students and taking into account the invigilators report necessary action is decided upon.
- ❖ If students have any other grievance regarding evaluation they can approach the Principal or Vice Principal (Chairman of Examination Committee and Result Committee).

**External University Level:**

- ❖ At the university level if the students are not satisfied with their marks they can apply to the university within 15 days of the declaration of the results for verification of marks or revaluation of their papers.
- ❖ They can also get photocopies of their assessed answer papers on request of applying for the same.
- ❖ The College assists in processing the above request of the students and these applications are forwarded and are followed up with the University.



## 2.6 : Student Performance & Learning Outcomes

### 2.6.1 Does the College have clearly stated learning outcomes? If = yes 'give details on how the students and staff are made aware of these?

- ❖ Yes, the College has clearly stated learning outcomes. Learning outcomes are developed in consultation with the stakeholders where students and staff are the key stakeholders. Learning outcomes are also published in quality handbook which is religiously followed by faculty and available at central library, departmental library and College website. Learning outcomes has been displayed in departmental notice board.

### 2.6.2 Enumerate on how the institution monitors and communicates the progress and performances of students through the duration of the course/programme? Provide an analysis of students results/ achievements (Programmes/ course wise for last four years) and explain the differences if any and pattern of achievement across the programmes/courses offered.

The institution has an elaborate mechanism to monitor and communicate the progress and performance of the students. These include the following:

#### Monitoring of Attendance:

- ❖ Monitoring of regular attendance of students ensures academic discipline and contributes to good performance.
- ❖ Students' attendance in class is collated every month and defaulter's list is displayed on the notice board to warn the students.
- ❖ The parents are informed through SMS/letters about their wards' attendance.

#### Monitoring of performance:

- ❖ Besides the orientation programme at the beginning of the year a PTA meeting is scheduled in each semester where the student's attendance, progress and performance are discussed.
- ❖ The following is the result analysis of the students for the last four years.

Academic Year	Name of the Program	No of Students Appeared	No of Students Passes	Pass Percentage
2013-14	B.Com	242	150	61.98 %
	BAF	20	17	85.00 %
	BMS	57	34	59.64 %
	BMM	18	11	61.10 %
2012-13	B.Com	268	201	75.00 %
	BAF	38	35	92.10 %
	BMS	76	52	68.42 %
	BMM	18	18	100 %
2011-12	B.Com	266	186	69.93 %
	BAF	-	-	-
	BMS	55	37	67.27 %
	BMM	11	10	90.90 %

<b>2010-11</b>	B.Com	197	134	68.02%
	BAF	-	-	-
	BMS	47	37	78.72 %
	BMM	11	08	72.72 %

### **2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The comprehensive approach of Outcome Based Education (OBE) is followed in the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes. To elaborate further:

#### **Teaching:-**

- ❖ A teaching plan with specific number of lectures per module is drawn up at the beginning of the semester and is implemented within the given time schedule.

#### **Learning:-**

- ❖ The College facilitates the use of ICT by providing well equipped AV room, LCDs, computers, intranet, Wi-Fi & e-journals for faculty and students.
- ❖ The learning resources in the library complement the classroom teaching & available text books.

#### **Assessment:-**

- ❖ Since the beginning of the Academic year on completion of module I & II in every subject an internal evaluation exercise is conducted.
- ❖ At the conclusion of the semester a Semester End Exam is conducted and students are evaluated on their performance.
- ❖ Those students who are found to be weak in their studies are assisted with remedial coaching in small groups by various faculty members.

### **2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

- ❖ The College invites eminent personalities from industry to supplement the efforts of the institution in seeking social and economic relevance of the courses based on current market trends, practices, and other new innovations in industry to bridge the gap between theory and implementation.

Following are some of our students who have shown their talent and bagged awards for the College

<b>Sr. No.</b>	<b>Name of students</b>	<b>Class</b>	<b>Events</b>	<b>Year</b>	<b>Level</b>
1	Mr. Phopale	S.Y.BMM	Spot Photography	2013-14	Zonal

	Siddesh				
2	Mr. Haldankar Nidad Hement	F.Y.BAF	On the spot painting	2013-14	Zonal
3	Mr. Sagar Raj	TYBMS	Western instrument	2014-15	Zonal
4.	Mr. Daksha Parab	F.Y. B.Com	Shotokan Global Iapan Karate Academy (KWF India.)	2014-15	National
5.	Mr. Azhar Shaikh	T.Y. BMM	Mono Acting	2014-15	Zonal
6.	Mr. Neil Misquita	S.Y.B.Com	Western Solo Song	2014-15	Zonal
7.	Group of students	All Programme	Folk dance	2014-15	Local

Initiatives taken up by the College to enhance the social and economic relevance can be shown through the following table:

<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Guidance Lectures</b>
1.	Mrs. Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr. Rahul Malkani	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

7.	Mr. Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms. Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9.	Mrs. Carol Andrade	Workshop on journalism for BMM students.
10.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF students.
11.	Dr. Gopal Kalkotti	Conducted workshop on "Introduction to Research Methodology".
12.	Mr. Forum Mehta	Guidance lecture on "Effective Presentation Skills".
13.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
14.	Dr. Arvind S. Luhar	Workshop on "Research Content"
15.	Mrs. Babita Kanojia	Guidance lecture on "Research Paper Presentation"
16.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"

The following table shows the student progression in quality Jobs, entrepreneurship, innovation and research aptitude( Higher level study)

Year	Programme	Jobs	Entrepreneur	UG to PG
2013-14	B.Com	107	23	47
	BMS	22	11	16
	BMM	06	04	03
	BAF	05	02	09
2012-13	B.Com	126	23	41
	BMS	22	21	20
	BMM	04	06	08
	BAF	16	02	12

2011-12	B.Com	113	31	47
	BMS	28	14	13
	BMM	06	03	04

### 2.6.5 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

- ❖ The College Collects its data based on the feedback {results} received through its academic assessments. This is based on the progress of every student by way of their unit test & Semester End Examinations as well as classroom feedback that the principal routinely takes from each class at the end of every semester.
- ❖ A periodic review is undertaken for learning outcomes & course outcomes.
- ❖ The learning outcomes are redefined on basis of the results of evaluation.
- ❖ To overcome barriers of learning specific attention is given to slow learners and other weak students through informal remedial coaching.

### 2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution monitors and ensures the achievement of learning outcomes through

- ❖ Performance in assignments
- ❖ Internal assessments
- ❖ Semester end Examination
- ❖ Students feedback
- ❖ Parents Feedback
- ❖ Alumni Feedback
- ❖ At the beginning of the Semester and Semester End staff meetings are held where, the students' performance is reviewed and suggestions are invited from faculty for future improvements.
- ❖ Even though many of the students come from first generation learners, they achieve a relatively high success rate in their examinations due to the constant efforts of the faculty.

The institution ensures the achievement of learning outcomes through the student progression after the completion of the programme. Following table shows their progression:

Year	Programme	Jobs	Entrepreneur	UG to PG
2013-14	B.Com	60.45%	12.99%	26.55%
	BMS	44.89%	22.44%	32.65%
	BMM	46.15%	30.76	23.07%
	BAF	29.41%	11.76%	52.94%
2012-13	B.Com	66.31%	12.10%	21.57%
	BMS	34.92%	33.33%	31.74%
	BMM	22.22%	33.33%	44.44%

	BAF	53.33%	6.66%	40.00%
2011-12	B.Com	59.16%	16.23%	24.60%
	BMS	50.09%	25.45%	23.63%
	BMM	46.15%	23.07%	30.76%

**2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'Yes' provide details of the process and cite a few examples.**

Yes, the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning.

The College has specified its graduate attributes and accomplishment of these attributes can be ensured through the fulfillment of programme outcomes which are prescribed in Quality Hand Book. The glimpse of relationship between graduate attributes and programme outcomes is given in the following table.

Graduate Attributes	Programme Outcomes			
	B.Com	B.M.S.	B.M.M.	B.A.F.
<b>Individual / Team Work</b>	<i>have the ability to work individually as well as at inter-disciplinary department level as a team</i>	<i>To build talent pool and make students employable for corporate jobs</i>	<i>To make the use of acquired skills and competencies for accomplishment of given task and the working on different projects.</i>	<i>Work as individual and member of multi-disciplinary team</i>
<b>Life Long learning</b>	<i>be critical and creative scholars who apply research skills to produce innovative solutions to problems in business and apply</i>	<i>To help students in becoming focused and determined about their career.</i>	<i>To apply the principle, theories, modules of mass media for solving the problems in the field of mass media.</i>	<i>To develop attitude towards lifelong learning and research.</i>

	<i>research skills to business challenges</i>			
<b>Ethics</b>	<i>Be responsible and effective global citizens who engage successfully in the international world, exhibit cross-cultural competent behaviour, and demonstrate ethical values.</i>	<i>To cultivate culture of self discipline and preparing students to face external competition.</i>	<i>To show the quality of ideal citizen and sensitive individual towards the different challenges faced by the world.</i>	<i>To practice ethics in profession</i>
<b>Communication</b>	<i>able to communicate their ideas effectively and perceptively</i>	<i>To make them understand about modern management practices.</i>	<i>To enhance the communication skills</i>	<i>To be an effective communicator</i>

The college has traced the students' progression which gives an idea about the fulfillment of programme outcomes and graduate attributes. The following table reflects student performance in different walks of life

Year 2013-14				
Students Progression	B. Com	B.M.S.	B.M.M.	B.A.F.
Job	60.45%	44.89%	46.14%	29.41%
Entrepreneur	12.99%	22.44 %	30.76%	11.76%
UG. To PG.	26.55%	32.65%	23.07%	59.94%

**CRITERION III : RESEARCH, CONSULTANCY & EXTENSION****3.1 : Promotion of Research**

**3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency / organization?**

❖ No

**3.1.2 Does the institute have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

Yes, the College has formed a Research and Development Cell.

**The Research Committee consists of the following members:**

<b>Name of the Teacher</b>	<b>Designation</b>
Mrs. Babita Kanojia	Convenor
Dr. Seema Petkar	Member
Ms. Diana Rayen	Member
Ms. Aksha Memon	Member
Dr. Mamta Rajani	Member
Mrs. Shalini Shashidharan	Member
Mr. Vaibhav Pangam	Member

Some of the research committee recommendations

- ❖ Teachers to register for M. Phil. and Ph.D.
- ❖ The staff and students to undertake social research under various outreach programmes.
- ❖ To make faculty mentors for students to guide on research.
- ❖ To organize minimum one seminar/conference/symposium/workshops in an academic year.

Following table shows the active involvement of faculty in research work:

<b>Sr. No.</b>	<b>Name of Faculty</b>	<b>Number of Students</b>	<b>Area of Research</b>
<b>1.</b>	Ms. Diana Rayen	37	Marketing/ Advertisement
<b>2.</b>	Dr. Seema Petkar	2	Mass Media/CSR
<b>3.</b>	Dr. Mamta Rajani	6	Economics
<b>4.</b>	Mr. Faisal Tanwar	23	Management/ Logistic
<b>5.</b>	Mrs. Babita Kanojia	4	Commerce/ Accounts/ Education



### 3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes / projects?

- Formation of Research committee
- Time-off, reduced teaching load, special leave etc. to teachers
- Subscription to journals
- Support in terms of technology information and financial needs
- Facilitate timely auditing and submission of utilization certificate to the funding authorities

### 3.1.4 What are the efforts made by the institution in developing scientific temper & research culture and aptitude among students?

The institution has taken various steps towards developing scientific temper, research culture and aptitude among students. The Research and Development Cell' of the College has taken initiative and interest in collecting books for research. Some of them are as follows:

Details of Workshop	Date
<b>Master Series</b>	
a) Research Methodology	26/11/2014
b) Computer training program	20/12/2014
c) Research Content	19/01/2015
d) Research Paper Presentation	19/01/2015
e) National Symposium on Emotional Intelligence on teaching – Learning	28/02/2015
<b>Learner Series</b>	
a) Effective presentation skills	22/11/2014
b) Workshop on Research Methodology	26/11/2014
c) Research Content	19/01/2015
d) Financial literacy	22/01/2015

### 3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading research project, engaged in individual / collaborative research activity etc...

Following is list of members actively involved in research areas:

Sr. No.	Name of Faculty	Number of Students	Area of Research
1.	Ms. Diana Rayen	Bellita Antony ( S.Y.B. Com.)	Marketing & Advertising
		Flora ( S.Y. B.Com.)	
		Aisha ( S.Y.B. Com.)	
		Neha Godbole ( S.Y.B. Com.)	

2.	Dr. Seema Petkar	Siddhesh Phopale ( T.Y.B.M.M)	<b>Photography and Contemporary issues</b>
		Rutul Kasar ( T.Y.B.M.M)	
		Samina Ahmedin ( T.Y.B.M.M)	
3.	Dr. Mamta Rajani	Urmila Singh (S.Y. B.M.S.)	<b>Pradhanmantri Jan-Dhan Yojna: A Financial inclusion</b>
		Ceyshella Bar (S.Y. B.M.S.)	
		Richard Silvera (S.Y. B.M.S.)	
		Arshia Mansoori (S.Y. B.M.S.)	
		Danica Coelho (S.Y. B.M.S.)	
4.	Mr. Faisal Tanwar	Ali Merchant (S.Y. B.M.S.)	<b>Marketing and Human Resource</b>
		Insha (S.Y. B.M.S.)	
		Faran Virani (S.Y. B.M.S.)	
		Farzana (S.Y. B.M.S.)	
5.	Mrs. Babita Kanojia	Amrin (S.Y. B.Com.)	<b>Commerce /Accounts and Education</b>
		Nida (S.Y. B.Com.)	
		Kausar (S.Y. B.Com.)	
		Chompsy (S.Y. B.Com.)	
6.	Ms. Aksha Memon	Samrin Sayyad (F.Y. B.Com.)	<b>Commerce &amp; Accounts</b>
		Sarfraz (F.Y. B.Com.)	
		Rida Kasmani (F.Y. B.Com.)	
		Nida Shaikh (F.Y. B.Com.)	
		Junaid (F.Y. B.Com.)	
		Zahra Warsi (F.Y. B.Com.)	
7.	Mrs. Shalini Shashidharan	Elaine Fernades (F.Y. B.Com.)	<b>Commerce &amp; Finance</b>
		Nasreen Khaan (S.Y. B.Com.)	
		Haseeb Hulla Khan (S.Y. B.Com.)	
		Mihir Thakur (F.Y. B.Com.)	

**3.1.6 Give details of workshops / training programs / sensitization programs conducted / organized by the institution with focus on capacity building terms of research and imbibing research culture among the staff and students.**

The following workshops and training programs for sensitizing the students and faculty are organized in the College.

Sr. No.	Name of Resources Person	Subject Matter	Date
1.	Mr. Forum Mehta	Lecture on effective presentation skills	22/11/2014
2.	Dr. Gopal Kalkoti	An Introduction to Research Methodology	26/11/2014
3.	Mrs. Chani Khedwal	ICT in research	20/12/2014
4.	Dr. Arvind S.Luhar	Research Content	19/01/2015
	Mrs. Babita Kanojia	Research Paper Presentation	19/01/2015



**Workshop on effective presentation skills by Mr. Forum Mehta**



**Workshop on Research Methodology by Dr Gopal Kalkotti**

### 3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Following is the list of faculty with their area of expertise in obtaining M. Phil. and Ph. D Degree

Sr. No.	Name of the Teacher	Area of Expertise
1.	Dr. Mrs. Zahida Shaikh	Islam and Gandhian Philosophy
		Political Philosophy of Mahatma Gandhi.
2.	Dr. Mrs. Mamta Rajani	A Marketing study of Soybean & it's by products with special reference to emerging marketing strategies
		Analysis of Fleet cards of Oil Companies
3.	Mrs. Seema Petkar	Mergers and Acquisitions by Indian Companies in India
		Mergers and Acquisitions in Indian Banking sector with special reference to ICICI and Sangli Bank
4.	Mrs. Rita Singh	Synthesis of Eupatolitin
5.	Mrs. Babita Kanojia	Application of Human Resource Accounting with reference to Software Industries in Western Mumbai
6.	Mr. Vijay Kumar Makwana	Service quality of Apana Bazar

### 3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.

The management takes keen interest in promoting research culture among teachers and students. The following are some of the eminent researchers who visited the campus and interacted with teachers and students.

- ❖ Dr. G. Kalkoti, Nagindas Khandwala College, a recognized research guide from University of Mumbai was invited to the College for a workshop. The workshop was very informative & ignited research interest in students and the faculty. The students responded with enthusiasm for the workshop.
- ❖ Mr. Forum Mehta was invited for workshop on effective presentation skills to enhance the presentation skill among the students.
- ❖ Dr. Arvind S. Luhar, Ismail Yusuf College of Arts, Science and Commerce, a recognized research guide from University of Mumbai was invited for workshop on writing the research papers and articles among the students and teachers.
- ❖ Mrs. Chani Khedwal was invited for ITC training and to search information.
- ❖ Dr. Vipul Vyas was invited for National Symposiums on Emotional Intelligence on Teaching – Learning Process.
- ❖ Mr. Ramesh Pandey ( Abhinav College) was invited for remedial lecture to T.Y. BAF on Taxation.

- ❖ Mr. Alwin M. (Abhinav College) has given the lecture on Cost Accounting to T.Y. B.Com.
- ❖ Mr. Vikram Trivedi (St. Gonsolo G. College) has given guidance on subject elements of logistics and supply chain management.
- ❖ Mr. Vikram Trivedi (St. Gonsolo G. College) was invited to give career guidance to final year students.
- ❖ Our faculty visited Nagindas Khandwala College and St. Xavier College to meet Dr. G. Kalkoti and Dr. Arvind Dhond respectively for taking guidance on research paper publication.
- ❖ Ms. Anita Singh, educational Counselor has given motivational and guidance lecture on Exam Anxiety.
- ❖ Dr. Arvind S. Luhar, Ismail Yusuf College of Arts, Science and Commerce has conducted an informative session on Career Advancement Scheme (CAS).
- ❖ Career guidance workshop was organized by our faculty member Ms. Aksha Memon in which Ms. Rabia Khan and Mr. Sandeep have explored different career areas for our final year students.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture in campus?**

- ❖ Being an unaided College, the faculty is not entitled for any UGC funded research scheme under sabbatical leave. However the College has been encouraging the faculty to engage in research within its limited means by granting leave for attending seminars and presenting papers. This has resulted in quality publications in National and international journals.
- ❖ One of the faculty members Mrs. Babita Kanojia has been granted Sabbatical Leave for research activities.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

- ❖ Research is an important component of learning. It is meant to be applied for practical situation and problems. Thus keeping this in mind, the College holds workshops and invites guides to give guest lectures. The College motivates the students to participate in the competitions like "AVISHKAR" at the University level. It also encourages teachers to attend workshop organized by the university.
- ❖ The following teachers and the students attended the workshop held on 15<sup>th</sup> July 2014 at K. P. B. Hinduja College of Commerce.

Sr. No	Name of the attendee	Faculty / Student	Class
1.	Ms. Diana Rayen	Faculty	-
2.	Mrs. Babita Kanojia	Faculty	-
3.	Flora Fernandes	Student	S.Y.B.M.S
4.	Bellita Anthony	Student	S.Y.B.M.S
5	Jason Fernandes	Student	T.Y.B.M.S

The College also sent students of BMS to attend National Conference on "Bottom of the Pyramid- Opportunities and Challenges" P. Dalmia Lions College of Commerce & Economic on 20<sup>th</sup> and 21<sup>st</sup> February, 2015. Following students have attended:

<b>Sr. No.</b>	<b>Name of the attendee</b>	<b>Class</b>
1.	Flora Fernandes	S.Y.BMS
2.	Bellita Anthony	S.Y.BMS

**3.2 : Resource Mobilization for Research**

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

- ❖ The College encourages research by granting leave for conferences for presenting papers and reimburses the expenditure therein.
- ❖ About 10% budgetary provisions will be made to promote research.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? Is so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four year?**

- ❖ Yes, approximately Rs. 35,000 per annum has been dispersed among 66.66 %age of faculty.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

- ❖ The College sends students for workshops/ Seminars/ Conferences and inspirational talks. The expense incurred including T.A., D.A. and registration fees are reimbursed by the College.
- ❖ The College has been sponsoring research activities under which eminent researchers have been invited to guide students. Some of the recent invitees include Mr. Forum Mehta, Dr. G. Kalkoti, Channi Khedwal, Dr. Arvind Luhar and Dr. Vipul Vyas.
- ❖ The institute encourages students to select industry based project and provide financial assistance as and when required.

**3.2.4 How do the various departments / units / staff of the institute interacting undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

- ❖ Different departments manage to carry out the activities on large scale involving students from inter-disciplinary faculties such as management studies collaborating with Mass media department and likewise.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

College provides basic research facilities like computers, internet facility, intranet, e-journals, and library books relating to research.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

❖ No.

**3.2.7 Enumerate the support provided by to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

❖ Having initiated research activities on the campus the College in collaboration with the University of Mumbai and other agencies has organized one day workshop on research, this has ignited the research culture on the campus and we now expect our faculty to apply for funded research projects.



### 3.3 - Research Facilities

#### 3.3.1 What are the research facilities available to the students and research scholars within the campus?

- ❖ College provides Computers, Internet connections and various library resources to the students and research scholars including books and journals.

Sr.No.	Facilities
1	Computer with printer
2	Internet facilities
3	Books and Journals
4.	e-journals
5.	Data Card

#### 3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College has set up a Research and Development cell which invites proposals from students and staff.

#### 3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If =yes', what are the instruments/ facilities created during the last four years.

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities

#### 3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

As an affiliated College, the students and staff are allowed the facility of library resources at University of Mumbai Central Library at Fort campus and J.N. Library at Kalina Campus.

### 3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

The College library has a number of books on various titles.

Sr. No.	Title	Author Name	Publication	Edition
<b>Books For Research</b>				
1	Designing & Managing a Research Project	Polonsky, Michael Jay	Sage Publication	2 <sup>nd</sup>
2	Research Methodology in Applied Economics	Ethridge, Don	Wiley India	2 <sup>nd</sup>
3	Research Methodology	Kumar, Ranjit	Sage Publication	4 <sup>th</sup>
4	Research Methodology in Education	Sidhu, Kulbir Singh	Sterling Publishers	
5	Research Design	Creswell	Sage Publication	3 <sup>rd</sup>
6	Research Design & Methods	Bordens, Kenneth S	Tata-McGrawHill	8 <sup>th</sup>

<b>Magazines/ Journals</b>	
1	Indian Journal of Management
2	Indian Journal of Marketing
3	Indian Journal of Finance
4	Indian Journal of Economics
5	Sanctuary Asia
6	Competition Success Review

### 3.3.6 What are the collaborative researches facilities developed / created by the research institutes in the College? For ex. Laboratories, library, instruments, computers, new technology etc.

- ❖ The College has conducted an inter-disciplinary symposium in collaboration with University of Mumbai on 28<sup>th</sup> Feb. 2015.
- ❖ The College has also conducted workshops on ICT Technology for encouraging research.
- ❖ We are trying to develop collaborative research with other institutions in the field of commerce and management.

### 3.4 : Research Publications & Awards

#### 3.4.1 Highlight the major research achievements of the staff and students in terms of

A Few teachers have undertaken research on various social issues and presented papers at national and international conference. Following are some of the recent conferences.

- ❖ Mrs. Rita Singh has published a paper on studies in Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4- Amino-3Hydrazino- 5 Mercaoti-1,2,4 triazole at the P.G. Centre of Chemistry (M.U) College of Commerce Patna.
- ❖ Mrs. Babita Kanojia presented a paper on HRA at an international conference held at St. Francis institute of management and Research Mumbai.
- ❖ Mrs. Babita Kanojia has published and presented a paper on “View of Professionals Accountant with reference to Social Responsibility Accounting”
- ❖ Mrs. Babita Kanojia has published and presented a paper on “Sustainable Industrial Development with reference to Green Industry” in National Conference at Thakur College of Science and Commerce, Thakur Village, Kandivli (East), Mumbai.
- ❖ Mrs. Babita Kanojia has presented and published paper on “Youth as Today's Wheel for Global Development” at National Conference at Thakur College of Science & Commerce, Mumbai.
- ❖ Ms. Aksha Memon presented a paper on Green Business Model at an international conference held at St. Francis institute of management and Research Mumbai.
- ❖ Ms Aksha Memon presented a paper in International Research conference on “International Year of light 2014” at Thakur College of Science and commerce.
- ❖ Dr. Mamta Rajani has paper presented on “Global Education & Education Reforms in India” in National seminar at JSSGIW, Management Group of Institutes, Bhopal.

#### 3.4.2 Does the Institute publish or partner in publication of research journal(s)? If =yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

- ❖ No

**3.4.3 Give details of publications by the faculty and students:**❖ Publication by faculty

Sr. No	Name of Teacher	Title of Paper	Venue	Journal/Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino- 5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1993), 639-643
2.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujart	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model-Management by	Suchita Times	e-journal	0972-7124

		Quality			
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur College of Science and commerce	International conference	978-93-83072-64-4
		“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
3.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International Year of light 2014”	Thakur College of Science and commerce	International conference	978-93-83072-64-4

❖ Number of papers published by faculty and students in peer reviewed (journals (national / international) :

Sr. No	Name of Teacher	Title of Paper	Venue	Journal/Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino- 5	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1993), 639-643

		Mercaoti-1,2,4 Triazole			
2.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujart	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model-Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur College of Science and commerce	International conference	978-93-83072-64-4
		“Global Recession Recovery and Resurgences: an opportunity, challenges &	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7

		strategic for sustainable growth in India”			
3.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International Year of light 2014”	Thakur College of Science and commerce	International conference	978-93-83072-64-4

### 3.5 : Consultancy

#### 3.5.1 Give details of the systems and strategies for establishing institute - industry interface?

- ❖ College is planning to develop its consultancy services with various industries.
- ❖ The MOU is signed between the following organizations for extension and community based programs and activities.
  - a) Lions club of Bombay Oceanic
  - b) Mohalla committee
  - c) Ekata Manch
  - d) Kalsekar Hospital

#### 3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The College has stated consultancy policy which is as under:

- ❖ The institute policy is to share 50:50 revenue out of the income in the activity/ program if the staff undertakes any consultancy after deducting administrative charges, travelling, and maintenance of basic amenities.
- ❖ Secondly, if faculty involved is not using any of the College resources then the sharing is 50:50.

The available expertise is publicized through local contacts, letters from Principal to various industries/companies emphasizing the strength /core area of expertise of faculty.

#### 3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- ❖ Staff is encouraged to undertake consultancy activities and different extension activities for resources generation.

#### 3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Following are the broad areas of expertise available in the campus

- ❖ Marketing
- ❖ Human Resource policies
- ❖ Print and Production
- ❖ Advertising
- ❖ Accountancy

#### 3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?



- ❖ The institute policy is to share 50:50 revenue out of the income in the activity/ program if the staff undertakes any consultancy after deducting administrative charges, travelling, and maintenance of basic amenities.
- ❖ Secondly, if faculty involved is not using any of the College resources then the sharing is 50:50.

### 3.6 Extension Activities & Institutional Social Responsibility

#### 3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

- ❖ The institution's approach to promote institution-neighborhood-community network legacy comes from the management. General Secretary of the trust has been involved in many community based programmes and has been recognized at different forums. Some of the best awards received by him are Cleanliness Award named as 'Sant Gadghe Maharaj' Brihan Mumbai Mahanagar Palika and Peace Award named as Mother Teresa Award
- ❖ The College has deputed a dedicated person as Activity Chairman who keeps records of needs of the community and in association with Heads/coordinators organizes various programmes which leads to good citizenship, service orientation and holistic development of students.
- ❖ The institution is actively involved with local, state, national and international forum for organizing different community activities as and when required.

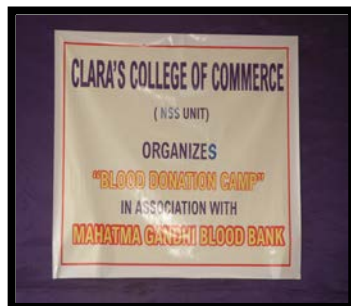
#### 3.6.2 What is the Institutional mechanism to track student's involvement in various social movements / activities which promote citizenship roles?

The College has NSS unit under which 100 students actively participate in various social movements/activities. Students are motivated and given administrative roles by putting their names in different committees for organizing national schemes like Beti Bachaav, Swachh Bharat Abhiyan, go green day, save electricity campaign, peace rally, rallies to collect fund and material for disaster victims etc.. The college has been participating in communal harmony programs from time to time in association with Mumbai Police and Mohalla Committee to promote peace and harmony in the area.

#### Communal Harmony 2014



**NSS Rally on Peace**



**Blood Donation Camp**

### 3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- ❖ The Stakeholders who are presently involved in the planning, implementation & evaluation of the academic programmes include:-
  - Management
  - Principal
  - Teachers
  - Parents
  - Students
  - Community leaders

The institution through periodical meetings of the stakeholders solicits their perception and feedback on the performance and quality of the education.\

- ❖ Feedback from local representatives on LMC is taken into account. The College elicits guardians' views on the implementation of its academic programmes through the parent-teachers meeting as and when needed.

### 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

- ❖ The institution over the years has a set of outreach programmes for the overall development of students.
- ❖ Different departments along with the College authorities have conducted various outreach programs annually. These include:

Activities	Budgetary Provision			
	2011-12	2012-13	2013-14	2014-15
Free medical camp 14 <sup>th</sup> April	44000	58000	49500	60400
Blood donation camp 14 <sup>th</sup> Dec.	11090	19900	16500	15500
Literacy programmes and street Plays	8344	4513	6500	7400
Observance of World Environment Day	-	5500	5500	6360
Anti Drugs awareness program	-	-	4570	5345

- ❖ In the year 2012-13 staff has contributed towards Disaster Relief fund for Uttarakhand of Rs. 11600
- ❖ In the year 2013-14 staff has contributed towards Disaster Relief fund for Jammu and Kashmir of Rs. 10830.
- ❖ The College also collaborates in planning and implementing different activities with NGO's. These programmes are beneficial to the students, teachers and the residents of the locality.

### 3.6.5 How does the institution promote the participation of students and faculty extension activities including participation in NSS, NCC, YRC and

**other National/ International agencies?**

The institution has been promoting participation of our students and faculty through various extension activities conducted during the year as listed here below:

Sr. No	Activities
1.	Peace Rallies
2.	Blood Donation Camp.
3.	Environmental Awareness Program
4.	Residential/ Rural Camp
5.	Adopted area enrichment programmes
6.	Communal Harmony
7.	Medical Camp
8.	Health and Hygiene campaign
9.	Relief fund Rallies

The College has been participating in NSS activities like tree plantations, rallies, blood donation camps, environment awareness programmes, street plays, etc. with active involvement of faculty and students.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the College to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

❖ The major programmes launched by the College in the interest of underprivileged & weaker section of society are:

Sr. No	Activity	Date
1.	Awareness Campaign: Energy Conservation	30 <sup>th</sup> Sept, 2011
2.	Awareness competition on Peace and Non-violence	28 <sup>th</sup> Sept, 2012 29 <sup>TH</sup> Sept, 2012

- Adoption of backward areas in Versova and Madh by providing daily necessities like food grains, medicines, clothes etc.
- Awareness programmes about ill effects of smoking, drinking, consuming tobacco, Gutka, save light, Anti drugs etc.
- Providing relief during natural disasters.
  - Raised funds for Uttarakhand flood relief during 2013
  - Raised funds for Jammu Kashmir flood relief during 2014
  - Raised funds for the disaster affected region of Bhuj where the NSS volunteers themselves distributed relief materials to the affected victims & their families.

**Jammu and Kashmir Relief Fund Rally  
on 20<sup>th</sup> September, 2014**



**Rally for Peace, Non-Violence and Save Electricity**



**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

- ❖ By organizing extension activities, two major graduate attributes identified by the College i.e Individual and collective team work and communication are achieved.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

Sr.NO.	Name of the NGO'S/ Institutes	Activities
1.	Lions club of Bombay Oceanic	1) Free ship to the students 2) Relief fund for Jammu and Kashmir 3) Relief fund for Uttarakhand
2.	Mohalla Committee	1) Communal Harmony Programme. 2) Rallies for peace and relief work.

		3) Roza Iftar
3	Ekta Manch	1) Medical camp every year. 2) Rallies for peace and relief work.
4	University of Mumbai	1) National Symposium

- ❖ There has been good response and involvement of the community in various activities conducted by the College as mentioned in criterion 3.6.5.
- ❖ On 20th September 2014, the College in collaboration with other NGO's and other Colleges took out the rally in aid of affected people of Jammu and Kashmir floods.

**The following is the list of items collected:**

Sr.NO.	Description of Goods	Quantity
1.	Bed Sheets	41
2.	Shawls	57
3.	Sweaters	101
4.	Flour	1 sack
5.	Dal	1 sack
6.	Water	36 Bottles
7.	Biscuits	12 cartoons
8.	Tata salt	1 Sack
9.	Poha	2 Sacks
10.	Rice	11 Sacks
11.	Maggi Noodles	2 cartoons
12.	Medicine	4 Cartoons

**Total Donation collected for relief fund:**

Sr.NO.	Mode	Amount
1.	Cash	5,39,640
2.	Cheques	5,16,407
3.	Sale of Newspapers, Old clothes, Utensils	83,175
	<b>TOTAL</b>	<b>11,39,640</b>

- ❖ On 17<sup>th</sup> November 2014, the College inaugurated the communal harmony week in collaboration with Mohalla committee.
- ❖ Medical camp is organized every year and a good number of people are benefited from this practice.

### Communal Harmony Programme on 17<sup>th</sup> November 2014



**Free Health Camp**

- ❖ **3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**
- ❖ The College has undertaken certain activities in collaboration with The Lion's club of Bombay Oceanic , Ekta Manch & Mohalla Committee such as :
  - a. Fun N Fair for street children
  - b. Visiting homes of mentally challenged children.
  - c. Teaching the municipal and slum children after College hours.
  - d. Organised rally in support of victims of Jammu-Kashmir flood victims. Collected clothes, food, money and other essential supplies which were sent to the victims.
  - e. Organised Communal Harmony Event in collaboration with Mumbai Police and Mohalla Committee to create awareness and bring out the importance of peaceful co-existence.



- f. Health camp is organized on 14<sup>th</sup> April every year, free health check-ups , distribution of free medicines and spectacles, along with blood donation drive.


**3.6.10 Gives details of awards received by the institution for extension activities and/ contributions to the social/community development during the last four years.**

The institution has received various awards and appreciation certificates for its extension activities and social service. Following are some of them:

- ❖ Certificate of appreciation from Lions club of Bombay Oceanic.
- ❖ Certificate from Mohalla committee and Ekta Manch
- ❖ Appreciation certificate from Mahatma Gandhi Blood Bank.
- ❖ Appreciation certificates from the Rotary club of Versova.
- ❖ Many more certificates of appreciation from various social organizations.

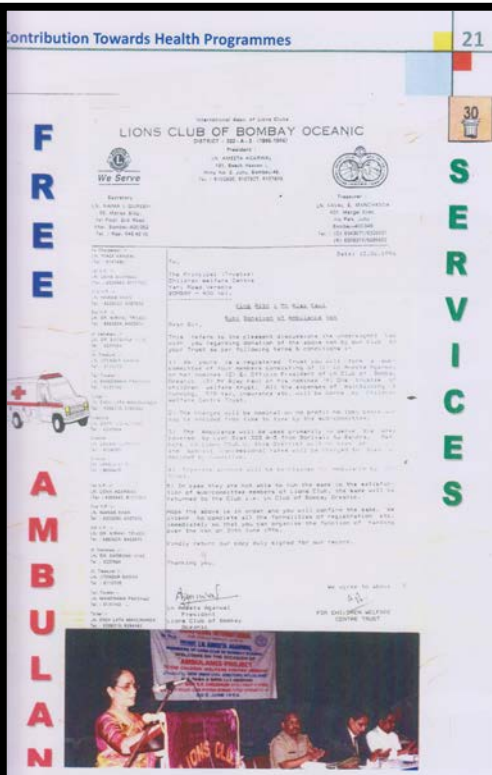
### General Secretary's Active Participation in Social/Community Development

Ajay Kaul's Contribution Towards Civic Issues



Responsible citizen, he has been actively driving various social campaigns on civic issues such as "Clean, Mumbai", "Mumbai", "Tree Plantation", "Say No to Garbage", "Say No to Drugs" etc.

Contribution Towards Health Programmes



**FREE SERVICES**

**AMBULANCE**

**General Secretary's Active Participation in Social/Community Development**

22 Contribution Towards Health Programmes

THE TIMES OF INDIA  
SEPTEMBER 4, 1999

**Blood brotherhood**

**THE BOMBAY CATHOLIC SABHA**  
Society of Our Lady of Health Church, Versova, Mumbai-400 061. Tel. 438 0368 (400 0368)

11<sup>th</sup> September 1999

To  
Mr Ajay Kaul,  
Principal,  
Children Welfare Centre School & College,  
Yari Road, Versova, Andheri (West),  
MUMBAI-400 061.

Dear Mr. Kaul,

On behalf of the Managing Committee of the Bombay Catholic Sabha, Versova East, and its members we sincerely thank you very much for all the arrangements you made so perfectly for the Blood Donor Camp, held on Sunday the 29<sup>th</sup> of August '99 in your School premises.

The function was a grand success. All the visitors & our guests were very much impressed by the arrangements made for the function.



We give you due credit for all the good work done by you and your team.

We are always there in case you need our services for any of your social activities.

We once again on a big thank you.

May God bless you.


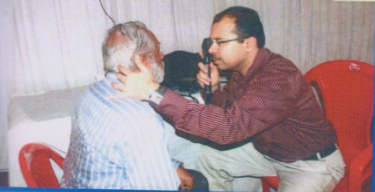

Cordially yours,  
Mrs. Annes Farcion  
Hon. Asst. Secretary  
Mr. Ron Dias

Contribution Towards Health programmes

**10 Distribution of free Spectacles**

Free medical camp for the under privileged

### 3.7 - Collaboration

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

- ❖ The College has a Research & Development Cell which has initiated research culture in the College and has organized a symposium in collaboration with University of Mumbai.
- ❖ A few faculty members are doing some research work and are planning to apply for the minor or major projects.
- ❖ The College has arranged industrial visits to Silvasa industrial belt, Pune (Film Archives, AIR and some publication house), RBI, Stock Exchange and other industries to get firsthand knowledge of the subject.
- ❖ These collaborations have given exposure to our students and staff which help in their all round development

**3.7.2 Provide details on the MOU's /collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

- ❖ Yes , we have MOU of NGO'S with whom the College collaborates and works in different areas. They are as follows:

Sr. No.	Name of the NGO'S/ Institutes	Activities
1.	Lions club of Bombay Oceanic	4) Free ship to the students 5) Relief fund for Jammu and Kashmir 6) Relief fund for Uttarakhand
2.	Mohalla Committee	4) Communal Harmony Programme. 5) Rallies for peace and relief work. 6) Roza Iftar
3	Ekta Manch	3) Medical camp every year. 4) Rallies for peace and relief work.
4	University of Mumbai	1) National Symposium

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. Laboratories / library/new technology / placement services Etc...**

- ❖ The MOU is signed between the following organization for extension and community based programs and activities.
  - a) Lions club of Bombay Oceanic
  - b) Mohalla committee
  - c) Ekata Manch
  - d) Kalsekar Hospital
- ❖ Lions club has sponsored an amount of Rs.15 Lac to setup an I.T lab for the College with this financial assistance the College has set up an I.T. lab with 35 computers with internet facilities which is being used for practical for students.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the College during the last four years**

Following are the eminent participants who contributed to the seminars and workshop organized by the College:

<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Guidance Lectures</b>
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkani	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

7.	Mr. Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms. Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9.	Mrs. Carol Andrade	Workshop on journalism for BMM students.
10.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India" to T.Y. BAF students.
11.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
12.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
13.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
14.	Dr. Arvind S. Luhar	Workshop on Research Content
15.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
16.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"
17.	Mr. Ramesh Pandey	Remedial lecture to T.Y. BAF on Taxation.
18.	Mr. Alwin M.	Guest lecture on Cost Accounting to T.Y. B.Com.
19.	Mr. Vikram Trivedi	Gave lecture on career guidance to final year students.
20.	Dr. G. Kalkoti	Gave guidance on research paper publication.
21.	Mr. Vikram Trivedi	Guidance on elements of logistics and supply chain management.
22.	Ms. Anita Singh	Gave motivational guidance lecture on Exam Anxiety

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MOU's and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated –**

- a) There are formal MOUs/ agreements signed by the College as the linkage or collaborations for the aspects as mentioned above. Some of the linkages are as follows:

Sr. No.	List organizations
1.	Tata Trents
2.	Asmita Arts
3.	Raj Furniture
4.	CEAT tyres
5.	Mr. Chandresh Kakkar ( C.A. firm)
6.	Amit Arts
7.	Cynozure
8.	Vistaas Digital Media Academy
9.	FinQ Academy
10.	Shivam Publication

- b) **Publication:** Manan Publication, Sheth Publication, & Rishab Publication.
- c) **Placement services:**
- Our students were selected for placement by Ceat Tyres.
  - This is we have collaborated with TATA Trents, to place our students in various sister concerns of TATA group.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing & implementing the initiatives of the linkages/collaborations. Any other relevant information regarding Research, Consultancy & Extension which the College would like to include:**

- ❖ The College has setup the Research & Development Cell.
- ❖ The College promotes its faculty to attend the conferences and seminars.
- ❖ Workshops/seminars/symposiums are organized by the institution for students & faculty for undertaking research activities.
- ❖ The College has established/ implemented linkages & or collaborations with regard to Research, Consultancy & Extension

**CRITERION IV: INFRASTRUCTURE & LEARNING RESOURCES****4.1 - Physical Facilities****4.1.1 What is the policy of the Institution for creation & enhancement of Infrastructure that facilitate effective teaching & learning?**

- ❖ The policy of institution is very clear and focused to facilitate effective teaching-learning processes. The institution prepares a five year plan for creation and enhancement of infra-structure.

**4.1.2 Detail the facilities available for**

**a) Curricular and co-curricular activities—classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

Following Facilities are available in College for Curricular and co-curricular activities:

Particulars	Area	Facilities Available
7 Class Rooms	800 Sq. ft. each	Public Address System
10 Class Rooms	600 Sq. ft. each	Public Address System
Computer Lab	1000 Sq. ft. each	<ul style="list-style-type: none"> <li>• 35 Computers</li> <li>• Projector</li> <li>• Intranet</li> <li>• Printers</li> <li>• Scanner</li> <li>• Audio Visual Facility</li> </ul>
Library	1000 Sq. ft. each	<ul style="list-style-type: none"> <li>• 100% Seating</li> <li>• Reference Section</li> <li>• Digital Library</li> <li>• Stacking area</li> </ul>
Research Lab	250 Sq. ft. each	<ul style="list-style-type: none"> <li>• 4Computers</li> <li>• Research Books</li> <li>• Reference section</li> <li>• Seating</li> <li>• Internet</li> <li>• Printer</li> <li>• Scanner</li> </ul>
Gymnasium	800 Sq. ft. each	

Seminar Hall	3000 sq. ft. each	<ul style="list-style-type: none"> <li>• Podium</li> <li>• Audio Visual Facility</li> <li>• Projector</li> </ul>
Common Room Boys	350 Sq. ft. each	<ul style="list-style-type: none"> <li>• Seating arrangement</li> </ul>
Common Room Girl	350 Sq. ft. each	<ul style="list-style-type: none"> <li>• Seating arrangement</li> </ul>
Canteen	800 Sq. ft. each	<ul style="list-style-type: none"> <li>• Seating arrangement</li> <li>• Drinking water</li> <li>• Refrigerator</li> <li>• Oven</li> </ul>
First Aid Centre	250 Sq. ft. each	<ul style="list-style-type: none"> <li>• Table</li> <li>• Seating arrangement</li> <li>• Relaxation area</li> <li>• First aid box</li> <li>• Intercom</li> </ul>

#### List of physical facilities:

##### (i) Academic activities:

Different departments of the College, like Commerce, Accounts and Finance, Management Studies, Mass Media, conduct various activities in the College every year. They include guest lectures, paper presentations, seminars, field visits and industrial visits etc.

##### b) Extra-curricular activities—sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

1. Infrastructural facilities for outdoor games like cricket, footballs etc are available on the campus. We have a large play ground, where students play football, cricket and other outdoor games.
2. We have Gymkhana where students have facilities for various indoor games. Like Carom, Chess etc.
3. We also have a well equipped Gymnasium with certain gym facilities.
4. We have NSS unit with more than 100 students as members with one program officer and assisted by three teachers. The NSS unit conducts various programs such as tree plantation, Blood Donation Camp, Health Camp, Residential Camp in rural area, cleanliness drive (Swacch Bharat Abhiyan) etc during the year.
5. For extra-curricular activities the College has an activity chairman with a band of teachers assisting in cultural activities, coordinated by one of the teachers. The Student Council of the College and the Cultural Committee conduct various activities in the College every year. Our students also participate in Youth Festival organized by Mumbai University.
6. We also have in place a quality mechanism to monitor health and hygiene on the campus. It includes reviewing of quality of food in the



canteen, maintaining cleanliness of the campus under the supervision of a teacher.



**Indoor Game**



**Gymnasium**



**Internal Cultural Activities**



**Annual Day Programme**



Sport Day



Rural Camp

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).**

- ❖ The infrastructure is assessed against the requirements to align with the university mandate/programs/calendar
- ❖ The College academic programs are organized in three floors of the College building.
- ❖ The future plan of the College includes shifting the College to an independent campus with a new building in the vicinity. The College also plans to introduce post graduate programs in commerce.

Following table shows the expenses on building maintenance

Sr. No	Year	Total Expense
1.	2013-14	----
2.	2013-12	19,55,744
3.	2012-11	54,44,379
4.	2010-11	7,18,575

#### **Annexure VI: Master Plan of Old Building**

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The College has provided the following facilities:

- Provision of Elevator (lift).
- Special assistance to candidates with physical disabilities in promoting learning.

The College functions in a five story building with elevator facility. The College has class rooms, library, auditorium and other facilities accessible to physically disabled students.

**4.1.5 Give details on the residential facility & various provision available within them:**

- **Hostel Facility:**  
Nil
- **Recreational facilities, gymnasium, yoga center, etc:**  
The College has a well-equipped gymnasium, which is availed by our students.  
The details of equipments are as follows:  
1) Stepper

- 2) Cycle
- 3) Bench press
- 4) Leg press
- 5) Pulley
- 6) Shoulder
- 7) Down Pulley
- 8) Forearm
- 9) Sitting bench
- 10) Decline bench
- 11) Flat bench
- 12) Leg press
- 13) Stomach
- 14) Dumbles
- 15) Rod
- 16) Carrom Board
- 17) Chess Board



**Gymnasium**

- **Computer facility including access to internet in hostel:**  
Not applicable
- **Facilities for medical emergencies:**
  - The First-Aid facility is provided in all departments.
  - The institute vehicle is used in the medical emergency
  - The institute has tie-up with Kalsekar Hospital (close to the institute) for any medical emergency situations.
  - One male and one female doctor come to College is associated with the College and come to College for one day in a week.

The College has First Aid facilities for any immediate need and for any medical emergency, the students are taken to a nearby hospital i.e Kalsekar Hospital in the trust vehicle.

- **Library facility in the hostels:**  
Not Applicable
- **Internet and Wi-Fi facility:**  
4 Mbps speed internet facility is available  
The whole campus is Wi-Fi enabled.
- **Recreational facility-common room with audio-visual equipments:**  
The College has an audio-visual room which can be accessed by the students to screen educational CD's, Projector and PPT etc.



### Audio-Visual Room

- **Available residential facility for the staff and occupancy. Constant supply of safe drinking water:**  
Not Applicable
- **Security**
  - The College premises are equipped with CCTV and public address system facilities in class rooms, passages, entrance, canteen, library and other places.
  - We have fire extinguisher installed on all major locations on each floor.

#### 4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- ❖ One male and one female doctor come once in a week.
- ❖ Medical camp is organized annually for teachers, students.
- ❖ Blood donation camps are also organized.
- ❖ Medical facilities are available to the staff and students at Kalsekar hospital which is situated within a distance of 1 km.

#### 4.1.7 Give details of the Common Facilities available on the campus–spaces for special units like IQAC, Grievance Redressed unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc...

##### The institute has following common facilities available on campus:

- Grievance Redressal unit
- Women's Cell,
- Counseling and Career Guidance
- Canteen
- Recreational spaces for staff and students
- Clean drinking water facility
- Multi-purpose Hall

- a) The meetings of Student Grievance Redressal Cell, Women Development Cell are being held in the principal's office on the third floor.
- b) Sessions of Counselling, Career guidance and placement are being held in Audio -visual room or College hall on fifth floor.
- c) Canteen is located on the last open floor of the College building.
- d) Recreational spaces for staff and students, and gymnasium are located on the ground floor.
- e) Clean drinking water is available on every floor.
- f) Multipurpose Auditorium/Hall is located on the Fifth floor.

## 4.2 : Library as a Learning Resource

**4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes, the College has the library Advisory Committee, comprising of the following

**Library Advisory Committee:**

Dr. Mamta Rajani	Convenor
Mrs. Shalini Shashidharan	Member
Mr. Anish Desai	Member
Dr. Seema Petkar	Member
Mrs. Babita Kanojia	Member
Mrs. Jyoti Jadhav	Member

The library advisory committee meets periodically and gives suggestions for improvement of library facilities. Some of the significant initiatives given by the committee and implemented are as follows:

- E-journals
- Increasing working hours of library beyond working hours and on holidays

**4.2.2 Provide details of the following:**

<b>Total area of the library: 1000 sq. ft</b>		
<b>Total seating capacity: 30</b>		
<b>Working hours</b>		
	On Working Days	7:30 a.m-5:00p.m
	On Holidays	-
	Before Examination Days	7.30 a.m-6:00p.m
	During Examination Days	7.30 a.m-6:00p.m

Layout of the library : Annexure VII

The College is in the process of initiating e-learning for students with respect to their areas of interest.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

With a view to ensure purchase and use of current titles, the library has made the budgetary provisions and purchased the following books and journals

Library holdings	2011-12		2012-13		2013-14		2014-15	
	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total Cost
Textbooks	357	43,280	210	24,450	259	36,594	673	62,072
Reference Books	9	3,359	118	45,336	14	5,827	44	17,840
Journals/ Periodicals	5		3	1,330	4	2,260	4	5,500

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

OPAC	Yes
Electronic Resource Management package for-journals	No
Federated searching tools to search articles in multiple databases	No
Library Website	Yes
In-house/remote access to e-publications	Yes
Library automation	No
Total number of computers for public access	03
Total numbers of printers for public access	01
Internet band width/ speed	4 Mbps
Institutional Repository	No
Content management system for e-learning	Yes
Participation in Resource sharing networks/consortia (like Inflibnet)	No

**4.2.5 Provide details on the following items:**

Average number of walk-ins: **224**

Ratio of library books to students enrolled: **3.27: 1**

Average number of books added during last three years: **270**

Average number of login to opac (OPAC): **No**

Average number of login to e-resources: **No**

Average number of e-resources downloaded/printed: **No**

Number of information literacy trainings organized: **No**

Details of "weeding out" of books and other materials: **1,300**



#### 4.2.6 Give details of the specialized services provided by the library Manuscripts

❖ References	Yes
❖ Reprography	Yes
❖ ILL (Inter Library Loan Service)	No
❖ Information deployment and notification(Information Deployment & Notification)	Yes
❖ Download	Yes
❖ Printing	Yes
❖ Reading List/ Bibliography compilation	Yes
❖ In –house/ remote access to e- resources	No
❖ User orientation and awareness	Yes
❖ Assistance in searching Databases	Yes
❖ INFLIBNET/IUC facilities	No

#### 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

- Display of new arrivals
- Information & guidance to students on library utilization
- Books exhibition
- Display of important article/information
- Providing books and reference materials to students and teachers according to their requirements.
- Informing the students and teachers about the new reference books available in the market.
- Conveying the needs for improvement of the library to the Principal and the Management.



**Library**

#### 4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Issuing a number of books to physically challenged students; giving them

first preference and extra time for return of books.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

- Yes, we have mechanism or feedback from the users as such, however we take into account the suggestions made by the students, teachers for the continual improvement of the library.

### 4.3 : I.T. Infrastructure

**4.3.1 Give details on the computing facility available (hardware & software) at the institution. Number of computers with Configuration (provide actual number with exact configuration of each available system):**

Location	No of Computers available
Computer Lab	35
A.V room	01
Principal Office	01
Administrative Purpose	03
Library	01
Research and Development Cell	03
Vice Principal & Coordinator/HODs	05
Examination Cell	01
Training and Placement officer	01
Laptops	04
<b>Total</b>	<b>55</b>

Configuration of Computers:	
1.	Server- Intel i7, 4GB RAM, 500 GB HDD
2.	Other PC- Intel / AMD processors, 2GB RAM, 320 GB HDD

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

- ❖ Internet facilities are made available for the teachers and the students on campus. Teachers and students are allowed to use computers on central computing facility, library and Research and Development Cell.
- ❖ Faculty are also allowed to use laptops which are available in their respective department.

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure & associated facilities?**

- ❖ For up-gradation of the IT Lab suggestions have been accepted from the teachers & they will soon be put in place.
- ❖ New softwares that are required for the teaching of a particular subject with reference to its current applications are upgraded as & when required.

**4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

Particulars	Amount Allocated			
	2011-12	2012-13	2013-14	2014-15
Computers	50000	60000	60000	75000
Software	5000	5000	5000	5000
Internet Facilities	4000	4000	6000	8000
Staff ICT training	6000	6000	8000	8000
AMC	48000	54000	60000	84000
<b>Total</b>	<b>113,000</b>	<b>129000</b>	<b>139000</b>	<b>180,000</b>

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

- ❖ There are facilities for computer aided teaching and learning in the College. The faculty is facilitated to prepare computer aided/technique/learning material.
- ❖ Setting up of computer facilities for internet based learning
- ❖ Intra net is developed for extensive use of ICT resources for teaching-learning materials for staff and students.
- ❖ Availability of learning resources including videos/CD's, case study, PPT etc.
- ❖ Faculty development program on use of Learning Resources & Development of Learning Resources
- ❖ Facilities of e-journals and e-book
- ❖ Wi-Fi Campus

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/ learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**



**Innovative Teaching Method**

- ❖ College faculty use projectors and PPT presentations for selected topics to impart knowledge to the students. The A/V room is also used to screen educational movies for the students.
- ❖ As a best practice all teachers have come up with Power Point Presentations on each subject who further uploaded on intra-net and available to students through Wi-Fi as a self learning facility.
- ❖ The College has acquired various C.D.'s on different topics covering soft skills health practices as well as social awareness themes.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

Not Applicable

#### **4.4 : Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

Sr. No	Particular	2010-11	2011-12	2012-13	2013-14
a.	Building	7,18,575	54,44,379	19,55,744	-----
b.	Furniture	9,92,526	10,22,625	10,49,256	22,09,482
c.	Equipment	11,49,207	14,94,335	3,40,585	2,09,177
d.	Computers	7,88,195	1,25,350	8,94,825	1,85,875

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?**

- ❖ The College has appointed regular staff for cleaning (Campus and Washrooms).
- ❖ For repair and maintenance of the electrical system an in-house electrician is appointed.
- ❖ They are available on the campus for any emergency and for regular requirements.
- ❖ Full time plumber is also available in the campus.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

- ❖ The maintenance activity of all the equipments is carried out on quarterly basis.
- ❖ The Principal of the College monitors the requirements of equipment/instruments and gets necessary sanction for procurement of the same from the management.
- ❖ All available equipments are serviced and maintained as per the requirements.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

- ❖ The College has installed its own stabilizer for voltage fluctuation management.
- ❖ Continuous water is supplied by the BMC, which is also supplemented by a bore well which is installed in the campus.
- ❖ Over-head tanks are constructed for storage of water to meet emergency crisis & an annual maintenance contract is given out to professionals for maintenance of the over-head water tanks on a yearly basis.

**CRITERION V: Student Support & Progression****5.1 : Student Mentoring & Support**

**5.1.1 Does the institution publish its updated prospectus/handbook annually? If = yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The College brings out its prospectus/handbook containing various academic details along with facilities available and rules and regulations for the benefit of students, parents and general public. The following are some of the highlights of the prospectus.

The same is also published on the website of the institute.

**I. Prospectus****Academic Programs:**

1. Courses offered in each Program
2. Eligibility criteria
3. Provision for backward class
4. Enrollment
5. Scheme of examination

**Campus Facilities & Activities:**

1. Counselling Centre
2. Computer Lab
3. Audio Visual Room
4. Gymnasium
5. College Magazine

**Rules & Regulations:**

1. Dress Code
2. Use of Cell phones
3. Notice Board
4. Guidelines for scholarships
5. Termination of Registration
6. Refund of fees and deposit
7. Library Norms
8. Administrative details
9. Hours of Instruction/Lecture Timing
10. Attendance
11. Holidays

**Endowment Prizes:**

1. Free ships

2. Fee concessions
3. Scholarship facilities

## II. Hand Book

1. Curriculum
2. Scheme of Examination
3. List of Holidays
4. Conducts rules and regulations in the College

### 5.1.2 Specify the type, number & amount of institutional scholarships / frees hips given to the students during the last four years & whether the financial aid was available and disbursed on time?

- ❖ The Trust provides free ships to the students coming from economically backward strata of society through its own resources and this is done on time.

The following are some recipients of this benefit:

Free-Ship: Total Amount				
Programme/ Class	B.Com	BMS	BMM	BAF
3 <sup>rd</sup> Year Students	-	1600	250	60250
2 <sup>rd</sup> Year Students	152750	39250	1000	18450
1 <sup>st</sup> Year Students	130300	90350	39050	10100
Total	283050	131200	40300	88800

### 5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

1% to 2% students receive financial assistance from state government, central government and other national agencies.

### 5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?

There is a dedicated person who has all the information about the entire schemes available from government and non government organization for /ST, OBC and economically weaker sections and he keeps on informing them through notice board, assisting them for filling format prescribed by Government bodies/Non Government organization.



### 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- ❖ There has been an increased in number of students going for entrepreneurship and College has always looked into the need of such students.
- ❖ Some of the efforts made by the College are exposing them to entrepreneurs, bank managers and experts from industry.

Few examples of entrepreneurs, bank managers and experts from industry are as follows:

Sr. No.	Name	Field
1.	Mr. Chetan Mathur	Entrepreneurs
2.	Mr. Gopal Godwani	Entrepreneurs
3.	Mr. Uday Urva	Bank managers
4.	Mr. Kunal Patil	Experts from industry
5.	Mr. Chandresh Kakkar	Chattered Accountant
6.	Mr. Ramesh Pandey	Chattered Accountant
7.	Mr. Rahul	Chattered Accountant
8.	Dr. Abhilash Kasabwala	Doctor (B.D.S.)
9.	Mrs. Asmita Gajja	Art Designer

Impact of efforts can be seen by the table below:

Sr. No.	Year	%age of students who become entrepreneurs	%age of students who go for Post Graduate course	%age of students who start their professional career as an employee
1.	2011-12	21.96%	24.24%	55.68%
2.	2012-13	17.27%	26.91%	55.81%
3.	2013-14	15.62%	29.29%	54.68%

### 5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- **Additional academic support, flexibility in examinations**
- **Special dietary requirements, sports uniform and materials**
- **Any other**
- ❖ The College ensures that the students are granted relaxation in attendance when they represent the College in sports or any other extracurricular activity. This is done after seeking the permission from the university and only after this the students are permitted to appear for an additional examination.

- ❖ The students are given chance to appear for additional examinations if they miss the regular examinations due to activities.
- ❖ The College provides sports uniforms, refreshment and transport facilities to the students selected for such events.
- ❖ The winners are felicitated, given trophies and certificates on sports day and annual day.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

- ❖ Our teachers guide and support the students appearing for CAT, CET and CPT.
- ❖ The institution also arranges lectures on career guidance, where the students are guided and sent for courses to encourage as per their aptitude.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

- ❖ We have a student counselor on the campus to cater to the requirements of the students on academic, personal, career, psycho-social matters.
- ❖ Students' mentors have been appointed for each student who looks into their academics, personal, career counseling on the day to day basic.
- ❖ A teacher with psycho-social background is made available to student if required,

Till date no case has been received.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If = yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programs).**

- ❖ College organizes career guidance sessions by inviting eminent professionals for conducting sessions on Stock Exchange, Journalism, CA courses etc.

Sr. No.	List of Companies who regularly Come for Recruitment
1.	Tata Trents
2.	Asmita Arts
3.	Raj Furniture
4.	CEAT tyres
5.	Mr. Chandresh Kakkar ( C.A. firm)
6.	Amit Arts
7.	Cynozure

**5.1.10 Does the institution have a student grievance redressal cell? If yes,**

**list (if any) the grievances reported and redressed during the last four years.**

- ❖ The College has a Student Grievance Redressal Cell as follows:

<b>Name of the Teacher</b>	<b>Designation</b>
Mrs Rita Singh	Convener
Ms Diana Rayen	Member
Mrs Seema Petkar	Member
Mr Faisal Tanwar	Member
Mr Vijay Makwana	Member

- ❖ The College did not receive any major grievance from the students during last four years however students' grievances in regards to teaching methodologies of certain teachers, which were not understood by the students, were put forth to concerned teachers and there was a change in their system of teaching.

#### **5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

'Vishakha Committee' keeps on advocating/performing different programmes against sexual harassment. Till date we have not received any case.

**Vishakha Committee consists of the following members:**

<b>Name of the Teachers</b>	<b>Designations</b>
Mrs Seema Petkar	Convener
Mrs Rita Singh	Member
Ms Diana Rayen	Member
Mrs Shalini Shashidharan	Member
Mrs Mamta Rajani	Member
Ms Aarti Ahuja	Member

#### **5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

- ❖ Yes, there is an Anti-Ragging Committee in the College. However, there has been no instance of ragging reported to the committee.

**The following is the list of Anti Ragging Committee Members:**

<b>Name of the teacher</b>	<b>Designations</b>
Dr. Zahida Shaikh	Chairperson
Mrs. Rita Singh	Vice- Chairperson
Mr. Faisal Tanwar	Co-ordinator
Mr. R. V. Pangam	Councilor
Mr. Surinder Rana	Member
Ms. Neeta Wadhvani	Member

Mr. Vijay Makwana	Member
Mr. Surendra Chaudhry	Member
Mrs. Jyoti	Member
<u>Students</u>	
1) Kapadia Mohd Juned	Member
2) Ghashwala Insha	Member

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- ❖ Under the welfare activities College Provides following facilities:-
  - Canteen Facility
  - Provisions of financial assistance in case of medical emergencies to students and children of the employees.
  - Provision for fees relaxation.
  - Formation of NSS Unit for student's participation in extension programs to undertake various welfare measures etc.
  - Career Counselling and Remedial & guidance lectures.
  - Career guidance lectures in Sport Management by Y.M.C.

**Career Guidance lecture by Mr. Abid Naqvi from TV9**



**5.1.14 Does the institution have a registered Alumni Association? If =‘Yes, what are its activities and major contributions for institutional, academic and infrastructure development?’**

- ❖ College is in the process of forming Alumni Association. However we have informal interaction and association with Ex Students who are invited on various occasions to come and share their experiences with the present students.
- ❖ Alumni convey the information to develop curriculum as per the need of industry.

## 5.2 : Student Progression

**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

- ❖ It is difficult to get complete data of all students who go for higher studies or get employment. However, we give an approximate data from the informal contacts and interaction with the alumni.

Year 2013-14				
Students Progression	B. Com	B.M.S.	B.M.M.	B.A.F.
Job	60.45%	44.89%	46.14%	29.41%
Entrepreneur	12.99%	22.44 %	30.76%	11.76%
UG. To PG.	26.55%	32.65%	23.07%	59.94%

**5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)?Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

Academic Year	Name of the Program	No of Students appeared	No of Students Passes	Pass Percentage
<b>2013-14</b>	<b>B.Com</b>	242	150	62 %
	<b>BAF</b>	20	17	85 %
	<b>BMS</b>	57	34	60 %
	<b>BMM</b>	18	11	61.10 %
<b>2012-13</b>	<b>B.Com</b>	268	201	75 %
	<b>BAF</b>	38	35	92 %
	<b>BMS</b>	76	52	69 %
	<b>BMM</b>	18	18	100 %
<b>2011-12</b>	<b>B.Com</b>	266	186	69.93 %
	<b>BAF</b>	-	-	-
	<b>BMS</b>	55	37	67 %
	<b>BMM</b>	11	10	90.90 %
<b>2010-11</b>	<b>B.Com</b>	197	134	68.02%
	<b>BAF</b>	-	-	-
	<b>BMS</b>	47	37	78.72 %
	<b>BMM</b>	11	08	72.72 %

**5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

- ❖ The institution provides career guidance by inviting eminent professionals from various fields to guide students.

- ❖ The institute displays brochures related to higher education, competitive examination and job opportunities at prominent places/notice board.
- ❖ The employability skills are enhanced through ICT facilities, bridge courses, interaction with industry and alumni.
- ❖ The university curriculum is further enriched by including beyond syllabus and bridge courses.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

- ❖ Students are provided with Special Personal Counseling. Periodical PTA meetings are held to encourage and assist students to cope up with the studies.
- ❖ Regular parent-teachers meetings are held where attention of the parents towards their wards performance and remedial actions are also discussed.

**Parents Teachers Meeting for the year 2014-15**



### 5.3 : Student Participation & Activities

**5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

The Following activities are conducted by the College:

Sr. No	Activities	Details
1.	<b>Sports</b>	<ul style="list-style-type: none"> <li>✓ Football</li> <li>✓ Cricket</li> <li>✓ Chess</li> <li>✓ Carom</li> <li>✓ Running</li> <li>✓ High Jump</li> <li>✓ Tug of War</li> <li>✓ Throw ball</li> <li>✓ Javelin Throw</li> <li>✓ Shot Put</li> <li>✓ Marathon</li> </ul>
2.	<b>Cultural</b>	<ul style="list-style-type: none"> <li>✓ University Youth Festival</li> <li>✓ College Annual Day</li> <li>✓ Teachers Day</li> <li>✓ T.Y Farewell</li> </ul>
3.	<b>Extra Curricular activity</b>	<ul style="list-style-type: none"> <li>✓ PPT Competition</li> <li>✓ Marketing Fiesta</li> <li>✓ Peace Rally</li> <li>✓ Rangoli competition</li> <li>✓ Go green Day</li> <li>✓ Mehandi competition</li> <li>✓ Nail Art competition</li> <li>✓ Poster and Collage</li> <li>✓ Best out of waste</li> </ul>

### VARIOUS ACTIVITIES ORGANIZED IN THE CAMPUS



### CLARA'S COLLEGE OF COMMERCE ACTIVITY CALENDER (A.Y.2014-15)

DATE	DAY	ACTIVITIES
09.06.2014	Monday	College Reopens - Regular Classes started
05.07.2014	Saturday	Go Green Day
26.08.2014	Saturday	Creative art competition
06.08.2014	Wednesday	N.S.S. Rally/Orientation programme for first year students
08.08.2014	Friday	Workshop on Self Defense
09.08.2014	Saturday	Orientation Program and parent-teachers meeting for Second & Third year Students
12.08.2014 & 13.08.2014	Tuesday	Youth Fest
15.08.2014	Friday	Independence day
19.08.2014	Tuesday	Literary Events
05.09.2014	Friday	Teachers Day



12.09.2014	Friday	Marketing Fiesta
21.09.2014	Sunday	Tree Plantation Drive
02.10.2014	Thursday	Swachh Bharat Abhiyaan
17.11.2014	Monday	Communal Harmony Programme
22.11.2014	Saturday	Lecture on Effective Press Skills
27.11.2014	Thursday	Swachh Bharat Abhiyan
07.12.2014	Sunday	Anti Drug Rally
13.12.2014	Saturday	Blood Donation Drive
20.12.2014	Saturday	Basic Company Training Programme
08.01.2015	Thursday	Research and Development Cell Programme
19.01.2015	Monday	Workshop on 'Research Methodology'
15.01.2015	Thursday	Magazine Cover page design Competition
21.01.2015	Wednesday	Food Fiesta
22.01.2015	Thursday	Workshop on Financial Literacy
23.01.2015	Friday	Annual Sport Day
24.01.2015	Saturday	Convocation Ceremony
26.01.2015	Monday	Republic Day
31.01.2015	Saturday	Best Articles Competition
14.02.2015	Saturday	Annual Day
20.02.2015	Friday	Internal Examination for Third year and Workshop on Tally
24.02.2015	Tuesday	Industrial Visit
27.02.2015	Friday	Marathi Divas Celebration
28.02.2015	Saturday	Symposium on Emotional Intelligence
14.04.2015	Tuesday	Free Medical Camp

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Sr. No.	Name of students	Class	Events	Year	Level
1	Mr. Phopale Siddesh	S.Y.BMM	Spot Photography	2013-14	Zonal
2	Mr. Haldankar Nidad Hement	F.Y.BAF	On the spot painting	2013-14	Zonal
3	Mr. Sagar Raj	TYBMS	Western instrument	2014-15	Zonal
4.	Mr. Daksha Parab	F.Y. B.Com	Shotokan Global Iapan Karate Academy (KWF India.	2014-15	National
5.	Mr. Azhar Shaikh	T.Y. BMM	Mono Acting	2014-15	Zonal
6.	Mr. Neil Misquita	S.Y.B.Com	Western Solo Song	2014-15	University level



**Award Winners**

**LIST OF STUDENTS PARTICIPATED IN EXTERNAL CULTURAL ACTIVITIES IN YOUTH FESTIVAL 2014-2015 ORGANIZED BY MUMBAI UNIVERSITY**

EVENTS	NAME OF STUDENTS	CLASS
<b>Folk Dance – Gangaur</b>	Neha Godbole	SYBCOM
	Kauser Syyed	SYBCOM
	Swapinta hegde	TYBCOM
	Janhavi Bhandari	SYBCOM

	Mahalaxmi Gounder	SYBCOM
	Sabiha Rizvi	FYBCOM
	Pooja Sahu	FYBCOM
	Meenakshi Bhati	FYBMS
	Rashika Khan	FYBMS
	Ketki Patil	SYBCOM
<b>Western group song</b>	Vikas Sharma	FYBCOM
	Keith Buthello	FYBCOM
	Sarina Misquitta	SYBCOM
	Rachael Braz	FYBAF
	Jomsy Josphe	SYBCOM
	Elaine Fernandes	FYBCOM
<b>Mime (Mirror)</b>	Azhar Shaikh	TYBMM
	Utkarsh Mandlik	TYBMM
	Sami Khan	TYBMM
	Bhaves Chawli	TYBCOM
	Savale Salve Bandekar	FYBMS
<b>Mono Acting</b>	Azhar Shaikh	TYBMM
<b>One act play (lost and found)</b>	Azhar Shaikh	TYBMM
	Utkarsh Mandlik	TYBMM
	Samiullah Kahan	SYBMM
	Shirin Khan	FYBCOM
	Meenakshi Bhatt	FYBMS
	Namrata Kalal	FYBCOM
<b>Essay Writing</b>	Tejashvi Chavan	FYBAF
<b>Cartooning</b>	Nikesh Kailash	SYBCOM
<b>Western Instrumental</b>	Sagar Raj	TYBMS
<b>Rangoli</b>	Arun Krishna Kalekar	SYBCOM
<b>On The Spot Painting</b>	Monish Vijay Kanojia	FYCOM
<b>Clay Modeling</b>	Rupes Aherkar	SYBAF
<b>Poster Making</b>	Ummi Laila Chirag	TYBAF
<b>Western Solo</b>	Neil Misquitta	SYBCOM
<b>Elocution</b>	Cecil Trindade	TYBMS

### 5.3.3 How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- The College organizes informal interaction with ex-students who are invited on various occasions to come and share their experiences with the present students. The feedback from such meetings and the responses of the employers through these interactions are taken note of.
- The feedbacks so obtained are analyzed and results are part of the continuous improvement of the institutional procedures including those related to academics.

**5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

- ❖ The students of the College contribute by way of articles, poems, essays towards the College magazine which is released on the Institution's annual day.

For the College magazine the following students were actively involved as part of editorial Boards:

Year	Name of Students	Course
2014-15	Miss. Misquitta Casandra Claude V.	F.Y.BMM
	Mr. Phulpagar Sheldon Samson	F.Y. BMM
	Miss. Murzello Nelveena Nelson	F.Y.BMM
2013-14	Mr. Sayyed Kauser Shamshuddin	F.Y. B.Com.
	Miss. Chaubey Ritu Sunilkumar	F.Y. BMM
	Mr. Kasar Rutul Anil Sujata	S.Y.BMM
2012-13	Mr. Shetty Chirag Shankar	F.Y. BMS
	Miss. Haidade Saizeen Asiam R.	S.Y. B.Com
	Mr. Fernades Sharon Julius C.	F.Y. B.Com.

**The following is the list of some students who have written articles for the College magazine:**

Sr. No	Name of Student	Title	Class
1	Nayab A. Khan	Just four words	T.Y.BMM
2	Anson Joseph	Mysterious Being	T.Y.BMM
3	Nelson Pinto	Fly high...	F.Y.B.M.S.
4	Swaleha Shaikh	<u>Knowledge</u>	F.Y.B.M.S.
5	Rida S. Kasmani	A Father Just like you	F. Y.B.Com
6	Sumaiya Naviwala	Tension	T.Y.B.Com
7	Belletha Anthony	Success Begins with a fellow's will	SYBMS
8	Nasreen Mirza	Thoughts	F.Y.B.Com
9	Yohan V. Ambre	Internet : A Cause For Good or Evil	S.Y.B.Com
10	Farry Dias	Teenage	S.Y.BMS
11	Sharon Fernandes	Daily Resolutions	T.Y.B.Com
12	Sayed Samrin	Angels	F. Y.B.Com
13	Rayon Mendonsa	College Life	F. Y.B.Com
14	Aasma Parkar	Remember	F.Y.BAF
15	Poomam Sunder Chawan	Teacher	S.Y.B.Com
16	Zahin C.K	Maa	S.Y.B.Com

17	Uzma Talib	Ghazai	F. Y.B.Com
18	Khan Saba	Zindagi	F.Y.BAF

**5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

The College has a Student Council as per guidelines of University of Mumbai which is as follows :

Name of the teachers		Designation
<b>Dr. Zhaida Shaikh</b>		<b>Chairperson</b>
Mrs. Rita singh		Convener
Mrs.SeemaPetkar		Member
Mr. Faisal Tanwar		Member
Ms. Diana Rayen		Member
Ms. AkshaMemon		Member
Mrs. MamtaRajani		Member
Mr. Vijay Makwana		Member
<b><u>Director Sports and Physical education</u></b>		
Mr. Sudesh		
<b><u>Student Representatives</u></b>		
Anthony Belletta	General Secretary	
Bhonde VishrantiShaikh	T. Y.B.COM (A)	Member
Altaf Rasid	T. Y.B.COM (B)	Member
Aisha Mohd. Kifayatullah	S. Y.B.COM (A)	Member
Yadav Udal	S. Y.B.COM (B)	Member
Kasmani Rida Salim	F. Y.B.COM (A)	Member
Saiyyad Saiffuddin Saiyad	F. Y.B.COM (B)	Member
Abduzar	F. Y.B.COM (C)	Member
Siddiqui Bushra	F. Y.BAF	Member
Raundhal Priyanka	S. Y.BAF	Member
Koli Preci	T. Y.BAF	Member
Baig Kainat	F. Y.BMS	Member
Merchant Ali	S. Y.BMS	Member
Kazi Faiza	T. Y.BMS	Member
Misquitta Casandra	F. Y.BMM	Member
Anklesaria Khushboo	S. Y.BMM	Member
Khan Aman	T. Y.BMM	Member
Gonsalves Gavin	Sports	Member
Anthony Belletta	N.S.S	Member
Sayyed Kauser	Cultural	Member
<b><u>Ladies' Representatives</u></b>		
Chavan Ankita		Member
Hire Aishwarya		Member

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

We have various academic and administrative bodies on which students are represented. These include the following:

1. Student council
2. Sports committee
3. Cultural committee
4. NSS committee
5. Vishakha Committee

**5.3.7 How does the institution network & collaborate with the Alumni & former faculty of the Institution.**

- Every year on Annual Day and Republic day Alumni are invited and felicitated.
- The toppers are also invited to interact with the current students and enrich them with their experiences.



**Felicitation Ceremony**



**Annual Day**



**Annual Day**



**Annual Sports Meet**

## CRITERION VI: GOVERNANCE, LEADERSHIP & MANAGEMENT

### 6.1 : Intuitional Vision & leadership

**6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's tradition and value orientation, vision for the future, etc.?**

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

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

The institution caters to the needs of underprivileged groups like the Hindi linguistic minority and socially, educationally, economically and physically disadvantaged strata of society. The institution believes in imparting value-orientated education and education of quality par excellence.

**6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its policy and plans?**

**Top Management:**

- ❖ The management plays a leading role in formulating the policies and action plans for the institution by keeping in mind the vision, mission and objectives as mentioned above.
- ❖ The management is involved in the Local managing committee and keeps on taking the review of the functioning of College.
- ❖ The management takes meetings with Principal, Vice-Principal, Coordinators/Heads, student council members and other stakeholders from time to time.

**The Principal:**

- ❖ The Principal plays an important role in the academic and administrative methods and is fully involved in the formulation and implementation of policies undertaken by the management.

**The Faculty:**

- ❖ The faculty members are also involved enthusiastically in the academic as well as the extracurricular activities.
- ❖ The faculty through various College committees involves themselves in the growth of the corporate life of the institution.

**6.1.3 What is the involvement of the leadership in ensuring?**

- **the policy statements and action plans for the fulfillment of the stated mission**
- **formulization of action plans for all operations and**



**incorporation of the same into the institutional strategic plan**

- **Interaction with stakeholders**
  - **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
  - **Reinforcing the culture of excellence**
  - **Champion organizational change**
- ❖ The leadership of the College consists of the Management of the Children Welfare Centre, the Principal, the Vice-Principal and various heads/ coordinators of the programme.
  - ❖ The Management takes initiative and appropriate measures for the all round growth of the institution.
  - ❖ The Principal and Vice-Principal, who is also the Chairperson of the examination committee, have taken great efforts in stream lining the academic and examination programs and their implementations. They interact regularly with the stake holders in their Endeavour to achieve the culture of excellence.
  - ❖ The Coordinators/HODs of each program are accountable for all activities and their success. They have been delegated with necessary authority to enable them to work independently for the benefit of the students. By constantly reviewing and by taking such measures they contribute for the smooth functioning of the College.
  - ❖ Evidences of effective governance are seen in the form of improvement in results, increase in pass percentage, and decrease in drop outs, student's achievement in sports and cultural activities as well as in the professional development of staff and overall satisfaction of students and all teaching, non-teaching staff.

**6.1.4 What are the procedure adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvements from time to time?**

**Procedures:**

The following are the procedures adopted by the institution to monitor and evaluate policies and plan:

- ❖ The College has developed institute based mechanism to foster innovations & continuous progress.
- ❖ The budgetary provisions are made on institutional development plans.
- ❖ The College has constituted various committees to undertake various activities and to promote entrepreneurship, employability, career progression, continuing education, etc.
- ❖ Research and development has been promoted to inculcate research culture among faculty.
- ❖ Annual increments, incentives and rewards are given to faculty for outstanding contribution in teaching-learning process.
- ❖ Organize activities to promote College's mission & objectives of student centric education.
- ❖ The College collaborates with industry, business units and Mumbai university to develop competencies of students and

- ❖ faculty
- ❖ The College offers need based programmes/add on courses in different modes of learning

### **Action Plan**

The implementation of strategic planning (micro level) has the following aspects/features too.

- ❖ Principal has regular formal and informal interactions with the student community.
- ❖ Principal ensures that adequate feedback on various aspects of management through regular staff meetings, meeting with coordinator and informal discussions are being carried out.
- ❖ Students' feedback Committee reports, portion completion form etc. serve for an academic audit.
- ❖ Vice Principal reports the activities to the Principal on a day to day basis.
- ❖ Activities are reviewed on daily basis and any correction needed is undertaken immediately as management is available on the premises.

### **6.1.5 Give the details of the leadership provided to the faculty by the top management?**

- ❖ The Management gives the responsibilities of carrying out academic as well as day to day activities to the faculty.
- ❖ Committees are formed consisting of faculty members for the smooth functioning of the College.
- ❖ Some of the important committees are Academic Monitoring committee, Review Committee, Woman Development Cell, Anti-Ragging Committee, Student Council, Discipline committee, Examination committee, Attendance committee, Cultural committee, Sports committee, NSS etc.
- ❖ The faculty members are assigned with the community based projects
- ❖ The faculty members are encouraged for undertaking innovative projects. The faculty member has conducted "training on tally" as part of beyond the curriculum.

### **6.1.6 How does College groom leadership at various levels?**

- ❖ The management and principal believe in cooperation, coordination and team work in running the institution.
- ❖ The College grooms leadership at various levels by encouraging the conveners of various committees to nurture leadership quality.
- ❖ The College promotes faculty to conduct activities/programmes to groom leadership at various levels.

**Following are the faculties involved in different committees:**

Sr.No	Name of the teacher	Committee
1	Mrs. Rita Singh	1) Examination Committee 2) Identity Card Committee 3) LMC /Staff meeting Committee 4) Vishakha Committee 5) Student Council 6) Students grievances Redressal Cell 7) Anti Ragging Committee 8) Academic Monitoring Committee 9) Feedback Committee 10) Notice board and circular 11) Hospitality Committee
2.	Ms. Diana Rayen	1) Admission Committee 2) Examination Committee 3) Discipline Committee 4) Identity Card Committee 5) Time-Table Committee 6) NSS Committee 7) Vishakha Committee 8) Student Council 9) Students grievances Redressal Cell 10) Research Committee 11) Academic Monitoring Committee 12) SMS Committee 13) Hospitality Committee
3.	Mr. Surendra Chaudhary	1) Admission Committee 2) Discipline Committee 3) Identity Card Committee 4) Unfair Means Inquiry Committee 5) Sports committee 6) Anti Ragging Committee 7) Feedback Committee 8) SMS Committee
4.	Mr. Vijay Kumar Makwana	1) Admission Committee 2) Examination Committee 3) Identity Card Committee 4) Time-Table Committee 5) Student Council 6) Students grievances Redressal Cell 7) Anti Ragging Committee 8) Academic Monitoring Committee 9) SMS Committee
5.	Mr. Surender Rana	1) Admission Committee 2) Examination Committee 3) Identity Card Committee 4) Anti Ragging Committee

		5) SMS Committee
6.	Mrs. Kakkar Dimple	1) Admission Committee 2) Identity Card Committee 3) Sports committee 4) LMC /Staff meeting Committee 5) A.V Film Committee 6) SMS Committee 7) Notice board and circular
7.	Mr. Mohammed Faisal Tanwar	1) Admission Committee 2) Examination Committee 3) Discipline Committee 4) Identity Card Committee 5) Time-Table Committee 6) Sports committee 7) Student Council 8) Students grievances Redressal Cell 9) Anti Ragging Committee 10) Academic Monitoring Committee 11) SMS Committee 12) Hospitality Committee
8.	Mrs. Seema Petkar	1) Admission Committee 2) Examination Committee 3) Identity Card Committee 4) Time-Table Committee 5) Cultural Committee 6) Vishakha Committee 7) Student Council 8) Students grievances Redressal Cell 9) Research Committee 10) Academic Monitoring Committee 11) A.V Film Committee 12) SMS Committee
9.	Mrs. Babita Kanoujia	1) Admission Committee 2) Examination Committee 3) Identity Card Committee 4) Cultural Committee 5) Library Committee 6) Research Committee 7) Magazine and Prospectus Committee 8) SMS Committee
10.	Ms. Aksha Memon	1) Admission Committee 2) Identity Card Committee 3) Cultural Committee 4) Student Council 5) SMS Committee
11.	Mr. Shahid Ansari	1) Admission Committee 2) Identity Card Committee 3) Cultural Committee 4) NSS Committee 5) SMS Committee

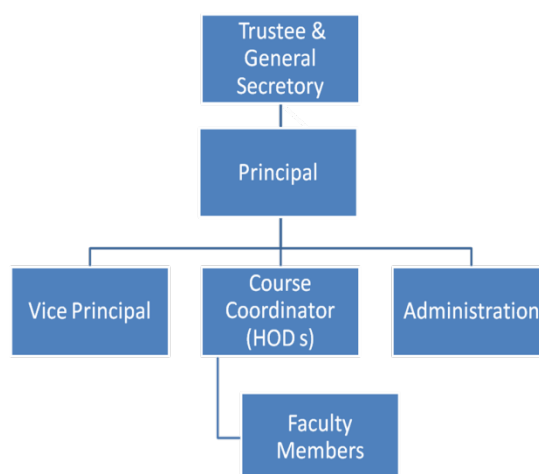
12.	Mrs. Shalini Shashidharan	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Identity Card Committee</li> <li>3) Cultural Committee</li> <li>4) Vishakha Committee</li> <li>5) Library Committee</li> <li>6) Research Committee</li> <li>7) Feedback Committee</li> <li>8) Quality Handbook Committee</li> <li>9) SMS Committee</li> </ol>
13.	Mrs. Mamta Rajani	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Identity Card Committee</li> <li>3) Unfair Means Inquiry Committee</li> <li>4) Cultural Committee</li> <li>5) NSS Committee</li> <li>6) Vishakha Committee</li> <li>7) Student Council</li> <li>8) Library Committee</li> <li>9) Research Committee</li> <li>10) Quality Handbook Committee</li> <li>11) Magazine and Prospectus Committee</li> <li>12) SMS Committee</li> </ol>
14.	Mr . Anish Kumar Desai	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Examination Committee</li> <li>3) Discipline Committee</li> <li>4) Identity Card Committee</li> <li>5) Sports committee</li> <li>6) Library Committee</li> <li>7) A.V Film Committee</li> <li>8) SMS Committee</li> </ol>
15.	Ms. Aarti Ahuja	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Discipline Committee</li> <li>3) Identity Card Committee</li> <li>4) LMC /Staff meeting Committee</li> <li>5) Vishakha Committee</li> <li>6) Magazine and Prospectus Committee</li> <li>7) SMS Committee</li> </ol>
16.	Mr Amit Bansod	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Identity Card Committee</li> <li>3) NSS Committee</li> <li>4) Feedback Committee</li> <li>5) Quality Handbook Committee</li> <li>6) SMS Committee</li> </ol>
17.	Mr. Minaz Khoja	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Identity Card Committee</li> <li>3) SMS Committee</li> </ol>
18.	Mr. Jude D'souza	<ol style="list-style-type: none"> <li>1) Admission Committee</li> <li>2) Discipline Committee</li> <li>3) Identity Card Committee</li> <li>4) Unfair Means Inquiry Committee</li> <li>5) Public Relation committee</li> </ol>

		6) Anti Ragging Committee 7) Library Committee 8) Feedback Committee 9) A.V Film Committee 10) SMS Committee 11) Notice board and circular
19.	Mr. R.V. Pangam	1) Public Relation committee 2) Quality Handbook Committee 3) Magazine and Prospectus Committee 4) SMS Committee

**6.1.7 How does the College delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?**

Decentralization is an important feature of participative management. Delegation of authority to various levels of organizations helps in maintaining good governance and quality education. The College has delegated authority to the Principal, Vice-Principal, various coordinators/ heads of departments and office staff to carry out day to day academic as well as administrative responsibilities. It believes in maintaining transparency in all matters and involving the entire stake holders in the implementation of the policies.

The following is the organizational structure that elaborates the delegation of authority at institute level.



The delegation of financial power to Principal is Rs. 20000 to Rs. 25000 and to co-ordinators/heads is Rs. 5000. Faculty is allowed to purchase any book up to Rs. 500/- which not available in central library.

**6.1.8 Does the College promote a culture of participative management? If 'yes' indicate the level of participative, management.**

The College promotes the culture of participative management at various levels in the following ways:

- ❖ The management takes periodic meetings (monthly) of all the faculty members to discuss various matters and take feedback from them.

- ❖ Principal regularly interacts with Programme-Coordinator and Conveners of various committees by giving instructions and suggestions. There is constant interaction and cooperation between the principal and the faculty members by having frequent meetings for effective functioning of College.
- ❖ Coordinators/Heads of various program assist in maintaining the quality of academic standards.
- ❖ College has student's council with staff representatives who take active feedback from the students on academic and co-curricular matter.
- ❖ The College through its various committees involves the faculty in carrying out curricular and co-curricular activities to promote a culture of participative management.

### Clara's College of Commerce List of Committees: (2014-2015)

Sr. No	Name of Faculty	Designation
<b>1. Admission Committee</b>		
	Ms. Diana Rayen	B.Com
	Mr. Faisal Tanwar	BMS
	Mr. Vijay Makwana	BAF
	Mrs. Seema Petkar	BMM
	All Concerned Class Teachers	Member
<b>2. Examination Committee</b>		
	Mrs. Rita Singh	Convener
	Ms. Diana Rayen	Member
	Mr. Vijay Makawana	Member
	Mr. Faisal Tanwar	Member
	Mrs. Seema Petkar	Member
	Mr. Surinder Rana	Member
	Mrs. Babita Kanojia	Member
	Mr. Anish Desai	Member
<b>3. Discipline Committee</b>		
	Ms. Diana Rayen	Convener
	Mr. Faisal Tanwar	Member
	Mr. Anish Desai	Member
	Mr. Surendra Chaudhary	Member
	Mr. Jude	Member
	Ms. Aarti Ahuja	Member
<b>4. Identity Card Committee</b>		
	Mr. Rita Singh	Convener
	Mr. Anish Desai	Member
	All Concerned Class Teachers	Member

<b>5. Attendance Committee</b>		
	Mr. Vijay Makwana	Convener
	Mrs. Shalini Shashidharan	Member
	All Concerned class teachers	Member
<b>6. Time – Table Committee</b>		
	Ms. Diana Rayen	Convener
	All the Co-ordinators	Member
<b>7. Unfair Means Inquiry Committee</b>		
	Mr. Jude DSouza	Convener
	Mrs. Mamta Rajani	Member
	Mr. Surendra Chaudhary	Member
<b>8. Cultural Committee</b>		
<b>Internal Committee</b>	Mrs. Seema Petkar	Convener
	Ms. Aksha Memon	Member
	Ms. Aarti Ahuja	Member
	Mrs. Mamta Rajani	Member
<b>External Committee</b>	Mrs. Babita Kanojia	Convener
	Mrs. Shalini Shashidharan	Member
	Mr. Shahid Ansari	Member
<b>9. Sports Committee</b>		
	Mr Faisal Tanwar	Convener
	Mr Surendra Chaudhary	Member
	Mrs Dimple Kakkar	Member
	Mr Anish Desai	Member
<b>10. NSS Committee</b>		
	Ms Diana Rayen	Programme Officer
	Mr Shahid Ansari	Programme Officer
	Mrs Mamta Rajani	Member
	Mr Amit Bansod	Member
<b>11. LMC/ Staff Meeting Co-ordinators</b>		
	Mrs. Rita Singh	Convener
	Ms. Aarti Ahuja	Member
	Mrs. Dimple Kakkar	Member
<b>12. Vishakha Committee</b>		
	Mrs Seema Petkar	Convener
	Mrs Rita singh	Member
	Ms Diana Rayen	Member
	Mrs Shalini Shashidharan	Member
	Mrs Mamta Rajani	Member
	Ms Aarti Ahuja	Member



<b>13. Student Council</b>		
	Dr Zhaida Shaikh	Chairman
	Mrs Rita singh	Convener
	Mrs Seema Petkar	Member
	Mr Faisal Tanwar	Member
	Ms Diana Rayen	Member
	Ms Aksha Memon	Member
	Mrs Mamta Rajani	Member
	Mr Vijay Makwana	
	Mr Sudesh	Director Sports and Physical education
	Gonsalves Gavin Anthony Belletta Sayyed Kauser	Sports N.S.S Cultural
	Bhonde Vishranti Shaikh Altaf Rasid	<b>Student Representatives</b>
	Chavan Ankita Hire Aishwarya	<b>Lady Representatives</b>
<b>14. Public Relation Committee</b>		
	Mr. Vaibhav Pangam	<b>Convener</b>
	Mr. Jude DSouza	Member
	Mrs. Vaishali Gawde	Member
	Mr. Lajar	Member
<b>15. Students Grievance Redressal Cell</b>		
	Mrs Rita Singh	Convenor
	Ms Diana Rayen	Member
	Mrs Seema Petkar	Member
	Mr Faisal Tanwar	Member
	Mr Vijay Makwana	Member
<b>16. Anti – Ragging Committee</b>		
	Dr. Zahida Shaikh	Chairman
	Mrs. Rita Singh	Vice- Chairman
	Mr. Faisal Tanwar	Member
	Mr. Jude DSouza	Member
	Mr. Surinder Rana	Member
	Ms. Neeta Wadhvani	Member
	Mr. Vinay Makwana	Member

	Mr. Surendra Chaudhary	Member
	Ms. Shruti	Member
	Two Students: Kapadia Mohd Juned Ghashwala Insha	Member
<b>17. Library Committee</b>		
	Mrs. Mamta Rajani	Member
	Mrs. Shalini Shashidharan	Member
	Mr. Anish Desai	Member
	Mr. Jude D'Souza	Member
	Mrs. Babita Kanojia	Member
	Mr. Shruti	Member
<b>18. Research Committee</b>		
	Mrs Babita Kanojia	Convenor
	Mrs Seema Petkar	Member
	Ms Diana Rayen	Member
	Ms Aksha Memon	Member
	Mrs Mamta Rajani	Member
	Mrs Shalini Shashidharan	Member
<b>19. Academic Monitoring Committee</b>		
	Dr Zahida Shaikh	Coordinator
	Mrs Rita singh	Co Coordinator
	Ms Daina Rayen	Member
	Mr Faisal Tanwar	Member
	Mr Vijay Kumar Makwana	Member
	Mrs. Seema Petkar	Member
<b>20. Feedback Committee</b>		
	Dr Zahida Shaikh	Coordinator
	Mrs Rita singh	Member
	Mr. Surendra Choudhari	Member
	Mr. Amit Bansod	Member
	Mr. Shalini Shashidharan	Member
	Mr. Jude D'Souza	Member
<b>21. Quality Hand Book Committee</b>		
	Dr. Zahida Shaikh	Principal
	Dr. Mamta Rajani	Member
	Mr. Amit Bansod	Member
	Mrs. Shalini Shashidharan	Member
	Mr. R. V. Pangam	Member

<b>22. Magazine &amp; Prospectus Committee</b>		
	Ms. Aarti Ahuja	Convener
	Mrs. Mamta Rajani	Member
	Mrs. Babita Kanojia	Member
	Mr. R.V Pangam	Member
<b>23. A.V Film Committee</b>		
	Mr. Anish Desai	Convener
	Mrs. Seema Petkar	Member
	Mrs. Dimple Kakkar	Member
	Mr. Jude DSouza	Member
<b>24. SMS Committee</b>		
	Mr. Anish Desai	Convener
	All the Class Teachers	Member
<b>25. Notice Board &amp; Circular</b>		
	Mrs. Rita Singh	Convener
	Mrs. Dimple Kakkar	Member
	Mr. Jude	Member
<b>26. Hospitality Committee</b>		
	Ms. Diana Rayen	Convener
	Mrs. Rita Singh	Member
	Mr. Faisal Tanwar	Member

The organizational structure shown above indicates the culture of participative management.

## 6.2 : Strategy Development and Deployment

**6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

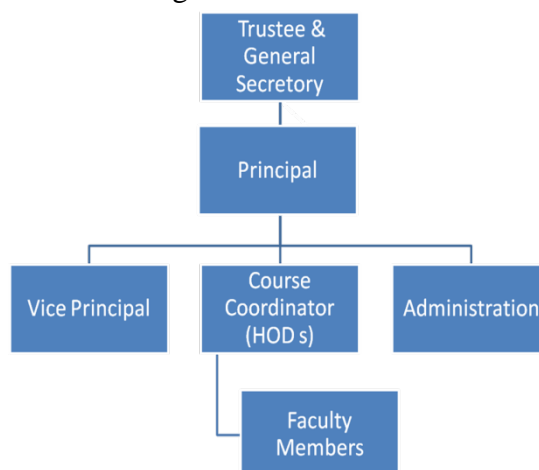
No

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

- ❖ The College has taken up the land of 4900 sq. meter area. Construction work is already started. It is planned to start within next two year.

**6.2.3 Describe the internal organizational structure & decision making processes.**

The following is the internal organizational structure:



Decision making process in the College is decentralized as shown in the above organizational structure. The day to day decisions are taken at the Principal, Vice-Principal and Coordinators' levels, while the policy decisions are referred to the top management for its approval.

**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.**

### Teaching & Learning:

- ❖ In view of this the institution has developed a manual like that of a "Quality Hand Book" for each course which gives a detailed plan of action for curriculum implementation.
- ❖ It contains Programme objectives and outcomes along with course objectives and outcomes. It also contains detailed teaching-learning schedule, evaluation plan and teaching aids adopted.

### Research & Development:

- ❖ Faculty members are made mentors to students. Students are associated with dedicated faculty members only for doing research.

**Community engagement:**

- ❖ The institution associates with state/national/international level organization are emphasized on community development projects.

**Human resource management:**

- Proper service rule book is in placed and is followed religiously.

❖ **Industry Interaction:**

- Industry interaction is one of the major aspects for any of the Colleges; we also look forward to have association with various industries from time to time.
- Some industries have been identified for training, consultancy, and industrial visits.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

- ❖ The principal plays an important role as a link between the College and the top management as well as between the College and other stakeholders.
- ❖ The principal reports to management on day to day basis regarding the activities of the institution.
- ❖ Report of the activities is also published every year and it is circulated to the L.M.C.
- ❖ The College has a mechanism of formal feedback by students regarding teachers and course evaluation.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

For improving the efficiency and effectiveness of institutional processes, the management encourages staff to be the part of different academic/administrative committees which are mentioned below.

Sr. No.	List of Committees
1)	Admission Committee
2)	Discipline Committee
3)	Identity Card Committee
4)	Time – Table Committee
5)	Attendance and SMS Committee

6)	Academic Monitoring Committee
7)	Examination and result Committee
8)	Unfair Means Inquiry Committee
9)	Review Committee
10)	Feedback Committee
11)	Cultural Committee
12)	Sports Committee
13)	NSS Committee
14)	Student Council
15)	Public Relations Committee
16)	Students Grievance Redressal Cell
17)	Vishakha Committee
18)	Anti – Ragging Committee
19)	Library Committee
20)	Research and Development Cell
21)	L. M. C.
22)	Quality Handbook Committee
23)	Magazine & Prospectus Committee
24)	Audio Visual Managing Committee
25)	Hospitality Committee
26)	Notice Board & Circular

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The latest resolution of LMC which was implemented successfully are

- ❖ Formation of Research and Development Cell
- ❖ Implementation of Quality Hand Book
- ❖ Applying for NAAC accreditation
- ❖ Acquiring Status of permanent affiliation

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If =yes', what are the efforts made by the institution in obtaining autonomy?**

Yes, the University of Mumbai has autonomy scheme. Autonomous status to institution is granted only after accreditation. We are in process of going for autonomy once accreditation is approved/ sanctioned.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

- ❖ The College has formed a Students' Grievance Redressal Cell for the students. If the students complain to the members of the cell, the cell resolve the issues; even the gender issues are being heard and resolved.
- ❖ The College also has Vishakha Committee which promotes and protect the interest of women.
- ❖ The College has Student Council.
- ❖ The management, the principal, and vice principal review the grievances brought to their notice by the faculty, students and the parents and redress them accordingly.
- ❖ Internally within the department are sorted out by the class teachers, Coordinators/Heads are authorized to solve students' small issues.
- ❖ The feedback is obtained during parent meeting and the issues are resolved by the authorities.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

No.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If =yes', what was the outcome and response of the institution to such an effort?**

- Yes, Some of the outcomes as responses of the institution after analyzing students' feedbacks are as follows;
  1. Increase in industry interaction
  2. Focus on research
  3. Tally Course

### **6.3: Faculty Empowerment Strategies**

#### **6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

- ❖ The College has formulated service rules to ensure the teaching and non-teaching faculty to get benefits for enhancement of their professional development.

Some of the efforts taken by the College are as follows:

- Allowing the faculty to attain training programmes
- Giving T.A., D.A. and registration fees whichever is applicable to faculty for conferences, seminars, symposiums etc.
- Recognizing teaching staff for their efforts in gaining outstanding achievement of students
- Giving sabbatical leave for faculty
- The grants leave to teachers for writing examination for further studies.

#### **6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employee for the roles and responsibilities they perform?**

- ❖ The faculty members are exposed to new best practices followed worldwide on teaching learning, ICT utilization and research methodologies.
- ❖ Various workshops are arranged by professional organizations on teaching-learning process, financial literacy, research methodology, journalism etc.

#### **6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

- ❖ Service rules are passed under L.M.C. and reviewed from time to time so that performance appraisal system is matched with that of neighboring institute.
- ❖ Proper performance appraisal form is in existence and religiously.

#### **6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decision taken? How are they communicated to the appropriate stakeholders?**

- ❖ The Principal discusses the self appraisal reports of the teachers, feedback from students and parents with the management. The management then decides and takes the appropriate actions and measures to enhance the quality of education in the institution. The management's views and instructions are being communicated to the stakeholder by the Principal to get the desirable effects and changes.



**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

- ❖ The management provides emergency medical funds to needy employees. 5% of employee is beneficiary.
- ❖ The management gives advance salary to teaching and non teaching staff as per requirement.
- ❖ Loan facilities are given to the non teaching staff without charging any interest. Most of the staff members have availed of such benefits.

**6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?**

- ❖ The College advertises for the vacant post in reputed newspaper such as Times of India/ Indian Express for wide publicity.
- ❖ College conducts its recruitment of staff according to the guidelines provided by UGC & University of Mumbai. Faculty members are recruited through a duly constituted selection panel as per norms laid down by the University.
- ❖ As an incentive to retain the efficient and experience staff. The management ensures annual increments in salary and other compensation.
- ❖ The College promotes faculty members for creativity & innovations.
- ❖ The faculty get attracted to our College due to the benefits given to the faculty as prescribed in service rule.

**6.4 : Financial Management & Resource Mobilization****6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?**

- ❖ The financial management of the College is monitored through the budgetary process.
- ❖ Review of the receipts and payments of the year is undertaken periodically.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

- ❖ The College has the mechanism of inter and external audits. The internal audit is done half yearly whereas the external audit is conducted annually.
- ❖ There are no major objections by the auditors.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

- ❖ The major sources of funding for the College are students' fees.
- ❖ The College has no loan on it.
- ❖ The College has Rs. 1,00,000 as corpus fund in the form of Fixed Deposit Receipts.
- ❖ The audited statements of account are enclosed in annexure VIII (a, b, c, d, e, f, g, h,).

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

- ❖ The College works under Children Welfare Centre Trust which manages additional funding and utilization from time to time.
- ❖ Secured/unsecured procured by Trust for up-gradation of infrastructure of the College.

## 6.5 : Internal Quality Assurance System (IQAS)

### 6.5.1 Internal Quality Assurance System (IQAS)

- a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

No

### 6.5.2 Does the institution have an integrated framework for quality assurance of the academics and administrative activities? If 'yes' give details on its operationalisation.

- ❖ Yes. Through the following various committees quality assurance of the academics and administrative activities are operationalised:

Sr. No	Name of Faculty	Designation
<b>1. Admission Committee</b>		
	Ms. Diana Rayen	B.Com
	Mr. Faisal Tanwar	BMS
	Mr. Vijay Makwana	BAF
	Mrs. Seema Petkar	BMM
	All Concerned Class Teachers	Member
<b>2. Examination Committee</b>		
	Mrs. Rita Singh	Convener
	Ms. Diana Rayen	Member
	Mr. Vijay Makawana	Member
	Mr. Faisal Tanwar	Member
	Mrs. Seema Petkar	Member
	Mr. Surinder Rana	Member
	Mrs. Babita Kanojia	Member
	Mr. Anish Desai	Member
<b>3. Discipline Committee</b>		
	Ms. Diana Rayen	Convener
	Mr. Faisal Tanwar	Member
	Mr. Anish Desai	Member
	Mr. Surendra Chaudhary	Member
	Mr. Jude	Member
	Ms. Aarti Ahuja	Member
<b>4. Identity Card Committee</b>		
	Mr. Rita Singh	Convener
	Mr. Anish Desai	Member
	All Concerned Class Teachers	Member

<b>5. Attendance Committee</b>		
	Mr. Vijay Makwana	Convener
	Mrs. Shalini Shashidharan	Member
	All Concerned class teachers	Member
<b>6. Time – Table Committee</b>		
	Ms. Diana Rayen	Convener
	All the Co-ordinators	Member
<b>7. Unfair Means Inquiry Committee</b>		
	Mr. Jude DSouza	Convener
	Mrs. Mamta Rajani	Member
	Mr. Surendra Chaudhary	Member
<b>8. Cultural Committee</b>		
<b>Internal Committee</b>	Mrs. Seema Petkar	Convener
	Ms. Aksha Memon	Member
	Ms. Aarti Ahuja	Member
	Mrs. Mamta Rajani	Member
<b>External Committee</b>	Mrs. Babita Kanojia	Convener
	Mrs. Shalini Shashidharan	Member
	Mr. Shahid Ansari	Member
<b>9. Sports Committee</b>		
	Mr Faisal Tanwar	Convener
	Mr Surendra Chaudhary	Member
	Mrs Dimple Kakkar	Member
	Mr Anish Desai	Member
<b>10. NSS Committee</b>		
	Ms Diana Rayen	Programme Officer
	Mr Shahid Ansari	Programme Officer
	Mrs Mamta Rajani	Member
	Mr Amit Bansod	Member
<b>11. LMC/ Staff Meeting Co-ordinators</b>		
	Mrs. Rita Singh	Convener
	Ms. Aarti Ahuja	Member
	Mrs. Dimple Kakkar	Member
<b>12. Vishakha Committee</b>		
	Mrs Seema Petkar	Convener
	Mrs Rita singh	Member
	Ms Diana Rayen	Member
	Mrs Shalini Shashidharan	Member
	Mrs Mamta Rajani	Member

	Ms Aarti Ahuja	Member
<b>13. Student Council</b>		
	Dr Zhaida Shaikh	Chairman
	Mrs Rita singh	Convener
	Mrs Seema Petkar	Member
	Mr Faisal Tanwar	Member
	Ms Diana Rayen	Member
	Ms Aksha Memon	Member
	Mrs Mamta Rajani	Member
	Mr Vijay Makwana	
	Mr Sudesh	Director Sports and Physical education
	Gonsalves Gavin Anthony Belletta Sayyed Kauser	Sports N.S.S Cultural
	Bhonde Vishranti Shaikh Altaf Rasid	<b>Student Representatives</b>
	Chavan Ankita Hire Aishwarya	<b>Lady Representatives</b>
<b>14. Public Relation Committee</b>		
	Mr. Vaibhav Pangam	<b>Convener</b>
	Mr. Jude DSouza	Member
	Mrs. Vaishali Gawde	Member
	Mr. Lajar	Member
<b>15. Students Grievance Redressal Cell</b>		
	Mrs Rita Singh	Convenor
	Ms Diana Rayen	Member
	Mrs Seema Petkar	Member
	Mr Faisal Tanwar	Member
	Mr Vijay Makwana	Member
<b>16. Anti – Ragging Committee</b>		
	Dr. Zahida Shaikh	Chairman
	Mrs. Rita Singh	Vice- Chairman
	Mr. Faisal Tanwar	Member
	Mr. Jude DSouza	Member
	Mr. Surinder Rana	Member
	Ms. Neeta Wadhvani	Member

	Mr. Vinay Makwana	Member
	Mr. Surendra Chaudhary	Member
	Ms. Shruti	Member
	Two Students: Kapadia Mohd Juned Ghashwala Insha	Member
<b>17. Library Committee</b>		
	Mrs. Mamta Rajani	Member
	Mrs. Shalini Shashidharan	Member
	Mr. Anish Desai	Member
	Mr. Jude D'Souza	Member
	Mrs. Babita Kanojia	Member
	Mr. Shruti	Member
<b>18. Research Committee</b>		
	Mrs Babita Kanojia	Convenor
	Mrs Seema Petkar	Member
	Ms Diana Rayen	Member
	Ms Aksha Memon	Member
	Mrs Mamta Rajani	Member
	Mrs Shalini Shashidharan	Member
<b>19. Academic Monitoring Committee</b>		
	Dr Zahida Shaikh	Coordinator
	Mrs Rita singh	Co Coordinator
	Ms Daina Rayen	Member
	Mr Faisal Tanwar	Member
	Mr Vijay Kumar Makwana	Member
	Mrs. Seema Petkar	Member
<b>20. Feedback Committee</b>		
	Dr Zahida Shaikh	Coordinator
	Mrs Rita singh	Member
	Mr. Surendra Choudhari	Member
	Mr. Amit Bansod	Member
	Mr. Shalini Shashidharan	Member
	Mr. Jude D'Souza	Member
<b>21. Quality Hand Book Committee</b>		
	Dr. Zahida Shaikh	Principal
	Dr. Mamta Rajani	Member
	Mr. Amit Bansod	Member
	Mrs. Shalini Shashidharan	Member
	Mr. R. V. Pangam	Member

<b>22. Magazine &amp; Prospectus Committee</b>		
	Ms. Aarti Ahuja	Convener
	Mrs. Mamta Rajani	Member
	Mrs. Babita Kanojia	Member
	Mr. R.V Pangam	Member
<b>23. A.V Film Committee</b>		
	Mr. Anish Desai	Convener
	Mrs. Seema Petkar	Member
	Mrs. Dimple Kakkar	Member
	Mr. Jude DSouza	Member
<b>24. SMS Committee</b>		
	Mr. Anish Desai	Convener
	All the Class Teachers	Member
<b>25. Notice Board &amp; Circular</b>		
	Mrs. Rita Singh	Convener
	Mrs. Dimple Kakkar	Member
	Mr. Jude	Member
<b>26. Hospitality Committee</b>		
	Ms. Diana Rayen	Convener
	Mrs. Rita Singh	Member
	Mr. Faisal Tanwar	Member

**6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes' give details enumerating its impact.**

Yes. the institution provides training to its staff for effective implementation of the quality assurance procedures.

<b>Name of the teachers</b>	<b>Name of the Workshop/Seminar</b>
Mrs Radha Iyer	a) Seminar on credit and grading system (26/06/2011)
	b) Registration fees for T.Y.B.COM seminar (28/06/2011)
	c) BMS Syllabus revision (14/12/2010)
	d) Seminar on business Economics III T.Y.B.COM (03/02/2010)

Mr Vijay Jadav	a) Review of new exam system for T.Y.B.COM with reference to accountancy paper
Mrs Babita Kanojia	a) Workshop on educational Research "Avishkar(2014-2015) (15/07/2014)
	b) Workshop on Revised and question paper pattern in financial accountancy and auditing (July, 2014)
	c) Workshop on " Roadmap to NAAC Accreditation Process, For Quality Assurance In Academic Institutions (12/7/2014)
Ms Aksha Memon	a) Workshop on " Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions" (12/7/2014)
MS Diana Rayen	d) One day seminar on "Culture, community and Sexuality" (21/11/2014)
	e) One day workshop on Educational Research (15/07/2014)
	f) Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and M.CoM(21/06/2014)
	g) Workshop on " Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions" (12/7/2014)
	h) Workshop on Women Development Cell (21/11/2014)
Mr Surinder Rana	c) Workshop on " Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business economics (13/07/2013)
	d) Workshop of revised syllabus of S.Y.B.Com on Saturday, July 2014
Mr. Vijay Kumar Makwana	k) One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM (09/08/2012)
	l) Workshop on effective implementation of grading / credit and semester system in the faculty of commerce (07/07/2012)
	m) One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.COM Accounting paper I (14/07/2012)
	n) National level seminar Global financial crisis Indian Scenario (01/12/2012)
	o) Workshop on Enhancing the quality of Education (14/08/2014)
Mr. Surendara.	p) Workshop on "Question Paper Pattern under



Chaudhary	75:25 evaluation scheme of Mathematical & Statistical Techniques” (19/07/14)
	q) Workshop on revised syllabus and paper pattern of “ S.Y.B.Com – Accounting Semester III & IV (30/07/14)
Mr. Anish Desai	r) Workshop on revised paper pattern for Computer System & Applications for TY B.Com (09/09/2014)
	s) Workshop on revised paper pattern for Computer System & Applications for TY B.Com (20/11/2014)

**6.5.4 Does the institution undertake Academics Audit or other external review of the academics provisions? If ‘yes’ how are outcome used to improve the institution activities?**

No

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

- ❖ The institute has set up the Quality Hand Book committee.
- ❖ Quality Hand Book processes are monitored by a committee, which work as a internal quality assurance.

Quality Hand Book Committee		
Sr. No.	Faculty Names	Designation
1.	Dr. Zahida Shaikh	Principal
2.	Mrs. Shalini Shashidharan	Member
3.	Mrs. Mamta Rajani	Member
4.	Mr. Amit Bansod	Member
5.	Mr. R. V. Pangam	Member

**6.5.6 What institutional mechanism is in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcomes?**

- ❖ The Principal through Q.H.B committee reviews the teaching-learning process and takes feedbacks from all stake holders and implements measures for academic improvements.
- ❖ The Academic Monitoring committee and the Review Committee keep on taking reviews of the functioning of the College and report to the management for taking measures to improve infrastructural facilities and academic performance.
- ❖ The coordinators/heads of departments review the academic performance of students course wise once in a month and suggest remedial actions.
- ❖ The subject teachers along with mentors follow up the performances and review the teaching-learning process.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

- ❖ The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through publication of annual reports, publication of magazines, audio-visual presentation on annual day.
- ❖ The institution organizes periodic meetings of its stake holders and communicates the quality assurance policies to them. The students and the parents are intimated through SMSs' and letters.
- ❖ Besides this the stakeholders are also updated through the College website [www.childrenwelfarecentre.in](http://www.childrenwelfarecentre.in) on quality mechanism.

## CRITERION VII: INNOVATIONS & BEST PRACTICES

### 7.1 : Environment Consciousness

#### Go-Green



#### Save Electricity



#### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes, the Institution periodically conducts a green audit of its campus and facilities. The management takes keen interest in maintaining surrounding clean and green.

- ❖ The NSS volunteers campaign against the use of plastic bags by creating awareness about pollution free environment. The government itself advises to avoid plastic bags to become eco conscious.

#### 7.1.2 What are the initiatives taken by the College to make the campus eco- friendly?

The following initiative is taken by the College to make the campus eco friendly:

##### **Energy conservation:**

- i) Students & teachers are advised to consume energy economically in the staff room, classrooms, corridors etc.
- ii) The ordinary bulbs and tube lights are being replaced in phases with CFL bulb throughout the campus.
- iii) LCD monitors are used in the computer lab so that energy is less consumed.
- iv) The College has installed air-conditioners in very few places and are used sparingly contributing towards saving energy. Similarly the elevator is used as per requirement encouraging the staff and students to use staircases.

- v) Our College NSS students have been involved in spreading awareness on energy conservation concepts in the locality

**Use of renewable energy:**

- i) Through the activity-“Best out of Waste”, our students are involved in segregating the waste into disposable items and items that are reusable with modification.
- ii) Bottles, cans and plastics are separated so that it can be recycled.

**Water harvesting:**

The College has rain water harvesting provisions and also has a bore well which is used for gardening and sanitation.

**Plantation:**

The College, under the supervision of NSS unit has taken initiative in planting saplings and nurturing green environment. Through such activities the students have been made aware of environmental consciousness and protect the green surroundings.

The entire College has greenery due to the plantation programmes of NSS. If a visitor or a Chief Guest is invited to the College, he is requested to plant a sapling in the premises.

**E-waste management:**

The outdated computers and electronic equipments are phased out and these are disposed off in a responsible manner and these are replaced with new ones.

## 7.2 : Innovations

### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

The following are some of the innovations introduced by the institution which have created a positive impact on the functioning of the College and the society:

#### 1. Full Time Activity Chairman

- ❖ The College has an independent activity chairman: Mr. Prashant Kashid who coordinates the co-curricular and extracurricular activities at the university as well as the College level. This has given a special thrust towards service learning and holistic development of the students. These activities include Sports day, Annual day, Teachers day, Environment/Go Green Day, Peace rally, Swacch Bharat Abhiyan etc..

#### 2: Quality Hand Book (QHB)

- ❖ The College has adopted an innovative practice by introducing Quality Hand Book (QHB) for each course which guides the teachers and students in understanding teaching-learning process.

**BEST PRACTICE - I****1. Title of the Practice:****Quality Hand Book (QHB)****2. Goals/Objectives:**

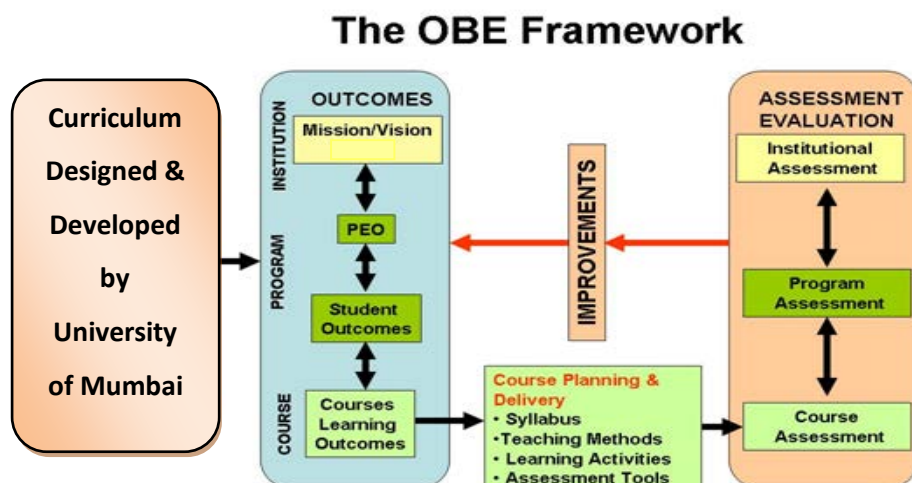
1. To enhance the quality of teaching-learning process in the institution
2. To provide insight into a program and the particular course
3. To describe the program objectives and outcomes, course objectives and outcomes, teaching-learning methods used, course content and instructional plan
4. To provide an overview of evaluation and assessment pattern
5. To develop interest and professional skills in students to become successful individuals.
6. To determine the most effective method of presentation of the course content by the teacher.
7. To enable proper planning and mobilization of effective teaching aids for a more enhanced learning experience.
8. To maintain the uniformity in the teaching-learning process irrespective of faculty turn over for new entrant in a particular course as well.
9. To provide a micro as well as macro plan of implementation of the prescribed curriculum.

**3. The Context:**

The present system of higher education in India faces various challenges. With 10+2+3 scheme of education, students coming from Schools and Junior Colleges with the background of rote learning have to adapt to a considerable higher standard of instructional level. Besides many of our students come from first generation learners. It is important to make this transition student-friendly from secondary education to higher education.

The graduate employability is first and foremost to the institute. In the changing business and market trends, the job opportunities and skill sets are changing drastically. In view of this, the institute felt the need of framing the curriculum delivery in tune with the career achievements of graduates after their graduation.

The Outcome Based Education (OBE) framework has been followed as per the curriculum of Mumbai University for all four programmes (B.Com, B.M.S., B.M.M., B.A.F.) are transformed in to this model, without disturbing the spirit of university curriculum. Outcomes based education (OBE) is a process that involves the restructuring of curriculum, assessment and reporting practices in education to achieve the determined goal.



In view of this the institution has developed a manual like that of a “Quality Hand Book” for each course which gives a detailed plan of action for curriculum implementation. It contains Programme objectives and outcomes along with course objectives and outcomes. It also contains detailed teaching-learning schedule, evaluation plan and teaching aids adopted.

#### 4. Practice:

The College is required to follow the curriculum as prescribed by the University of Mumbai. At the end of the academic year each teacher is allotted work load for the following academic year. Therefore the concerned teacher is required to plan the curriculum delivery by preparing a manual termed as Quality Hand book (QHB). QHB's are developed course wise. In the process of developing these manuals there is consultancy within the departments and inputs and guidance from senior faculty members under the supervision of the Course Coordinator are taken into consideration.

The QHB contains preamble, vision and mission of the institution, programme objectives and outcomes along with course objectives and outcomes. These objectives and outcomes are developed in line with objectives of the University and vision and mission of the institute. This QHB is also a step towards enhancing the students' employability and better prospects.

The course content designed by the university is divided into different modules. This in turn is subdivided into chapters. In QHB, chapter contents, the instructional methods, teaching methods and necessary learning and instruction materials are specified.

The QHB also defines the evaluation plan and the scheme of examination. The evaluation scheme includes progressive/internal assessment and the

pattern of breakup of marks for such evaluation. It also includes details of Semester End Examination along with pattern of question paper.

The Quality Hand Book thus brought out as a manual at the beginning of the academic year is displayed and made available to the faculty and the students and also accessible in the College library.



### 5. Evidence of success:

The QHB implemented for delivery of curriculum has given a clear vision and proper direction to each one of our faculty members. It has also enhanced their level of confidence in completion of their syllabus in time. It has enabled our teachers to use ICT and other teaching aids effectively and adopt different teaching methodology. In spite of semester system with continuous and comprehensive evaluation schedules, the teachers are able to complete their syllabus on time.

The evidence of success is also noticed in the improved positive feedback, both formal and informal, from students. It has also attracted the attention of prospective aspirants through the existing students which is witnessed by



larger responses for admission in to this College. Secondly, it has also resulted in decrease in dropout rates of the students.

The evidence of success is also noticed as follows:

- The faculty could employ innovative methods of curriculum delivery.
- The students' results are improving.
- New learning materials and learning facilities are developed.
- There is an increased interaction with the students and stakeholders.
- There is an improved positive feedback both formal and informal from the students.

#### **6. Problems encountered and resources required:**

The outcome based education model is relatively new to the faculty of the institute. Initially the faculty members found difficult to align the university curriculum in to the framework of Outcome Based Education. However, the institute has arranged workshops and that have resulted in overcoming the problem.

The students who come from first generation learners often are satisfied with the traditional methodology, and hence are not very enthusiastic to go beyond certain limits, Due to this the high ideals/course outcomes listed in the QHB remain unfulfilled.

Developing Quality Hand Book (QHB) requires good intellectual resources. Many a time new teachers find it challenging and require guidance. Necessary financial assistance is made available by the management for developing and printing these handbooks.

#### **7. Contact Details:**

Name of the Principal	: DR.ZAHIDA SHAIKH
Name of the Institution	: CLARA'S COLLEGE OF COMMERCE
City	: Mumbai
Pin code	: 400054
Accreditation status	: First Cycle.
Work phone	: 02226365385
Fax	: 02226365385
Website	: <a href="http://www.childrenwelfare.in">www.childrenwelfare.in</a>
E-mail	: <a href="mailto:zahidashaikh66@gmail.com">zahidashaikh66@gmail.com</a>
Mobile	: 9821565746

**BEST PRACTICE - II****1. Title of the Practice:****Community Development  
(Health Camp and Communal Harmony Programmes)****2. Goals / Objectives**

- 1) To promote peace and harmony in the community
- 2) To develop the attitude of "Sarv Dharm Samabhav"
- 3) To serve as an example for others by taking initiative to promote health care for the betterment and well being of the citizens
- 4) To provide basic medical amenities to the economically backward class
- 5) To develop love and respect for the people of all faiths
- 6) To inculcate the values of religious tolerance and co-existence among communities
- 7) To work for the betterment of the underprivileged section of the society
- 8) To create equal opportunity for people of all caste, creed and colour.
- 9) To generate awareness on blood donation and its significance in saving lives during emergencies.
- 10) To achieve the goal of "Vasudhaiva Kutumbakam" (The world is one family)

**3. The Context**

Children Welfare Centre believes in being a catalyst between the society and the education. The trustee of Children Welfare Centre strongly believes that it cannot remain aloof from the problems of the society and its belief is 'service to mankind is service to God.' To inculcate essential social values among the students Children Welfare Centre plays a pivotal role in instilling such qualities by organizing and actively participating in all such activities such as Health Camp, Blood Donation Camp, Communal Harmony programme, Peace rallies, Education to street children, Collection of relief funds and materials for disaster victims, Spreading awareness about the cause of girl child and senior citizens safety, Environmental protection programs, Swaccha Bharat Abhiyan etc.

However, two of the above mentioned activities, Health Camp and Communal Harmony are organized on large scale and hence have great impact on local communities. Even though health is of prime importance people do not accord it priority which is partly due to lack of finance and ignorance. Because of expensive medical treatments, people especially of lower strata of society cannot afford such medical treatment. Hence bringing together of medical and paramedical staff for the benefit of community through the involvement of our students and staff has its own significance. Secondly in the face of regular

incidence involving radical and extremist elements, there is disturbance of peace in the community. All religions teach love, peace and tolerance. Hence it is important to organize programs that foster communal harmony and contribute to national integration. As it is rightly said and taught in the Colleges that institution should be a part of the society, the management, the principal, professors and students of Clara's College of Commerce take pride in spreading the social message of communal harmony, peace and religious tolerance.

#### **4. The Practice:**

##### **a) Health Camp:**

The health camp is organized on the College ground every year. The students, teachers and the people from the locality are involved in this camp. The information about the date, place and the objectives of the camp are displayed in the form of banners placed at prime locations. The students prepare posters and placards to spread the awareness about the health camp.

The next step is setting up of various committees for organizing the health camp. The committees include the following:

- i) Organizing committee plans and works for organizing the health camp.
- ii) Public Relations committee invites specialized doctors, interns and paramedical staff from the leading hospitals. The members of the committee receive the doctors and interns and take care of their requirements. The local police station & the RTO are intimated for getting necessary permission for the use of vehicles & the use of loud speakers and mega phones. Members also seek essential permissions from MCGM for displaying the banners for publicity.
- iii) Registration committee registers the numbers of patients and takes down the details of their names, address, phone numbers and the nature of their diseases.
- iv) Logistic committee looks after the arrangement of the health camp by setting up cabins for the doctors for examining the patient, making provision for ambulance, Blood Donation Van and Cancer detection van.
- v) Hospitality committee takes care of the refreshment and lunch to be provided to the guests, doctors, the members of all the committees and other staff member.
- vi) Health camp involves the students, teachers, parents and people of the locality as volunteers in carrying out the entire campaign.
- vii) Approximately 1500 people get benefits from the medical camp.

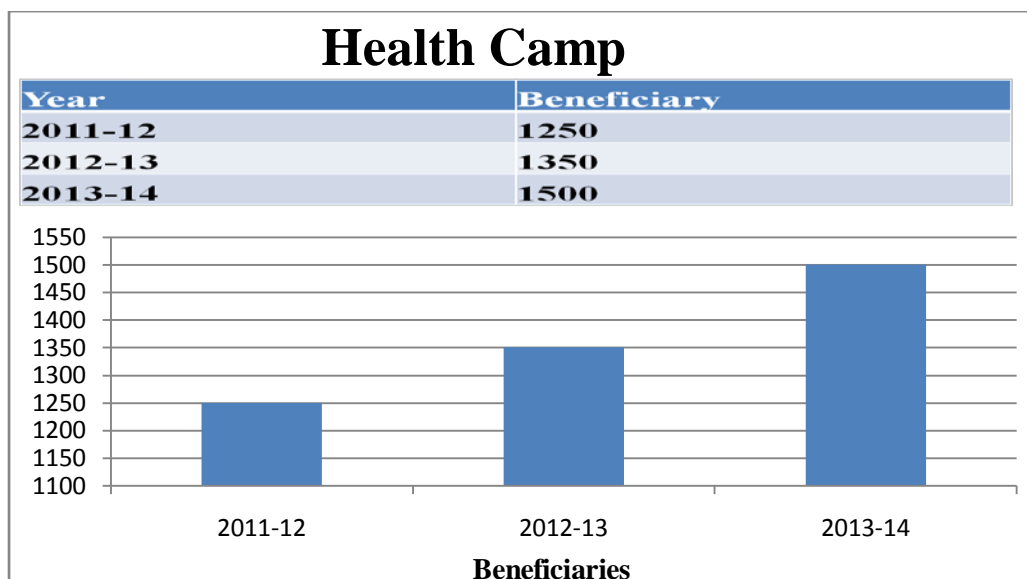
##### **B) Communal Harmony Program**

- i. Setting up of organizing committees to plan communal harmony programs. These committees include:

- Steering committee is the main committee which organizes the entire program.
  - Public relation committee contacts eminent religious speakers and resource persons.
  - Reception committee receives dignitaries and guests.
  - Logistic committee takes care of setting up of infrastructure-stage, stalls, seating arrangement, audio-visual amenities etc.
  - Hospitality committee provides refreshments to the guests.
- ii. Eminent speakers from different communities are invited to speak on important values as scripted in Holy books especially on religious tolerance and humanity.
  - iii. Necessary permissions are obtained from the concerned authority i.e. state government, MCGM and police department for organizing Communal Harmony Program.
  - iv. Prominent citizens and locals from area are involved in planning and executing the program.
  - v. Atmosphere of communal harmony is created where in Holy Scriptures, stalls and quotations are displayed.
  - vi. Promoting participation of people from different religions to interact with each other on a common platform to evolve strategies to maintain communal harmony.
  - vii. Interfaith meet is arranged, various festivals such as Diwali, Eid, Dashera, X-Mas, are celebrated to foster the spirit of communal harmony.
  - viii. Youth are involved in 'Cricket for Peace' matches. It is organized in collaboration with Mohalla Committees and police department to spread the message of unity and integrity in the society.
  - ix. Clara's College of Commerce in coordination with Mohalla Committee Movement Trust, Ekta Manch and Mumbai police, organizes seminars, symposiums, workshops on national integration.
  - x. Geet-Gazal programs, Kavi- sammelans, Mushairas are organized to promote culture and traditions of different communities.

## **5. Evidence of success:**

### **a) Health Camp :**



- i. The health camp has made a difference in the lives of the poor.
- ii. Many people have benefited from this programme.
- iii. People in the vicinity appreciate the programme. Their active participation has created goodwill for the College in the vicinity.
- iv. The success of this programme is reflected in increase in number of patients registering every year by 10-15%.
- v. The newspapers and news channels cover the event and appreciate the same.

**b) Communal Harmony:**

- i. The program has been covered by various mass media which has given impetus for such a movement in the society. Articles published in the news papers are self explanatory.
- ii. In our College students from all communities and belonging to different faith study together. The involvement of these students in the communal harmony programs has lasting impact on them. This has contributed a lot in creating a healthy and harmonious atmosphere on the campus.
- iii. The managing trustee Shri. Ajay Kaul has been working relentlessly for many years for promoting communal harmony in the area. Even during the times of 1992 Mumbai riots and thereafter, the area did not witness any communal riot. Our institution with the efforts of Mohallah Committee has managed to maintain peace and communal harmony in the area even today.

**6. Problems encountered and Resources Required:**

**a) Health Camp:**

- i. In spite of efforts to create health awareness among the people, most of them are not serious about their health.
- ii. People do not continue their follow up treatment.

- iii. Time constraint is one of the problems faced by the institute. It is difficult to handle 1500 patients with different problems on a single day.

**b) Communal Harmony:**

- i. Resources are mobilized from various sources. Even our institution sets aside certain funds. Financial assistance is also received from philanthropists for this noble cause besides contributions from N.G.O.s.
- ii. Students, faculty and other stake holders along with Mohalla committee, Ekta Manch and other like minded N.G.O.s form part of human resources for organizing such programs. Even local people come forward whole heartedly and support this cause by involving themselves in such programs.
- iii. However spreading the message of secularism amongst people sometimes becomes difficult due to extreme views of the fundamentalists from the different sects and communities.

**7. Contact Details:**

Name of the Principal	: DR.ZAHIDA SHAIKH
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Website	: <a href="http://www.childrenwelfarecentre.in">www.childrenwelfarecentre.in</a>
E-mail	: <a href="mailto:zahidashaikh66@gmail.com">zahidashaikh66@gmail.com</a>
Mobile	: 9821565746



**Health Camp**

### Communal Harmony



## EVALUATIVE REPORT OF THE DEPARTMENTS

### DEPARTMENT OF COMMERCE

1. Name of the department: **Bachelor of Commerce (B.Com)**
2. Year of Establishment: **The College was established in the year 1999-2000.**
3. Names of Programmes: **Under Graduate Programme (Bachelor of Commerce)**

Yr.	<u>Bachelor of Commerce</u>			
<b>1<sup>st</sup></b>	1.1	Accountancy & Financial Management-I	2.1	Accountancy & Financial Management-II
	1.2	Business Communication	2.2	Business Communication
	1.3	<b>(with tutorials)</b>	2.3	<b>(with tutorials)-II</b>
	1.4	Business Economics-I	2.4	Business Economics-II
	1.5	Commerce-I	2.5	Commerce-II
	1.6	Environmental Studies	2.6	Environmental Studies-II
	1.7	Foundation Course-I Mathematical & Statistical Techniques <b>(with tutorials)-II</b>	2.7	Foundation Course-II Mathematical & Statistical Techniques <b>(with tutorials)-II</b>
<b>2<sup>nd</sup></b>	3.1	Accountancy&Financial Management-III	4.1	Accountancy & Financial Management-III
	3.2	Advertising-I	4.2	Advertising-II
	3.3	Business Economics-III	4.3	Business Economics-IV
	3.4	Business Law-I	4.4	Business Law-II
	3.5	Commerce-III	4.5	Commerce-IV
	3.6	Foundation Course-III	4.6	Foundation Course-IV
<b>3<sup>rd</sup></b>	5.1	Financial Accounting & Auditing-V { <b>Financial Accounting</b> }	6.1	Computer Systems & Application
	5.2	Financial Accounting & Auditing-VI { <b>Cost Accounting</b> }	6.2	Commerce-VI
	5.3	Financial Accounting & Auditing-V { <b>Management Accounting</b> }	6.3	Direct & Indirect Taxes-II
	5.4	Economics-V	6.4	<b>{Indirect Tax}</b>
	5.5	Commerce-V { <b>M.H.R.M.-Marketing</b> }	6.5	Economics -VI
	5.6	Direct & Indirect Taxes-I { <b>Direct Tax</b> }	6.6	Financial & Auditing-VIII { <b>Financial Accounting</b> }
	5.7	Computer Systems & Application	6.7	Financial Accounting & Auditing-IX { <b>Costing</b> }
				Financial Accounting & Auditing-X { <b>Auditing</b> }



4. Names of Interdisciplinary courses and the departments/units involved.

B.M.M, B.M.S & B.A.F.:

**The below mentioned teachers take up the respective courses in the Professional programmes.**

Date	Sr. No	Course	Name of the Teachers	Department
2014 -15	1.	Special study in Marketing Retail Management	Prof. Diana Rayen	BMS
	2.	Agency Management Advertising in Contemporary Society Advertising	Prof. Diana Rayen	BMM
	3.	Economic Principles of Management	Prof.Surinder Rana	BAF BMM
	4.	Mathematics & Statistics	Prof.Surendra Chaudhary	BMS
	5.	Management Accountancy Organizational Behaviour	Prof.Shalini Shashidharan	BMM
	6.	Public Relations Mass Communications Creative Writing	Prof. Aarti Ahuja	BMS BMM
	7.	Business Law Business Aspect in Banking Insurance	Prof. Jude Dsouza	BMS
	8.	Costing Accountancy Management Accountancy	Prof. Aksha Memon	BAF BMS
	9.	Introduction to Computers Advanced Computers Information Technology- II	Prof. Anish Desai	BMS BMM BAF

5. Annual/ semester/choice based credit system (Programme wise) : **Credit Based Semester Grading System.**

6. Participation of the department in the courses offered by other departments:  
**The following teachers are full time Assistant Professors in the B.Com department. They also are involved in teaching various programmes in the BMM, BMS & BAF department.**

Sr. No	Name of Faculty	Department
1	Prof. Rita Singh	BMM
2	Prof. Diana Rayen	BMM & BMS
3	Prof. Surinder Rana	BMM
4	Prof. Surendra Chaudhary	BMS
5	Prof. Aksha Memon	BAF & BMS
6	Prof. Jude D'Souza	BMM & BMS
7	Prof. Shalini Shashidharan	BMM
8	Prof. Anish Desai	BAF, BMM & BMS
9	Prof. Babita A. Kanojia	BAF
10	Prof. Aarti Ahuja	BMS & BMM

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **None**.

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	10	10

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of. Years of Experience
Prof. Rita Singh	B.Sc M.Sc M.Phil B.Ed	Asst.Prof Vice-Principal	Chemistry	8 Years
Prof. Diana Rayen	B.Com M.Com B.Ed	Asst. Prof Head of Commerce Department	Commerce	7 Years
Prof. Surinder Rana	B.A. M.A. M.Phil B.Ed	Asst. Prof	Economics	3 Years
Prof. Surendra Chaudhary	B.Com M.Com PGDFM	Asst. Prof	Mathematics & Statistics	4 Years
Prof. Babita Kanojia	B.Com M.Com B.Ed PGDFM NET M.Phil	Asst. Prof	Accountancy	2 Years
Prof. Aksha Memon	B.Com M.Com Part II NET	Asst. Prof	Accountancy	2 Years
Prof. Jude D'Souza	B.A. M.H.R.D.M.	Asst. Prof	Commerce	1 Year
Prof.	B.Com	Asst. Prof	Commerce	1 Year

Shalini Shashidha ran	M.Com NET			
Prof. Aarti Ahuja	B.Sc M.A.(English Literature) MBA (Mktg.& Finance)	Asst. Prof	Commerce	1 Year
Prof. Anish Desai	D.I.E. (Engineering Diploma in Industrial Electronics) B.Sc. (Computer Science) Advanced Diploma in Business Mgmt.	Asst. Prof	I.T.	1 Year

**11. List of senior visiting faculty:**

We have Visiting Faculty for T.Y.B.Com students for the subject of Taxation.

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mr. Minaz Khoja	B.Com M.Com	Assistant professor	Accountancy Pursuing CA	4 Years

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty): **10%**

13. Student -Teacher Ratio (programme wise): **82:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Sr. No.	Name	Designation
1.	Ms. Neeta Wadhvani	Head Clerk
2.	Mr. Prashant Walavalkar	Accountant
3.	Mrs. Priti Maslee	Junior Clerk
4.	Mr. Rohit Savale	Technical Support staff
5.	Mr. Devendra	Peon
6.	Mr. Gabriel	Peon

**15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:**

Name of Faculty	Post Graduation	M.Phil	P.hD
Mrs. Rita Singh	√	√	-
Ms. Diana Rayen	√	-	-
Mr. Surinder Rana	√	√	-
Mr. Surendra Chaudhary	√	-	-
Mrs. Babita Kanojia	√	√	-
Ms. Aksha Memon	√	-	-
Mr. Jude D'Souza	√	-	-
Mrs. Shalini Shashidharan	√	-	-
Ms .Aarti Ahuja	√	-	-
Mr. Anish Desai	√	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

**19. Publications:****a) Publication per faculty:**

Sr. No	Name of Teachers	Title of Paper	Venue	Journal/ Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4- Amino- 3Hydrazino- 5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1993), 639-643

2.	Mrs. Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujarat	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model- Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social	Thakur college of Science and commerce	International conference	978-93-83072-64-4

		Responsibility Accounting			
		“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
3.	Ms. Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International Year of light 2014”	Thakur college of Science and commerce	International conference	978-93-83072-64-4

20. Areas of consultancy and income generated: **None**

21. Faculty as members in:

**a) Faculty as members of the College Editorial Board:**

Sr.No	Name of the members
1.	Mrs. Babita Kanoujia
2.	Ms. Aarti Ahuja

**b) National committees :**

Sr. No	Name of Faculty	Committees
1	Babita A. Kanojia	All India Commerce Association

**c) International Committees : None**

d) Editorial Boards : **None**

**22. Student projects:**

- a) Percentage of students who have done in-house projects including inter departmental/programme: **None**
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

**23. Awards/Recognitions received by faculty and students:**

**a) Faculty Awards/Recognition:**

**The following awards have been constituted to motivate, recognize and appreciate the faculty for their efforts to attain the best results at the University Examinations.**

No.	Name of faculty	Achievement	Awards/Recognitions
1.	Prof. Vijay Jadhav	FOR ACHIEVING <b>95%</b> <b>RESULTS IN FINANCIAL ACCOUNTING &amp; AUDITING – II</b> T.Y.B.COM. EXAMINATION – MARCH' 2012	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2012 – 2013</b>
2.	Prof. Mrs. Chani Khedwal	FOR ACHIEVING <b>92%</b> <b>RESULTS IN COMPUTER SYSTEM &amp; APPLICATION</b> T.Y.B.COM. EXAMINATION – MARCH' 2012	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2012 – 2013</b>
3.	Prof. Diana Rayen	FOR ACHIEVING <b>98%</b> <b>RESULTS IN MHRM</b> T.Y.B.Com. EXAMINATION – MARCH' 2013	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2012-2013</b>
4.	Prof. Diana Rayen	FOR ACHIEVING <b>98%</b> <b>RESULTS IN MHRM T.Y.B.Com.</b> EXAMINATION – MARCH' 2014	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2013-2014</b>

5.	Prof. Mrs. Chani Khedwal	FOR ACHIEVING <b>93.3% RESULTS IN COMPUTER SYSTEM &amp; APPLICATION T.Y.B.COM.</b> EXAMINATION – MARCH' 2014	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2013-2014</b>
6.	Prof. Minaz Khoja	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD</b> PRESENTED TO FOR ACHIEVING <b>98.75% RESULTS</b>  <b>IN TAXATION</b>  <b>T.Y.B.Com.</b> EXAMINATION – MARCH' 2014	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2013-2014</b>
7.	Prof. Surinder.Rana	FOR ACHIEVING <b>90.91% RESULTS</b> <b>IN Economics</b> <b>T.Y.B.Com</b> EXAMINATION – MARCH' 2014	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD  2013-2014</b>

**Students Awards/Recognition:**

The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations.

Sr. No.	Name of Students	Achievement	Awards/Recognitions
1.	Ms. Sekkeh. Hina	FOR SECURING <b>88.67%</b> MARKS in <b>T.Y.B.Com</b> <b>EXAMINATION-2011.</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2010-2011</b>
2.	Mr.Rahim. Ratnani	FOR SECURING <b>80%</b> MARKS in <b>T.Y.B.Com</b> <b>EXAMINATION-2012.</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2011-2012</b>
3.	Ms. Shaikh Sanober	FOR SECURING <b>85.57%</b> MARKS in <b>T.Y.B.Com</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD</b>



		<b>EXAMINATION-2013.</b>	<b>2012-2013</b>
<b>4.</b>	<b>Ms.Yadav.Kavita</b>	FOR SECURING FOR SECURING <b>7.00 GPA</b> in <b>T.Y.B.Com</b> <b>EXAMINATION-2014</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD 2013-2014</b>

24. List of eminent academicians and scientists / visitors to the department:

a) The below mentioned external subjects experts conducted in the following sessions.

<b>Subject Experts of Mumbai University</b>		
<b>Sr. No.</b>	<b>Name of Resources Person</b>	<b>Subject</b>
1.	Mrs.Usha Iyer	Guidance lectures for students in the subject of Economics at the T.Y.B.Com level.
2.	Mr.Rahul Malkani	Guidance lectures to enhance the understanding, analysis and interpretation of financial statements and schedules.
3.	Mr.Deepak Jaggi	Guidance lectures for students on how to prepare them for the CPT i.e. for pursuing the C.A. Course.
4.	Ms.Priti Singh	Sikkim Manipal University- To orient the students on how to prepare themselves for the CAT i.e. for pursuing the M.B.A. Programme.
5.	Mr. Aliwin M.	Guidance lecture for students of final year in the subject of Cost Accounting.
6.	Mr. Vikram Trivedi	Guidance lecture on 'Careers in Commerce'

25. Seminars/ Conferences/Workshops organized & the source of funding: All these programs are funded by the Management.

<b>Details of Workshop</b>	<b>Date</b>	<b>No. of Beneficiaries</b>
<b>Master Series</b>		
f) Research Methodology	26/11/2014	75
g) Computer training program	20/12/2014	60
h) Research Content	19/01/2015	50
i) Research Paper Presentation	19/01/2015	35
j) National Symposium on Emotional Intelligence on teaching – Learning	28/02/2015	50
<b>Learner Series</b>		
e) Effective presentation skills	22/11/2014	15

f) Workshop on Research Methodology	26/11/2014	65
g) Computer training program	20/12/2014	15
h) Research Content	19/01/2015	30
i) Financial literacy	22/01/2015	35
j) Career Option in Sports Management	28/01/2015	35
k) Two days workshop on TALLY ERP-9 Computerized Accounting	18/02/2015 & 20/02/2015	40
l) Symposium on 'Emotional Intelligence and Teaching-Learning Methods.'	28/02/2015	35

SR. No.	Name of Resources Person	Subject Matter	Date	No. of Beneficiaries
1.	Mr. Forum Mehta	Lecture on effective presentation skills	22/11/2014	25
2.	Dr. Gopal Kalkoti	An Introduction to Research Methodology	26/11/2014	15
3.	Dr. Arvind S.Luhar	Research Content	19/01/2015	15
4.	Mrs. Babita Kanojia	Research Paper Presentation	19/01/2015	05

## 26. Student Profile Programmes /Course wise:

Name of the Course/programme	Years	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
F.Y.B.Com.	2011-12	301	301	186	115	89.36%
	2012-13	286	286	183	103	93.35%
	2013-14	280	280	178	102	85.71%
	2014-15	417	415	296	119	

S.Y.B.Com.	2011-12	299	299	179	120	90.96%
	2012-13	262	262	164	98	92.36%
	2013-14	233	233	138	95	96.13%
	2014-15	211	210	128	82	
T.Y.B.Com	2011-12	266	266	163	103	69.93%
	2012-13	268	268	165	112	75.00%
	2013-14	243	243	142	100	62.00%
	2014-15	195	193	108	85	

\*M = Male \*F = Female

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B. Com.	97%	3%	NIL

### 28. How many students have cleared national and state competitive examinations such as

NET/SLET/GATE/Civil services, Defense services etc.: Detail not available.

### 29. Student progression:

Student Progression	Against % Enrolled
UG to PG	26.55%
PG to M. Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
<b>Employed</b>	
• Campus selection	03.45%
• Other than campus recruitment	56.55%
Entrepreneurship/Self-employment	12.99 %

### 30. Details of Infrastructural facilities

**B.Com**

Library Facilities:

i) Text Books:	2,787 Nos.
ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

Library holding	Year 2011-2012		Year 2012-2013		Year 2013-2014		Year 2014-2015	
	Number	Total cost	Number	Total cost	Number	Total cost	Number	Total cost
Text Books	59	7,650/-	65	5,900/-	82	10,810/-	195	23,930/-
Reference Book	9	Donated	118	Donated	14	Donated	45	Donated
							44	17,840/-
Journals/Periodical	3	1,310/-	3	1,330/-	2	1,160/-	4	5,500/-

- a) Class rooms with ICT facility: Three Classrooms well equipped with Projector.  
 b) Laboratories: We have a Computer lab.

a) **Internet facilities for Staff & Students : 4 mbps**

Places	No of computers	Internet enable computers
Computer Lab	35 computers	35 computers with Wi-Fi
Library	1 computer	1 computer Internet enabled
Projector rooms	3 computers	3 computers Internet enabled
Administrative office	3 computers	3 computers Internet enabled

- b) Class rooms with ICT facility: **The College has 3 Classrooms well equipped with a Projector**

- c) Laboratories: **Not applicable, however we have a computer lab.**

31. Number of students receiving financial assistance from college, University, government or other agencies.

Sr. No	Year	Number of beneficiaries	Total Amount
1.	A.Y.2014-15	23	Rs 2,83,050/-

**32. Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:**

a) The below mentioned external subjects experts conducted in the following sessions.

Subject Experts of Mumbai University		
Sr. No.	Name of Resources Person	Subject
1.	Mrs.Usha Iyer	Guidance lectures for students in the subject of Economics at the T.Y.B.Com level.
2.	Mr.Rahul Malkani	Guidance lectures to enhance the understanding, analysis and interpretation of financial statements and schedules.
3.	Mr.Deepak Jaggi	Guidance lectures for students on how to prepare them for the CPT i.e. for pursuing the C.A. Course.
4.	Ms.Priti Singh	Sikkim Manipal University- To orient the students on how to prepare themselves for the CAT i.e. for pursuing the M.B.A. Programme.

b) Following is the list of beyond curriculum topics explored by our faculty member:

Sr. No.	Dates	Name of Resource Person	Title of activities	Number of beneficiaries
1.	03.08.2014	Ms. Aksha Memon	Concept of Simple v/s compound interest	75 students
2.	05.08.2014	Ms. Aarti Ahuja	Maintaining customer relation in the virtual world using different types of communication.	80 students
3.	07.08.2014	Mr. Surinder Rana	Regression method of demand forecasting (mathematical	77 students

			approach)	
4.	10.08.2014	Mrs. Shalini Shashidharan	Types of Business organization	85 students
5.	12.08.2014	Mrs. Rita Singh	a) Ganges river dolphin. b) Physical & Political map of India.	89 Students
6.	18.08.2014	Mrs. Shalini Shashidharan	Women safety : responsibility of every person	77 Students
7.	19.08.2014	Mrs. Babita Kanojia	Impact of E-Technology on Youth	84 Students
8.	21.08.2014	Ms. Diana Rayen	Network Marketing by Amway	81Students
9.	24.08.2014	Mr. Surinder Rana	RBI's calculation of money supply	75 Students
10.	27.08.2014	Mrs. Shalini Shashidharan	New provisions of the Companies Act (CSR)	90 Students
11.	27.08.2014	Mr. Minaz Khoja	Role of Capital Markets	78 Students
12.	28.08.2014	Mrs. Babita Kanojia	Payroll Accounting	84 Students
13.	31.08.2014	Mrs. Babita Kanojia	Computerised Information System	87 Students
14.	2.09.2014	Mr. Surinder Rana	Good and service tax (GST) in India	76 Students
15.	03.09.2014	Ms. Diana Rayen	Use of Six Sigma by dabbawalas	89Students
16.	04.09.2014	Mr. Minaz Khoja	Taxation policy and practice in India	85 Students
17.	09.09.2014	Mr. Anish Desai	Advanced course on PPT, Excel and Microsoft Word	89 Students
18.	04.01.2015	Ms. Aksha Memon	Weighted Average Cost of capital	92 Students
19.	0501.2015	Ms. Aarti Ahuja	use of modern communication at the time of disaster	90Students
20.	06.01.2015	Mr. Surinder Rana	Dumping issues in WTO	85 Students
21.	07.01.2015	Mrs. Rita Singh	a) Eco- tourism in Maharashtra. b) Wild life safari in Kenya	94 Students
22	11.01.2015	Mrs. Shalini	New provisions of	82 Students

		Shashidharan	Company Act (CSR)	
23.	12.01.2015	Dr. Mamta Rajani	Agricultural subsidies in India boom or curse	78Students
24.	13.01.2015	Mrs. Babita Kanojia	Sustainability Accounting	90 Students
25.	14.01.2015	Ms. Diana Rayen	Innovative advertising Strategy by Dominos	85 Students
26.	15.01.2015	Mr. Surinder Rana	The Collapse of Lehman Brothers Bank (USA)	75Students
27.	18.01.2015	Mrs. Shalini Shashidharan	Concepts of FDI and FII	88 Students
28.	19.01.2015	Mr. Anish Desai	GCF (Global Learning)	92 Students
29.	20.01.2015	Ms. Diana Rayen	Women Entrepreneurship	84 Students
30.	09.02.2015	Mr. Minaz Khoja	Impact of Revenue on inflation	79 Students
31.	10.02.2015	Mr. Surinder Rana	Capital account convertibility in India	88 Students
32.	12.02.2015	Mr. Minaz Khoja	Management of Long term funds	84 Students
33.	22.02.2015	Mrs. Babita Kanojia	Importance of CSR reporting	87 Students
34.	23.02.2015	Mrs. Babita Kanojia	Taxation policies	90 Students

### 33. Teaching methods adopted to improve student learning:

The chalk and talk method is commonly used by all the teaching faculties.

In addition, faculties use:

1. Group Discussion Method
2. Improved lecture methods
3. Language Improvement Lecture
4. Remedial Teaching Session
5. Case study
6. Tutorial/Assignment
7. Seminar
8. Power-point Presentation (PPTs)
9. webinars

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The institution works in association with various non- government organization to achieve various objectives of Communal Harmony among

the local residents, providing affordable quality education to the backward and poorer sections of the area and to improve health and hygiene conditions of local residents. The college also works with certain NGO's to promote education among the street children's.

**1. Activity for street children in memory of Late Saugat in association with Ekta Manch.**

One day fun-fair is conducted for the local street children and they are encouraged to join the teaching programmes designed for them.

**2. Blood Donation and Thalaessemia Detection Camp in association with Mahatma Gandhi Blood Bank.**

This is an annual project taken up on the 14th December in memory of Late Mrs. Clara Kaul which aims at collecting maximum unit of blood and and counsels students detected with Thalaessemia.

**3. Annual Health Camp in association with Ekta Manch**

This is an annual project taken up on the 14th April in memory of Saugat. The health camp aims at creating awareness as well as detection of ailments.

**4. Annual Rural Project**

The N.S.S. unit of Clara's College of Commerce in association with Yusuf Meherally Centre, Panvel, work jointly for the upliftment and provision of better medical and educational facilities at the adopted area Taragaon, Panvel, Raigad district.

Cleanliness campaign development of rural industries, giving information about better teaching methods, encouraging new sports, conducting medical camp and various other programmes during the seven day residential camp.

**5. Communal Harmony Programmes**

Various community development programmes are carried out at the local adopted area i.e. Versova Village and Yari Road in association with Ekta Manch. This ongoing project includes a Langer i.e. food for underprivileged on every weekend.

**6. Swachha Bharat Abhiyan**

The Swachha Bharat Abhiyan was inaugurated on 2nd October, 2014 as per the directives of central government. The programme aims at creating awareness about cleanliness and other hygiene issues in the local area. The N.S.S. Volunteer has adopted local Bus Depot as an ongoing project looked into the maintenance of its cleanliness.

Sr. No.	Name of activities	Year	Number of beneficiary
1.	Working in coordination with NGO'S.	2011-12	210
		2012-13	250
		2013-14	320



		2014-15	350
2.	Student work with NSS unit	2011-12	250
		2012-13	280
		2013-14	330
		2014-15	380
3.	Street children's education.	2014-15	45
4.	Communal Harmony Programmes.	2011-12	800
		2014-15	900
5.	Swachh Bharat Abhiyan	2014-15	1200
6.	Medical Camps	2011-12	1,100
		2012-13	1,150
		2013-14	1,200
7.	Blood Donation camp	2011-12	100
		2012-13	102
		2013-14	103
		2014-15	45

### 35. SWOC analysis of the department and Future plans:

#### Strength of the Department:

1. Well qualified and well experience, approved teachers who are always ready to adopt new techniques of knowledge sharing.
2. Wi-Fi facilities are provided in the campus.
3. Transportation facility is made available during co-curricular, extra-curricular activities.

#### Weakness of the Department:

1. High student teacher ratio.
2. Less staff involvement in research activities.

#### Constraints:

1. Time and Space constraint
2. Quality of learner

#### Future Plan:

1. Introduction of short term professional courses
2. To begin with campus recruitment
3. To increase participation of the faculty in Research Activities.

**EVALUATIVE REPORT OF THE DEPARTMENTS**

**DEPARTMENT OF MANAGEMENT STUDIES (BMS)**

1. Name of the department : **MANAGEMENT STUDIES**  
 2. Year of Establishment : **JUNE 2008**  
 3. Name of Programmes/Courses offered: **Under Graduate Programme  
 Bachelor of Management studies (BMS)**

<b>Bachelor of Management Studies (B.M.S.)</b>				
<b>1<sup>st</sup></b>	<b>SEMESTER I</b>		<b>SEMESTER II</b>	
	1.	Foundation of Human Skills	1.	Business Environment
	2.	Introduction to financial Accounts	2.	Industrial Law
	3.	Business Law	3.	Computer Application in Business
	4.	Business Statistics	4.	Managerial Economics
	5.	Business Communication	5.	Business Mathematics
	6.	Principles of Management	6.	Introduction to Cost Accounting
<b>2<sup>nd</sup></b>	<b>SEMESTER III</b>		<b>SEMESTER IV</b>	
	1.	Management Accounting	1.	Productivity & Quality Management
	2.	Managerial Economics	2.	Direct & Indirect Taxes
	3.	Marketing Management	3.	Export & Import Procedures & Documents
	4.	Business Aspects In Banking & Insurance	4.	Co-operatives & Rural Markets
	5.	Productivity & Material Management	5.	Research Methods In Business Public Relations Management
<b>3<sup>rd</sup></b>	<b>SEMESTER V</b>		<b>SEMESTER VI</b>	
	1.	Human Resource Management	1.	Entrepreneurship & Management Of Small & Medium Enterprises
	2.	Service Sector Management	2.	Operation Research
	3.	Financial Management	3.	International Finance
	4.	Elements of Logistics & Supply Chain Management	4.	Indian Management Thought & Practice
	5.	Business Ethics & Corporate Social Responsibility	5.	International Marketing
6.	Special Studies In Marketing	6.	Retail Management	
			7.	Investment Analysis & Portfolio Management

4. Names of Interdisciplinary courses and the departments/units involved:  
**B.Com/ BMM/ BAF.**

**List of interdisciplinary courses are:**

<b>1.Mr. Faisal Tanwar (Co-Ordinator)</b>	I) BAF : i) Management II)BMM : i) Marketing and Advertising iii) Media planning and buying
<b>2.Dr. Mamta Rajani</b>	I) BAF : Economics II)B.Com : Economics
<b>3.Mr. Amit Bansod</b>	I) BAF : Management II)BMM: Management
<b>4. Mr. R. V. Pangam</b>	BMM : i) Political Concept in political System ii) Psychology

5. Annual/ semester/choice based credit system (Programme wise):

**A) Credit Based Semester and Grading System (CBSGS) 60-40.**

**B) Credit Based Semester and Grading System (CBSGS) 75-25. w.e.f. A. Y. 2014- 15 onward.**

6. Participation of the department in the courses offered by other departments:

**The following teachers are full time Assistant Professors in the BMS department. They are also involved in teaching various courses in BMM, B.Com &BAF department**

<b>1. Mr. Faisal Tanwar (Co-Ordinator)</b>	I) BAF : i) Management II)BMM : i) Marketing and Advertising iii) Media planning and buying
<b>2. Dr. Mamta Rajani</b>	I) BAF : Economics II)B.Com : Economics
<b>3. Mr. Amit Bansod</b>	I) BAF : Management II)BMM: Management
<b>4. Mr. R. V. Pangam</b>	BMM : i) Political Concept in political System ii) Psychology

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

<b>Designation</b>	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-

Associate Professors	-	-
Asst. Professors	4	4

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mr. Faisal Tanwar	BMS MBA/MMS	Assistant Professor	Marketing	4
Dr. Mamta Rajani	B.Com; M.Com M.A B.ED, M.Phil Ph.D	Assistant Professor	Economics	7
Mr. Amit Bansod	B Com MBA/MMS SET	Assistant Professor	Marketing	1
Mr. R. V. Pangam	M.A. M. Ed, M.B.A. NET, SET	Assistant Professor	Banking and Finance Education	2

**11. List of senior visiting faculty:**

Name	Qualification	Designation	Specialization	No. of Years of Experience
Mrs Nadia Motani	B.Com M.Com B. Ed. M. Phil. Ph. D.	Asst. Prof.	Commerce and Management	8 Years
Mr. Minaz Khoja	B.Com M.Com	Assistant professor	Accountancy	4 Years
Mr. Premchand Yadav	B. Sc. M. Sc. B. Ed.	Assistant professor	Mathematics & Statistic	4 Years

**12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty): 05%**

**13. Student -Teacher Ratio (programme wise): 53.5:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **06**

Sr. No.	Name	Designation
1.	Ms. Neeta Wadhvani	Head Clerk
2.	Mr. Prashant Walavalkar	Accountant
3.	Mr. Nilesh Wadekar	Junior Clerk
4.	Mr. Rohit	Technical Support staff
5.	Mr . Lazar	Peon

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil / PG :

Name of Faculty	Post Graduation	M.Phil	P.hD
Mr. Faisal Tanwar	√	-	-
Mrs.Mamta Rajani	√	√	√
Mr.Amit Bansod	√	-	-
Mr. R. V. Pangam	√	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

b) Publication per faculty: **None**

20. Areas of consultancy and income generated: **None**

21. Faculty as members in:

a) National committees : **None**

b) International Committees : **None**

c) Editorial Board:

**Faculty as members of the College Editorial Board**

Sr. No	Name of the Members
1.	Mrs. Mamta Rajani
2.	Mr. R. V. Pangam

**22. Student projects:**

a) Percentage of students who have done in-house projects including inter departmental/programme:

Year	Class	Percentage
2011-12	T.Y.BMS	100%
2012-13	T.Y.BMS	100%
2013-14	T.Y.BMS	100%
2014-15	T.Y.BMS	100%

c) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:  
**10%** of T.Y.BMS Students

**23. Awards / Recognitions received by faculty and students:****a) Faculty Awards/Recognition:**

The following awards have been constituted to motivate, recognize and appreciate the faculty for their efforts to attain the best results at the University Examinations.

Year	Name of faculties	Achievements	Awards/ Recognitions
2012-2013	Mr. Faisal Tanwar	FOR ACHIEVING <b>100% RESULTS</b> IN <b>Entrepreneurship &amp; Management Of Small &amp; Medium Enterprises SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2012</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD</b>
	Mr. Faisal Tanwar	FOR ACHIEVING <b>100% RESULTS</b> IN <b>International Marketing SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2012</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-2013</b>
	Mr. Faisal Tanwar	FOR ACHIEVING <b>100% RESULTS</b> IN <b>Principal &amp; Practices of Direct Marketing SEM - VI T.Y.B.M.M EXAMINATION- MARCH' 2012</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-2013</b>

	Mr. Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Advertising and Market Research SEM - VI T.Y.B.M.M EXAMINATION-MARCH' 2012	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-2013
	Mr. Faisal Tanwar	FOR ACHIEVING <b><u>96%RESULTS</u></b> IN International Marketing SEM - VI T.Y.B.M.S EXAMINATION-MARCH' 2013	LATE SMT. CLARAKAUL MEMORIAL AWARD
	Mr. Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Principal & Practices of Direct Marketing SEM - VI T.Y.B.M.M EXAMINATION-MARCH' 2013	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
2013-2014	Mr. Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Advertising and Market Research SEM - VI T.Y.B.M.M EXAMINATION-MARCH' 2013	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
	Mr. Faisal Tanwar	FOR ACHIEVING <b><u>100 %RESULTS</u></b> IN Principals of management-II SEM - VI T.Y.B.A.F EXAMINATION-MARCH' 2013	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>100% RESULTS</u></b> IN INDIAN MANAGEMENT THOUGHT & PRACTICES SEM - VI T.Y.B.M.S EXAMINATION-	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014

		MARCH' 2013	
	Ms. Diana Rayen	FOR ACHIEVING <b>94.66% RESULTS</b> IN <b>SPECIAL STUDIES IN MARKETING SEM-V T.Y.B.M.S</b> EXAMINATION-MARCH' 2013	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
2014-2015	Mr. Faisal Tanwar	FOR ACHIEVING <b>97%RESULTS</b> IN <b>Elements of logistic and supply chain management SEM - V T.Y.B.M.S</b> EXAMINATION-MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Faisal Tanwar	FOR ACHIEVING <b>95%RESULTS</b> IN <b>Principal &amp; Practices of Direct Marketing SEM - VI T.Y.B.M.M</b> EXAMINATION-MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Faisal Tanwar	FOR ACHIEVING <b>95%RESULTS</b> IN <b>Advertising and Market Research SEM - VI T.Y.B.M.M</b> EXAMINATION-MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Faisal Tanwar	FOR ACHIEVING <b>100%RESULTS</b> IN <b>International Marketing SEM - VI T.Y.B.M.S</b> EXAMINATION-MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Faisal Tanwar	FOR ACHIEVING <b>100%RESULTS</b> IN <b>Principals of management-II SEM - VI T.Y.B.A.F</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015



		EXAMINATION- MARCH' 2014	
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>93.4%</u> RESULTS</b> IN <b>BUSINESS ETHICS &amp; CSR.</b> <b>SEM - V</b> <b>T.Y.B.M.S</b> EXAMINATION- MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>93.4%</u> RESULTS</b> IN <b>SERVICE SECTOR MGMT.</b> <b>SEM - V</b> <b>T.Y.B.M.S</b> EXAMINATION- MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>94.7%</u> RESULTS</b> IN <b>ENTREPRENEURS HIP &amp; MGMT. OF SMALL &amp; MEDIUM ENTERPRISES.</b> <b>SEM - VI</b> <b>T.Y.B.M.S</b> EXAMINATION- MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>96.50%</u> RESULTS</b> IN <b>INDIAN MGMT. THOUGHTS &amp; PRACTICES.</b> <b>SEM - VI</b> <b>T.Y.B.M.S</b> EXAMINATION- MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Ms. Diana Rayen	FOR ACHIEVING <b><u>91.80%</u> RESULTS</b> IN <b>SPECIAL STUDIES IN MARKETING</b> <b>SEM-V</b> <b>T.Y.B.M.S</b> EXAMINATION- MARCH' 2014	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Minaz Khoja	FOR ACHIEVING <b><u>96.50%</u> RESULTS</b>	LATE SMT. CLARAKAUL

		IN INVESTMENT ANALYSIS & PORTFOLIO MANAGEMENT SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2014	MEMORIAL AWARD 2014-2015
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**Students Awards/Recognition:**

a).The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations.

Sr. No.	Name of students	Achievements	Awards / Recognitions
1.	Miss. Baig Heena	FOR SECURING <b>1st Rank-5<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2012.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-2013
2.	Miss. Baig Heena	FOR SECURING <b>1st Rank-6<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2012.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-2013
3.	Mr. Pankaj Vishwakarma	FOR SECURING <b>1st Rank-5<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2013.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
4.	Mr. Pankaj Vishwakarma	FOR SECURING <b>1st Rank-6<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2013.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
5.	Mr. Virani Faizan	FOR SECURING <b>1st Rank-5<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2014.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
6.	Miss. Kundu Priti	FOR SECURING <b>1st Rank-6<sup>TH</sup> SEMESTER</b> in T.Y.B.M.S. EXAMINATION-2014.	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015

**b).Cultural Awards/Recognition:**

Sr. No.	Name of students	Achievement	Awards / Recognitions
1.	Mr. Sager Raj	<b>“WESTERN INSTRUMENT” In Youth fest organize by University of Mumbai</b>	<b>3<sup>rd</sup> Rank</b> from Mumbai university A.Y.2014-15

**24. List of eminent academicians and scientists /visitors to the department:  
The following lectures for the enrichment have been conducted by the  
department:**

Sr. No	Dates	Name of Resource Persons	Title of Activities	Number of Beneficiaries
1.	24 <sup>th</sup> March 2012	Miss. Kavita Shukla	Operation Research	57 students
2.	26 <sup>th</sup> October 2013	Mr.Shreenathan	Guidelines on Logistics	58 students
3.	27 <sup>th</sup> March 2013	Miss. Kavita Shukla	Operation Research	46 students
6.	July 2014	Mrs.Carol Andrade	Introduction to Journalism	51 students
7.	August 2014	Mr.ShabirBapu	Self defense for Girls	63 Students
8.	26 <sup>th</sup> November 2014	Dr. Gopal Kalkoti	Research Methods	09 Students
9.	30 <sup>th</sup> September 2014	Mrs. Nadia Motani	Role of capital & money market in India.	21 Students
10.	November 2014	Mr. Foram Metha	Effective PPT presentation	33 Students
11.	19 <sup>th</sup> January 2015	Mr. Arvind Luhar	Workshop on research content	22 Students
12.	15 <sup>th</sup> July 2014	Mr Vaibhav Pangam	Emotional quotient (EQ) for employee selection.	63 Students
13.	21 <sup>th</sup> August 2014	Mr Shahid Ansari	Taxation system in India	61 Students
14.	30 <sup>th</sup> August 2014	Mr Amit Bansod	Misguiding for financial products	51 Students
15.	30 <sup>th</sup> July 2014	Mr Surendra Chaudhry	Basic Business calculation	58 Students
16.	23 <sup>th</sup> July 2014	Mr Vaibhav Pangam	Social media as Communication	101 Students
17.	31 <sup>st</sup> July 2014	Mr Amit Bansod	Amazon.com(financial)	93 Students

			management)	
18.	10 <sup>th</sup> July 2014	Mr Anish Desai	Basic concept on PPT,EXCAL & MICROSOFT WORD	86 Students
19.	28 <sup>th</sup> June 2014	Mrs Seema Patkar	SWOT Analysis in successful business.	73 Students
20.	11 <sup>th</sup> October 2014	Mr Amit Bansod	Use of contract labour to bypass implementation of industrial law.	88 Students
21.	17 <sup>th</sup> October 2014	Mr Anish Desai	GCF(global learning)	75 Students
22.	21 <sup>st</sup> November 2014	Mrs Mamta Rajani	Effects of fluctuation in oil price.	93 Students
23.	13 <sup>th</sup> December 2014	Mr Surendra Chaudhry	Basic calculation in business.	87 Students
24.	11 <sup>th</sup> December 2014	Mr Shahid Ansari	Role of accountant management in fixing price in modern world.	61 Students
25.	08 <sup>th</sup> January 2015	Mrs. Dimple Kakkar	Swatch bharat abhyan.	63 Students
26.	6 <sup>th</sup> January 2015	Ms. Aksha Memon	Budget 2015	65 Students
27.	19 <sup>th</sup> July 2014	Mrs. Mamta Rajani	Impact of fiscal & revenue on inflation	58 Students
28.	12 <sup>th</sup> July 2014	Mr. Faisal Tanwar	Growing industry of electronic gadgets in India	43 Students
29.	23 <sup>th</sup> August 2014	Mr. Amit Bansod	Rural banking	46 Students
30.	4 <sup>th</sup> September 2014	Mr. Faisal Tanwar	Flipkart supply chain management.	49 Students
31.	14 <sup>th</sup> January 2015	Mrs. Seema Patkar	Qualities of a good strategic leader.	39 Students
32.	19 <sup>th</sup> January 2015	Mr. Faisal Tanwar	Mumbai dabbawala (six sigma)	48 Students
33.	16 <sup>th</sup> January	Mr. Shahid	Information on	49 Students

	2015	Ansari	sales tax & VAT	
34.	6 <sup>th</sup> March 2015	Mr. Amit Bansod	Scope of food processing industry to increase export	41 Students
35.	6 <sup>th</sup> February 2015	Dr. Seema Patkar	Development of rural market in 2014	39 Students
36.	17 <sup>th</sup> February 2015	Mrs. Mamta Rajani	Research as a value for effective decision making.	51 Students
37.	9 <sup>th</sup> September 2014	Mr. Faisal Tanwar	Policies contributed of corporate towards maintaining work life balance of employees	57 Students
38.	12 <sup>th</sup> September 2014	Mrs. Seema Patkar	Commoditization services.	34 Students
39.	4 <sup>th</sup> October January 2014	Mr. Minaz khoja	Management of sort term fund	35 Students
40.	19 <sup>th</sup> January 2015	Mr. Faisal Tanwar	Flipkar ties up with Mumbai dabbawala (Networking)	58 Students
41.	19 <sup>th</sup> January 2015	Mrs. Seema Patkar	Role of ethics in business	61 Students
42.	19 <sup>th</sup> January 2015	Mrs. Diana Rayen	Nokia back with Android	63 Students
43.	23 <sup>rd</sup> January 2015	Dr. Seema Patkar	Women as Entrepreneurship (By Tupperware)	55 Students
44.	4 <sup>th</sup> April 2015	Mr Prame Chand Yadav	Blue dart as couriers business-Networking	78 Students
45.	2 <sup>nd</sup> April 2015	Minaz	Doller-Rupee Money control.	46 Students
46.	21 <sup>ST</sup> March 2015	Mrs Seema Patkar	Indian Management Thought & Practice	38 Students
47.	7 <sup>th</sup> February 2015	Mr Faisal Tanwar	FDI	41 Students

			inflows(Investment policy & promotion)	
48.	4 <sup>th</sup> February2015	Mrs Diana Rayen	Growth, challenges & opportunities.	39 Students

25. Seminars/Conferences/Workshops organized & the source of funding: All these programs are organised and funded by the Management.

The following are the

Dates	Name of Resource person	Title of activities
November 2014	Dr. Gopal Kalkoti	Research Methods
November 2014	Mr.Foram Metha	Effective PPT presentation
July 2014	Mrs.Coral Andrade	Introduction to Journalism
22 <sup>nd</sup> January 2015	Mr. Mohammed Hassan Ali	Financial literacy
20 <sup>th</sup> December 2014	Mrs. Chani Khedwal	Computer Training Programme
28 <sup>th</sup> February 2015	Dr.Vipual Vyas	Symposium on Emotional Intelligence and teaching – learning process

26. Student profile programme /course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
F.Y.BMS	2011-12	77	68	15	07	97.05
	2012-13	65	59	49	16	91.67
	2013-14	85	73	45	28	89.04
S.Y.BMS	2011-12	78	78	23	19	80.59
	2012-13	64	64	43	21	95.31
	2013-14	55	55	40	15	86.64
T.Y.BMS	2011-12	55	55	37	18	67.27
	2012-13	76	76	45	29	68.42
	2013-14	61	61	41	20	60.00

\*M = Male \*F = Female

## 27. Diversity of Students:

Name of the Course	% of student from the same state	% of students from other States	% of students from abroad
BMS (2011-12)	97.06 %	2.94%	NIL
BMS (2012-13)	96.55 %	3.45%	NIL
BMS (2013-14)	97.26 %	2.74%	NIL
BMS (2014-15)	96.34 %	3.66%	NIL

28. How many students have cleared national and state competitive examination such as NET, SLET, GATE, Civil services, defense services, etc:  
**Details are not Available**

## 29. Student progression:

Student progression	Against % enrolled
UG to PG	32.65%
PG to M. Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
<b>Employed</b> Campus selection	18.36%
Other than campus recruitment	26.53%
Entrepreneurship/Self-employment	22.44%

## 30. Details of Infrastructural facilities

a) **Library :**

i) Text Books:	2,787 Nos.
ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

**BMS Department:**

No. of Titles of Books: 119

No. of Journals / Periodical sub scribal: 06

No. of Reference books: 553

- b) Internet facilities for Staff & Students: **4 mbps**  
 c) Class rooms with ICT facility: Three Classrooms well equipped with Projector.  
 d) Laboratories: We have a Computer lab.

**31.** Number of students receiving financial assistance from college, University, government or other agencies:

Sr. No	Year	Number of beneficiaries	Total Amount
1.	A.Y.2014-15	23	Rs 1,31,200/-

**32.** Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:

**The following lectures for the enrichment have been conducted by the department:**

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			in India	
14.	30 <sup>th</sup> August 2014	Mr Amit Bansod	Misguiding for financial products	51 Students
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		Yadav	couriers business- Networking	
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47.	7 <sup>th</sup> February 2015	Mr Faisal Tanwar	FDI inflows (Investm ent policy & promotion)	41 Students
48.	4 <sup>th</sup> February 2015	Mrs Diana Rayen	Growth, challenges & opportunities.	39 Students

Industrial visits are organized every year to enhance the knowledge of the student to understand mechanism and working of the different industry and service sector.

<b>Sr no.</b>	<b>Month/year</b>	<b>Place</b>	<b>Industries visited</b>	<b>Number of beneficiaries</b>
1.	21 <sup>st</sup> December 2010	Nasik in Maharashtra	i) Asian Electronic Ltd ii) VIP Industries Ltd	73 students
2.	10 <sup>th</sup> January 2012	Silvassa in Gujarat.	i) Parle Biscuit Factory ii) Akaar packaging co.	88 students
3.	12 <sup>th</sup> December 2012.	Shahpure in Maharashtra.	i) Fiber door making co. ii) Plastic Drum co.	97 students
4.	18 <sup>th</sup> February 2014	Silvassa in Gujarat.	i) Parle Biscuit Factory ii) Aloak textile Industry	113 students
5.	24 <sup>th</sup> February 2015	lonavala in Maharashtra.	i) Maganlal chikki ii) Monex lubricant iii) Cooger paints.	103 students

**33.** Teaching methods adopted to improve student learning: The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

1. Group Discussion Method
2. Blended Lecture Method
3. Language Improvement Lecture
4. Remedial Teaching Session
5. Case study

6. Tutorial/Assignment
7. QUIZ games etc
8. PPT
9. Audio Video lectures
10. Seminars

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

Sr. No.	Title of activities	Month /year	Number of beneficiaries
1.	Working in coordination with NGO'S.	2011-12	210
		2012-13	250
		2013-14	320
		2014-15	350
2.	Student work with NSS unit	2011-12	250
		2012-13	280
		2013-14	330
		2014-15	380
3.	Street children's education.	2014-15	45
4.	Communal harmony programmes.	2011-12	800
		2014-15	900
5.	Swachh Bharat abhiyan	2014-15	1200
6.	Free Medical camps.	2011-12	1,100
		2012-13	1,150
		2013-14	1,200
7.	Blood Donation camp	2011-12	100
		2012-13	102
		2013-14	103
		2014-15	45

**35. SWOC analysis of the department and Future plans:**

**Strength:**

1. Qualified faculty and one faculty with Ph. D.
2. Young & Dedicated faculty.
3. Frequent field visit to enhance the knowledge of the students.
4. The college arranges transport facilities for students for participation in Outdoor activities.
5. Wi-Fi facilities in the campus.

**Weaknesses:**

1. Prescribed syllabus needs up gradation.
2. Lack of experience faculties.

**Opportunities:**

1. E- Library can change the new way of learning.
2. Professional programs for career development.

**Constraints:**

1. Students prefer aided college for fees benefit.
2. University syllabus is outdated which need to be updated and need more specialization options.
3. As the students join coaching class, which effects there interest in class lectures.

**Future Plan:**

1. The college plans to introduce Master level degrees in management.
2. New programs are to be introduced like Specialization in Finance & Human resource management.

## EVALUATIVE REPORT OF THE DEPARTMENTS

### DEPARTMENT OF MASS MEDIA

1. Name of the department : **Mass Media**
2. Year of Establishment : **JUNE 2010**
3. Names of Programmes / Courses offered: **Under Graduate Programme  
Bachelor of Mass Media (B.M.M.)**

Year	<u>Bachelor of Mass Media (B.M.M.)</u>			
		SEM-I		SEM-II
<b>1<sup>st</sup></b>	1.1 1.2 1.3 1.4 1.5 1.6	Effective Communication Skills Fundamentals of Mass Communication Introduction to Computers Introduction to 20th Century World History Introduction to Sociology Economics	2.1 2.2 2.3 2.4 2.5 2.6	Effective Communication Skills-II Political Concepts & Indian Political System Principles of Management & Marketing Introduction to Psychology Principles of Management Introduction to World Literature
		SEM-III		SEM-IV
<b>2<sup>nd</sup></b>	3.1 3.2 3.3 3.4 3.5 3.6	Introduction to Creative Writing Introduction to Cultural Studies Introduction to Public Relations Introduction to Media Studies Understanding Cinema Advanced Computers	4.1 4.2 4.3 4.4 4.5 4.6	Introduction to Advertising Introduction to Journalism Print Production and Photography Radio and Television Mass Media Research Organizational Behavior
		SEM-V		SEM-VI
<b>3<sup>rd</sup></b>	5.1 5.2 5.3 5.4 5.5 5.6	Advertising in Contemporary Society Copywriting Advertising Design Consumer Behaviour Media Planning and Buying Brand Building	6.1 6.2 6.3 6.4 6.5 6.6 6.7	Advertising and Marketing Research Lagal Environment and Advertising Ethics Financial Management Marketing and Advertising Agency Management The Principles and Practice of Direct Marketing Contemporary Issues

4. Names of Interdisciplinary courses and the departments / units involved:  
**BMS &BAF.**

5. Annual/ Semester/ based credit system (Programme wise): **Credit Based Semester and Grading System (CBSGS)**

6. Participation of the department in the courses offered by other departments:  
The following teachers are full time Assistant Professors in the BMM department. They also are involved in teaching various programmes in the BMS & BAF department.

#### **BMM Department**

<b>Sr. No.</b>	<b>Name of Faculty</b>	<b>Courses</b>
<b>1.</b>	<b>Mrs. Seema Petkar (Co-Ordinator)</b>	<b>BMS</b> <ul style="list-style-type: none"> <li>• Service Sector Mgmt.</li> <li>• Business Ethics</li> <li>• IMTP</li> <li>• Entrepreneurship of Small and Medium Enterprises</li> <li>• Cooperative &amp; Rural Markets</li> </ul>
<b>2.</b>	<b>Mrs. Dimple Kakkar</b>	<b>BMS</b> <ul style="list-style-type: none"> <li>• Foundation of Human Skills</li> <li>• Environmental Management</li> </ul> <b>BAF</b> <ul style="list-style-type: none"> <li>• Business Communication</li> <li>• Principles of Management</li> </ul>

7. Courses in collaboration with other universities, industries, foreign institutions etc: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

	<b>Sanctioned</b>	<b>Filled</b>
Professors	-	-
Associate Professors	-	-

Asst. Professors	2	2
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10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)\

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. Seema Petkar	B.Com M.Com B. Ed M. Phil Ph. D	Asst. Prof.	Commerce and Management	8 Years
Mrs. Dimple Kakkar	B.A. M.A.(English) B. Ed	Asst. Prof.	English	3Years

11. List of senior visiting faculty:

Name	Qualification	Designation	Specialization	No. of Years of Experience
Miss. Rubina Ahmad	B.A. M.A.	Asst. Prof.	Advertising Design	8 Years
Mr. Chetan Mathur	B.A. M.A.	Asst. Prof.	Photography	10Years

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty: **13%**

13. Student -Teacher Ratio (programme wise): **25.5: 1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-**04**

1. Ms.Neeta Wadhvani (Head Clerk)
2. Mr.Prashant Walavalkar (Accountant)
3. Mrs.Shalaka Wadekar(Junior Clerk)
4. Mrs.Thomas (Peon)

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name of Faculty	Post Graduation	M.Phil	P.hD
Dr. Seema Petkar	√	√	√
Mrs. Dimple Kakkar	√		



16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

Name of the faculty	Topic of the Papers	Name of the Journal	Year of Publication
Dr. Seema Petkar	• Mergers & Acquisitions by Indian Companies in India.	Global	2013
	• Mergers -& Acquisitions in the Indian banking sectors.	Global	2014

20. Areas of consultancy and income generated: **None**

21. a) National Committees:

Sr. No.	Name of the Faculty	Name of the Committee	Registration No.	Year
1.	Dr. Seema Petkar	All India Commerce Association	251	2011

b) International Committees: **None**

c) Faculty as members of the college Editorial Board

Sr. No.	Name of the Members
1.	Dr. Seema Petkar

22. Student projects:

a) Percentage of students who have done in-house projects including interdepartmental / programme:

Year	Class	Percentage
2011-12	T.Y.BMM	100%

2012-13	T.Y.BMM	100%
2013-14	T.Y.BMM	100%
2014-15	T.Y.BMM	100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in

Research laboratories / Industry / other agencies: 25%

### 23. Students Awards/Recognition:

#### Faculty Awards/Recognition:

Sr. No.	Name of faculty	Achievement	Awards/ Recognitions
1.	Dr. Seema Petkar (Co-ordinator)	FOR ACHIEVING <b>94.44</b> % RESULTS IN <b>CONSUMER BEHAVIOUR T.Y.BMM</b> EXAMINATION – MARCH' 2014	LATE SMT. CLARA KAUL MEMORIAL AWARD
2.	Prof. Avadhesh Yadav	FOR ACHIEVING <b>100%</b> RESULTS IN <b>MEDIA PLANNING &amp; BUYING COPYWRITING FINANCIAL MANAGEMENT T.Y.BMM</b> EXAMINATION – MARCH' 2013	LATE SMT. CLARA KAUL MEMORIAL AWARD
3.	Prof. Avadhesh Yadav	FOR ACHIEVING RESULTS IN <b>FINANCIAL MANAGEMENT – 78.00% CONTEMPORARY ISSUES – 95.00% T.Y.BMM</b> EXAMINATION – MARCH' 2014	LATE SMT. CLARA KAUL MEMORIAL AWARD
4.	Prof. Chetan Mathur	FOR ACHIEVING <b>100%</b> RESULTS <b>IN CONTEMPORARY ISSUES T.Y.BMM</b> EXAMINATION – MARCH' 2011	LATE SMT. CLARA KAUL MEMORIAL AWARD
5.	Prof. Faisal	FOR ACHIEVING <b>100%</b>	

	Tanwar	<b>RESULTS IN Principal &amp; Practices of Direct Marketing SEM - VI T.Y.BMM EXAMINATION – MARCH' 2013</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
6.	Prof.Faisal Tanwar	<b>FOR ACHIEVING 100%RESULTS IN Advertising and Market Research SEM - VI T.Y.BMM EXAMINATION – MARCH' 2013</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014

**Students Awards/Recognition:**

**Academic Awards/Recognition:** Excellences at the T.Y.BMM semester end examination at university level.

Sr. No.	Name of Students	Achievement	Awards/Recognitions
5.	Mr. Phophale Siddesh	Student of S.Y.BMM has achieved second rank in "Youth Fest" for on the spot Photography competition organized by Mumbai University	Awards received during the academic year 2013-14 from University of Mumbai.
6.	Ms. Shaikh Sana	FOR SECURING 70.00 % MARKS in <b>T.Y.BMM EXAMINATION-2011-12.</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD</b>
7.	Mr. Bakshi Abhishek	FOR SECURING 70.00 % MARKS in <b>SEM - VI T.Y.BMM EXAMINATION-2012-13.</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD ANNUAL DAY 2014-2015</b>
8.	Ms.Raj Neelima	FOR SECURING 69.50 % <b>SEM - VI T.Y.BMM EXAMINATION-2013-14.</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD ANNUAL DAY 2014-2015</b>

24. List of eminent academicians and scientists / visitors to the department:

Sr. No.	Date	Name of the Resource Person	Topic
1	02.07.2014	Prof. Dimple Kakkar	Use of language in day to day life
2	15.07.2014	Prof. Aarti Ahuja	Increase in Communication gap due to modern

			technology
	18.07.2014	Prof. Diana Rayen	Advertising – A boon or a curse to the Indian Society
3	20.08.2014	Prof. Anish Desai	Computer- A boon to mass media
	27.08.2014	Prof. Faisal Tanwar	Bollywood – Anurag Kashyap
4	31.08.2014	Prof. R. V. Pangam	History of Mass Media
	01.09.2014	Prof. Faisal Tanwar	Digital media with You Tube
5	02.09.2014	Prof. Dimple Kakkar	Loss of values due to increasing technology
6	08.09.2014	Prof. R. V. Pangam	Role of Economics in the field of Mass Media
7	03.07.2014	Prof. Dimple Kakkar	Impact of technology on the writing and reading skill of the youth
8	16.07.2014	Prof. Dimple Kakkar	Nowdays people are aping the west and are losing touch with due basic values
9	20.08.2014	Dr. Mamta Rajani	The effect of movies, plays and dramas on the youth today
	22.08.2014	Dr. Seema Petkar	Brand equity
10	27.08.2014	Prof. Chetan Mathur	The rise and fall of Indian cinema
11	28.08.2014	Dr. Seema Petkar	Importance of consumer behavior to the marketeer
12	06.09.2014	Prof. Anish Desai	Use of Java in computers
13	08.09.2014	Prof. Rubina	Advertising Design
14	12.11.2014	Prof. Dimple Kakkar	The effect of short forms and slangs on the vocabulary at youth
15	13.11.2014	Prof. Diana Rayen	Roll of Advertising in mass media
16	15.11.2014	Prof. Faisal Tanwar	Kellogs change the taste of their product
17	24.11.2014	Prof. R. V. Pangam	Why should mass media students know politics?
18	25.11.2014	Prof. Dimple Kakkar	How to become a successful Journalist
19	26.11.2014	Prof. Faisal Tanwar	Just Dial Database System
20	02.12.2014	Prof. Surendra Rana	Importance of Henry Fayol principles in mass media
21	03.12.2014	Prof. Chetan Mathur	Photography and Mass Media
22	07.12.2014	Prof. Shalini Shashidharan	Basics of accounting concepts, books of

			accounts, debit credit entries and formats of final account
23	09.12.2014	Prof. Shehnaz Khoja	Law and Mass Media
24	10.12.2014	Prof. R. V. Pangam	Pavlov's theory's of learning
25	12.12.2014	Prof. Chetan Mathur	Skills required for radio jocky
26	17.12.2014	Dr. Mamta Rajani	Growing importance of research methodology for enhancing the TRP
27	20.12.2014	Prof. Dimple Kakkar	The adaptation of Shakesperean plays in Bollywood
28	02.01.2015	Prof. Aarti Ahuja	Application of management techniques in marketing
29	04.01.2015	Prof. Shalini Shashidharan	Implication of inter cultural learning in organizational behavior in the light of globalization
30	08.01.2015	Prof. Diana Rayen	Advertising budget
31	27.01.2015	Dr. Seema Petkar	Causes of terrorism in India

25. Seminars / Conferences / Workshops organized & the source of funding:

Month/year	Title of activity	Name of resource person	Number of beneficiaries
November 2014	Research Methods	Dr. Gopal Kalkoti	10 students
November 2014	Effective PPT presentation	Mr. Foram Metha	30 students
July 2014	Introduction to Media	Mrs. Coral Andrade	50 students
December 2014	Methodology on Market Research	Dr. Hanif Lakadawala	50 students
22 <sup>nd</sup> January 2015	financial literacy	Mr. Mohammed Hasan Ali	25 students

26. Student profile programme / course wise:

\*M = Male \*F = Female

Name of the Course/ programme	Year	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
F.Y.BMM	2011-12	25	23	15	8	91.3%

	2012-13	26	25	15	10	84.00%
	2013-14	19	16	10	6	100%
	2014-15	20	19	11	8	
S.Y.BMM	2011-12	23	21	18	3	100%
	2012-13	21	21	14	7	85.7%
	2013-14	19	19	12	7	94.7%
	2014-15	15	15	9	6	
T.Y.BMM	2011-12	24	24	13	11	90.9%
	2012-13	18	18	16	2	100%
	2013-14	20	18	11	7	61.1%
	2014-15	16	16	11	5	62.50%

### 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BMM (A.Y.2014-15)	88.89	11.11	----

28. How many students have cleared national and state competitive examination such as NET, SLET, GATE, Civil Services, and Defense Services etc.: **Details Not Available**

### 29. Student progression:

Student progression	Against % enrolled
UG to PG	23.07 %
PG to M.Phil.	N/A
PG to Ph.D.	N/A
Ph.D. to Post-Doctoral	N/A
<b>Employed</b>	
• Campus selection	30.76%
• Other than campus recruitment	15.38%
Entrepreneursip/Self-employment	30.76%

- c) Internet facilities for Staff & Students : **4mbps**  
d) CT facility : Three Classrooms well equipped with Projector

e) Laboratories : We have a Computer Laboratory

31. Number of students receiving financial assistance from college, University, government or other agencies:

Sr. No	Year	Number of beneficiaries	Total Amount
1.	A.Y.2014-15	06	Rs 40,300/-

32. Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:

Following are the special lectures seminars /workshop organized for students' enrichment

Sr. No.	Date	Name of the Resource Person	Topic
1	02.07.2014	Prof. Dimple Kakkar	Use of language in day to day life
2	15.07.2014	Prof. Aarti Ahuja	Increase in Communication gap due to modern technology
	18.07.2014	Prof. Diana Rayen	Advertising – A boon or a curse to the Indian Society
3	20.08.2014	Prof. Anish Desai	Computer- A boon to mass media
4	27.08.2014	Prof. Faisal Tanwar	Bollywood – Anurag Kashyap
5	31.08.2014	Prof. Vaibhav Pangam	History of Mass Media
6	01.09.2014	Prof. Faisal Tanwar	Digital media with You Tube
7	02.09.2014	Prof. Dimple Kakkar	Loss of values due to increasing technology
8	08.09.2014	Prof. Vaibhav Pangam	Role of Economics in the field of Mass Media
9	03.07.2014	Prof. Dimple Kakkar	Impact of technology on the writing and reading skill of the youth
10	16.07.2014	Prof. Dimple Kakkar	Nowdays people are aping the west and are losing touch with due basic values
11	20.08.2014	Dr. Mamta Rajani	The effect of movies, plays and dramas on the youth today
12	22.08.2014	Dr. Seema Petkar	Brand equity
13	27.08.2014	Prof. Chetan Mathur	The rise and fall of Indian cinema
14	28.08.2014	Dr. Seema	Importance of consumer behavior

		Petkar	to the marketer
15	06.09.2014	Prof. Anish Desai	Use of Java in computers
16	08.09.2014	Prof. Rubina	Advertising Design
17	12.11.2014	Prof. Dimple Kakkar	The effect of short forms and slangs on the vocabulary at youth
18	13.11.2014	Prof. Diana Rayen	Roll of Advertising in mass media
19	15.11.2014	Prof. Faisal Tanwar	Kellogs change the taste of their product
20	24.11.2014	Prof. Vaibhav Pangam	Why should mass media students know politics?
21	25.11.2014	Prof. Dimple Kakkar	How to become a successful Journalist
22	26.11.2014	Prof. Faisal Tanwar	Just Dial Database System
23	02.12.2014	Prof. Surendra Rana	Importance of Henry Fayol principles in mass media
24	03.12.2014	Prof. Chetan Mathur	Photography and Mass Media
25	07.12.2014	Prof. Shalini Shashidharan	Basics of accounting concepts, books of accounts, debit credit entries and formats of final account
26	09.12.2014	Prof. Shehnaz Khoja	Law and Mass Media
27	10.12.2014	Prof. Vaibhav Pangam	Pavlov's theory's of learning
28	12.12.2014	Prof. Chetan Mathur	Skills required for radio jockey
29	17.12.2014	Dr. Mamta Rajani	Growing importance of research methodology for enhancing the TRP
30	20.12.2014	Prof. Dimple Kakkar	The adaptation of Shakesporean plays in Bollywood
31	02.01.2015	Prof. Aarti Ahuja	Application of management techniques in marketing
32	04.01.2015	Prof. Shalini Shashidharan	Implication of inter cultural learning in organizational behavior in the light of globalization
33	08.01.2015	Prof. Diana Rayen	Advertising budget
34	27.01.2015	Dr. Seema Petkar	Causes of terrorism in India

3. Industrial visits are organized every year to enhance the knowledge of the students to make them understand the practical implications of their respective subject s.



Sr. No.	Month / Year	Place	Industries Visited	No. of Beneficiary
1	January, 2012	Silvasa, Gujarat	Aakar Institute	53
2	January, 2013	Pune	Film Institute	50
3	January, 2014	Silvasa, Gujarat	Film Archives	50
4	February, 2015	Pune	Film Archives and Kesari Newspaper	38

33. Teaching methods adopted to improve student learning: The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

1. Group Discussion Method
2. Case Study Method
3. Improve lecture method
4. Remedial Teaching Session
5. Language Improvement Lecture
6. Quiz Games etc
7. Tutorial/Assignments
8. Seminars
9. PPT's
10. Webinars

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Sr. No.	Title of activities	Month / Year	Number of Beneficiary
1.	Working in coordination with NGO'S.	i) 2011-12	210
		ii) 2012-13	250
		iii) 2013-14	320
		iv) 2014-15	350
2.	Student work with NSS unit.	i) 2011-12	250
		ii) 2012-13	280
		iii) 2013-14	330
		iv) 2014-15	380
3.	Street Children' Education.	i) 2014-15	45
4.	Communal Harmony Programmes.	i) 2011-12	800
		iv) 2014-15	900
5.	Swachh Bharat Abhiyan	i) 2014-15	1200
6.	Free Medical Camps.	i) 2011-12	1,100
		ii) 2012-13	1,150

		iii) 2013-14	1,200
7.	Blood Donation Camp	i) 2011-12 ii) 2012-13 iii) 2013-14 iv) 2014-15	100 102 105 45

The institution works in association with various Non- government organizations to achieve its objectives of Communal Harmony among the local residents, providing affordable quality education to the socially and economically backward class to improve hygiene and health conditions of local residents.

35. SWOC analysis of the department and Future plans:

**Strength:**

1. Increasing importance of Mass Media
2. Ideal student teacher ratio.

**Weaknesses:**

3. Low rate of students' enrolment in BMM due to financial constraints.
4. Lack of qualified faculties.

**Opportunities:**

1. Increasing demand and employment opportunities in the field of Mass Media.
2. Up gradation of ICT.
3. Up gradation of library.
4. Introduction of PG courses in Mass Media
5. Involvement of staff in research activity.

**Constraints:**

1. Students belonging to first generation learners.

**Future Plan:**

1. To introduce specialization in the subject of journalism.

## EVALUATIVE REPORT OF THE DEPARTMENTS

### DEPARTMENT OF B. Com. ACCOUNTING & FINANCE (BAF)

1. Name of the department : **B. Com. Accounting & Finance (BAF)**
2. Year of Establishment : **JUNE 2010**
3. Names of Programmes / Courses offered: **Under Graduate Programme (B. Com. Accounting & Finance) (BAF)**

The following courses are offered under (B. A. F.) Bachelor of Accounting & Finance

Bachelor of Commerce (Accounting & Finance) (B.A.F.)				
YR.	SR. NO	COURSES	SR. NO	COURSES
<b>1<sup>st</sup></b>	<b>SEMESTER I</b>		<b>SEMESTER II</b>	
	1.1	Financial Accounting-I { <b>Elements of Financial Accounting</b> }	2.1	Financial Accounting-II { <b>Special Accounting Areas</b> }
	1.2	Cost Accounting-I { <b>Introduction &amp; Element of Cost</b> }	2.2	Auditing-I { <b>Introduction planning &amp; techniques of Auditing</b> }
	1.3	Economics-I { <b>Micro Economics</b> }	2.3	Financial Management-I { <b>Introduction to Financial Management</b> }
	1.4	Commerce-I { <b>Business Environment</b> }	2.4	Taxation-I { <b>Indirect Taxes -I</b> }
	1.5	Information Technology-I { <b>Introduction &amp; Elements</b> }	2.5	Business Law-I { <b>Business Regulatory Framework</b> }
	1.6	Business Communication-I { <b>Introduction &amp; Principles</b> }	2.6	Quantitative Methods for Business-I
	1.7	Foundation Course-I { <b>Fundamentals of Environment</b> }	2.7	Business Communication-II
<b>2<sup>nd</sup></b>	<b>SEMESTER III</b>		<b>SEMESTER IV</b>	
	3.1	Financial Accounting-III { <b>Special Accounting Areas</b> }	4.1	Financial Accounting-IV { <b>Special Accounting Areas</b> }

	3.2	Cost Accounting-II { <b>Methods of Costing</b> }	4.2	Management Accounting-I { <b>Introduction to Management Accounting</b> }
	3.3	Auditing-II { <b>Technique of Auditing</b> }	4.3	Taxation-II { <b>Indirect Taxes -II</b> }
	3.4	Economics-II { <b>Macro Economics</b> }	4.4	Commerce-II { <b>Financial Market Operation</b> }
	3.5	Business Law-II { <b>Company Law</b> }	4.5	Business Law-III { <b>Industrial Regulatory Framework</b> }
	3.6	Management-I { <b>Business Environment</b> }	4.6	Information Technology-II { <b>Application in Accounting &amp; Finance</b> }
	3.7	Quantitative Methods for Business-II	4.7	Foundation Course-II ( <b>Value Education and Soft Skills</b> )
	<b>SEMESTER V</b>		<b>SEMESTER VI</b>	
3 <sup>rd</sup>	5.1	Financial Accounting-V { <b>Corporate Accounting</b> }	6.1	Financial Accounting-VII { <b>Corporate Accounting</b> }
	5.2	Cost Accounting-III { <b>Methods of Accounting</b> }	6.2	Cost Accounting-IV { <b>Techniques of Costing</b> }
	5.3	Financial Accounting-VI { <b>Corporate Accounting</b> }	6.3	Auditing-III { <b>Technique of Auditing &amp; Audit Procedure</b> }
	5.4	Management Accounting-II { <b>Financial Statement Analysis</b> }	6.4	Financial Accounting-VIII { <b>Security Analysis &amp; Management</b> }
	5.5	Taxation-III { <b>Direct Taxes -I</b> }	6.5	Taxation-IV { <b>Direct Taxes -II</b> }
	5.6	Economics-III { <b>Indian Economy</b> }	6.6	Management-II { <b>Principles of Management &amp; Application</b> }

4. Names of Interdisciplinary courses and the departments/units involved:**B.Com/ BMM/ BMS.**

5. Annual/ semester/choice based credit system (Programme wise) : **Credit Based Semester and Grading System (CBSGS)**

**A) Credit Based Semester and Grading System (CBSGS) 60-40 academic year 2013-14.**

**B) Credit Based Semester and Grading System (CBSGS) 75-25 is effective from June, 2014.**

**6. Participation of the department in the courses offered by other departments:**

The following teachers are full time Assistant Professors in the BAF department. They are also involved in teaching various programmes in the BMS and B.Com. department.

Sr. No	Name of faculty	Programme	Courses
1.	Mr. Vijaykumar Makwana(Co-ordinator)	BAF	i) Financial Accounting ii) Cost Accounting iii) Management Accounting iv) Financial Management v) Auditing
2.	Mr. Shahid Ansari	BAF	i) Auditing ii) Cost accounting iii) Management Accounting iv) Financial Accounting
3.	Mr. Minaz Khoja	BAF	i) Financial Accounting

**List of faculty teaching in various departments**

Sr. No	Name of faculty	Programme	Courses
1	Mr. Shahid Ansari	BMS	i) Cost Accounting ii) Direct & Indirect Tax iii) Financial Accounting
2	Mr. Minaz Khoja	B.Com	i) Taxation ii) Financial Accounts iii) Financial Management

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

Designation	Sanctioned	Filled

Professors	-	-
Associate Professors	-	-
Assistant Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. Etc.)

Name	Qualification	Designation	Specialization	No. of Years experience
Mr. Vijay Kumar Makwana	B.Com M.Com M. Phil SET	Assistant Professor Coordinator	Accountancy	07
Mr. Shahid Ansari	B.Com M.Com NET PGDFM	Assistant Professor	Accountancy	02
Mr. Minaz Khoja	B.Com M.Com	Assistant Professor	Accountancy	04

11. List of senior visiting faculty:

Name	Qualification	Designation	Specialization	No. of Years experience
Mr. Premchand Yadav	M.Sc. B. Ed	Asst. Prof.	Statistics	32years

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty): **2.5%**

13. Student -Teacher Ratio (programme wise): **43.33:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **06**

Sr. No.	Name	Designation
1.	Ms. Neeta Wadhvani	Head Clerk
2.	Mr. Prashant Walavalkar	Accountant
3.	Mrs. Shalaka Naik	Junior Clerk
4.	Mr. Savale	Technical Support Staff
5.	Mr Harish	Peon

15. Qualifications of teaching faculty with DSc./ D.Litt/ Ph.D/ M. Phil / PG.:

Name of faculty	Post. Graduation	M. Phil	Ph.D
Mr. Vijaykumar Makwana	√	√	-
Mr. Shahid Ansari	√	-	-
Mr. Minaz Khoja	√	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre/facility recognized by the University: **None**

19. Publications:

d) Publication per faculty: **None**

20. Areas of consultancy and income generated: **None**

21. Faculty as members in:

a) National committees : **None**

b) International Committees: **None**

c) Editorial Board : **None**

22. **Student projects:**

a. Percentage of students who have done in-

house projects including interdepartmental/programme: **None**

b. Percentage of students placed for projects in organizations outside the institution. i.e in Research laboratories/Industry/ other agencies: **None**

23. Awards/Recognitions received by faculty and students:

Year	Name of Faculty	Achievements	Awards/ Recognitions
2012-13	Prof. Vijay Jadhav	For Achieving <u>95%</u> Results In Financial Accounting & Auditing – II T.Y.B.Com. Examination – March' 2012	Late Smt. Clara Kaul Memorial Award
	Prof. Mrs. Chani Khedwal	For Achieving <u>92%</u> Results In Computer System & Application T.Y.B.Com.	Late Smt. Clara Kaul Memorial Award

		Examination – March' 2012	
	Prof. Vijaykumar Makwana	For Achieving <u>95%</u> Results In Financial Accounting-V T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
2013- 14	Prof. Vijaykumar Makwana	For Achieving <u>100%</u> Results In Cost Accounting – IIIT.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Prof. Vijaykumar Makwana	FOR Achieving <u>97.36%</u> Result In Auditing T. Y. B. A. F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Prof. Minaz Khoja	For Achieving <u>97.37%</u> Results In Taxation – IIIT.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Prof. Minaz Khoja	For Achieving <u>100%</u> Results In Taxation - IV T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Mr. Faisal Tanwar	For Achieving <u>100%</u> Results In Princi ples Of Management And Application T. Y. B. A. F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Mr. Surinder Rana	For Achieving <u>97.37%</u> Results In Economics T. Y. B. A. F . Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	Mr. Naresh Dhanawade	For Achieving <u>92.10%</u> Results In	Late Smt. Clara Kaul Memorial



		Financial Accounting – VIIT.Y.B.A.F. Examination – March' 2013	Award
2014-15	Prof. Minaz Khoja	For Achieving <u>98.75%</u> Results In Direct & Indirect Taxes T.Y.B.COM. Examination – March 2014	Late Smt. Clara Kaul Memorial Award
	Prof. Minaz Khoja	For Achieving <u>96.50%</u> Results In Investment Analysis & Portfolio Management Sem – VI T.Y.B.M.S Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	Prof. Vijaykumar Makwana	For Achieving <u>95%</u> Results In Financial Accounting - V Sem – V T.Y.B.A.F. Examination – March 2014	Late Smt. Clara Kaul Memorial Award
	Prof. Vijaykumar Makwana	For Achieving <u>100%</u> Results In Cost Accounting - III Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara kaul Memorial Award
	Prof. Vijaykumar Makwana	For Achieving <u>95%</u> Results In Cost Accounting – IV Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara kaul Memorial Award
	Prof. Vijaykumar Makwana	For Achieving <u>100%</u> Results In Financial Accounting – VII Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	Prof. Shahid Ansari	For Achieving <u>100%</u>	Late Smt. Clara

		Results In Auditing – III Sem - VI T.Y.B.A.F. Examination – March' 2014	Kaul Memorial Award
	Prof. Shahid Ansari	For Achieving <u>100%</u> Results In Taxation –IV Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	Ms. AkshaMemon	For Achieving <u>100%</u> Results In Financial Accounting – IV Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	Ms. Aksha Memon	For Achieving <u>100%</u> <b>Results</b> <b>In Taxation –III</b> Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	Mr. Surinder Rana	For Achieving <u>100%</u> <b>Results</b> <b>In Economics – III</b> <b>Sem - V</b> <b>T.Y.B.A.F.</b> Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	MR. Faisal Tanwar	For Achieving <u>100%</u> Results In Principles Of Management Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award

**Awards/Recognition received by students in Cultural activities**

Sr.No.	Name of Students	Achievement	Awards/Recognitions
1	Mr.Haldankar Ninad	Student of F.Y. BAF has achieved second rank in "Youth Fest "for on the spot painting competition.	Awards received during the academic year 2013-14 from University of Mumbai.

**Students Awards/Recognition:**

The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations:

Year	Name of students	Academic Achievements	Awards/Recognition
2013-14	Mr. Maredia Azim	For Securing 1 <sup>st</sup> rank and <b>88.67%</b> in T.Y.B.A.F. EXAMINATION-2013.	Late Smt. Clara Kaul Memorial Award
2014-15	Mr. Reddy Vilas	For Securing 1 <sup>st</sup> rank and securing <b>7.00 GPA</b> in SEM – V T.Y.B.A.F. EXAMINATION-2014.	Late Smt. Clara Kaul Memorial Award
	Mr. Reddy Vilas	For Securing 1 <sup>st</sup> rank and securing <b>6.69 GPA</b> in SEM – VI T.Y.B.A.F. EXAMINATION-2014.	Late Smt. Clara Kaul Memorial Award

## 24. List of eminent academicians and scientists/visitors to the department:

Sr. No	Date	Title of activities	Name of recourse persons	Number of beneficiaries
1	30/09/2014	Role of capital and money market in India	Ms. Nadia Motani	21 students of T.Y.BAF
2	August 2014	Self defense for Girls	Mr.Sharif Babu	40 Students

3	18/02/2015 & 20/02/2015	Tally ERP 9 Computerized Accounting	Ms. Hetal Gala and Mr. Dharmarj Maingade	106 of BAF students
4	22/01/2015	Financial Literacy	Mr. Mohammed Hasan Ali	60 of BAF students
5	August 2014	Self defense for Girls	Mr. Sharif Babu	40 Students
6	04/08/2014	MIS in corporate.	Mr. Shahid Ansari	43 Students
7	12/08/2014	Stock management in big bazaar.	Mr. Vijaykumar Makwana	47Students
8	17/09/2014	Cartel formation in OPEC	Mr. Amit Bansod	51 Students
9	19/09/2014	Cooperative marketing (AMUL)	Mr. Amit Bansod	39 Students
10	23/09/2014	Collection of debtors & follow-ups	Mr. Shahid Ansari	46 Students
11	26/09/2015	Ministry of corporate affair	Mr. Shahid Ansari	33 Students
12	03/11/2014	Role of internal auditor	Mr. Vijaykumar Makwana	61 Students
13	07/11/2014	Accounts of local retail outlet	Mr. Vijaykumar Makwana	38 Students
14	10/11/2014	Service costing(BEST Bus)	Mr. Shahid Ansari	39 Students
15	15/11/2014	Consultancy services by CA	Mr. Vijaykumar Makwana	41 Students
16	04/12/2014	Introduction to new company act 2013	Mr. Amit Bansod	40 Students
17	06/12/2014	Detail study of schedule IV with reference to corporate	Mr. Vijaykumar Makwana	43 Students
18	12/12/2014	Allocation of fund to department	Mr. Shahid Ansari	42 Students
19	19/12/2014	Interlinking of debt market ,stock market etc.	Mr. AmitBansod	39 Students
20	2/01/2015	Risk factors for one person company.	Mr. Amit Bansod	57 Students
21	20/01/2015	RTI- way to apply.	Mr. Faisal Tanwar	47 Students
22	21/01/2015	International accounting stander	Mr. Vijaykumar Makwana	46 Students
23	02/02/2015	Petty cash management in companies	Mr. Shahid Ansari	38 Students

24	16/02/2015	Corporate taxation	Mr. Shahid Ansari	57 Students
25	22/01/2015	WTO and food security	Mrs. MamtaRajani	40 Students
26	23/02/2015	IFRS	Mr. Minaz Khoja	42 Students
27	02/03/2015	MIS in cost accounting	Mr. Vijaykumar Makwana	25 Students
28	04/03/2015	CAG, Annual reports of company	Mr. Shahid Ansari	23 Students
29	12/03/2015	Basic information about working of stock exchange	Mr. Vijaykumar Makwana	21 Students
30	20/03/2015	Payment of advance Tax	Ms. AkshaMemon	24 Students
31	24/03/2015	Flipkart distribution channel	Mr. Faisal Tanwar	26 Students

25. Seminars/Conferences/Workshops organized & the source of funding:

**All these programs were organized and funded by the Management:**

Date	Title of activity	Name of Resource persons
27 <sup>th</sup> July, 2013	Extempore – Topic- Money the biggest motivation for people at work place	In House competition
November 2014	Research Methods	Dr. Gopal Kalkoti
November 2014	Effective PPT presentation	Mr.ForamMetha
28 <sup>th</sup> February 2015	Symposium on Emotional Intelligence and teaching – learning process	Dr. Vipul Vyas
22 <sup>nd</sup> January 2015	Financial literacy	Mr. Mohammed Hassan Ali
18/02/2015 & 20/02'2015	TallyERP 9 Computerized Accounting	Ms. Hetal Gala and Mr. DharmarjMaingade

26. Student profile programme/course wise:

Name of the Course/ Programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
F.Y.BAF	2011-12	26	22	15	07	95.45
	2012-13	35	33	23	10	91.67
	2013-14	51	45	32	13	100

S. Y.BAF	2011-12	42	42	23	19	80.59
	2012-13	22	22	14	08	95.45
	2013-14	27	27	20	07	96.29
T. Y.BAF	2012-13	39	39	21	18	92.11
	2013-14	20	20	15	05	85

\*M = Male \*F = Female

27. Diversity of Students

Name of the Course	%of students from the same state	%of students from other States	%of students from abroad
<b>BAF (2011-12)</b>	95.46%	4.54%	NIL
<b>BAF (2012-13)</b>	100%	NIL	NIL
<b>BAF (2013-14)</b>	97.78%	2.22%	NIL
<b>BAF (2014-15)</b>	100%	NIL	NIL

28. How many students have cleared National and state competitive examination such as NET, /GATE/CIVIL, /defense services, etc.: **None**

29. Student progression:

Student Progression	Against %enrolled
UG to PG	52.94%
PG to M.Phil.	Not Available
PG to Ph.D.	Not Available
Ph.D. to Post-Doctoral	Not Available
<b>Employed</b>	
•Campus selection	11.76%
•Other than campus recruitment	17.65%
Entrepreneurship/Self-employment	11.76%

## 30. Details of Infrastructural facilities

## a) Library:

<b>i) Text Books:</b>	2,787 Nos.
<b>ii) Reference Books:</b>	761 Nos.
<b>iii) Magazines:</b>	06 Nos.

**BAF Department**No. of Titles of Books:**94**No. of Journals / Periodical subscribed: - **6**b) Internet facilities for Staff & Students: **4mbps**

c) Class rooms with ICT facility: Three Classrooms well equipped with Projector.

d) Laboratories: We have a computer lab.

31. Number of students receiving financial assistance from college, University, government or other agencies:

Sr. No.	Year	Number of beneficiaries	Total Amount
1.	A.Y.2014-15	19	Rs 88,800/-

32. Details on student enrichment programmes (special lectures /workshops/seminar) with external experts:

Sr. No.	Dates	Title of activities	Name of resource persons	Number of beneficiaries
1	30/09/2014	Role of capital and money market in India	Ms. Nadia Motani	21 students of T.Y.BAF
2	August 2014	Self defense for Girls	Mr.Sharif Bapu	40 Students
3	18/02/2015 & 20/02/2015	Tally ERP 9 Computerized Accounting	Ms. Hetal Gala and Mr. Dharmarj Maingade	106 of BAF students
4	22/01/2015	Financial Literacy	Mr. Mohammed Hasan Ali	60 of BAF students

5	August 2014	Self defense for Girls	Mr.Sharif Babu	40 Students
6	04/08/2014	MIS in corporate.	Mr. Shahid Ansari	43 Students
7	12/08/2014	Stock management in big bazaar.	Mr. Vijaykumar Makwana	47Students
8	17/09/2014	Cartel formation in OPEC	Mr. Amit Bansod	51 Students
9	19/09/2014	Cooperative marketing (AMUL)	Mr. Amit Bansod	39 Students
10	23/09/2014	Collection of debtors & follow-ups	Mr. Shahid Ansari	46 Students
11	26/09/2015	Ministry of corporate affair	Mr. Shahid Ansari	33 Students
12	03/11/2014	Role of internal auditor	Mr. Vijaykumar Makwana	61 Students
13	07/11/2014	Accounts of local retail outlet	Mr. Vijaykumar Makwana	38 Students
14	10/11/2014	Service costing(BEST Bus)	Mr. Shahid Ansari	39 Students
15	15/11/2014	Consultancy services by CA	Mr. Vijaykumar Makwana	41 Students
16	04/12/2014	Introduction to new company act 2013	Mr. Amit Bansod	40 Students
17	06/12/2014	Detail study of schedule IV with reference to corporate	Mr. Vijaykumar Makwana	43 Students
18	12/12/2014	Allocation of fund to department	Mr. Shahid Ansari	42 Students
19	19/12/2014	Interlinking of debt market ,stock market etc.	Mr. Amit Bansod	39 Students
20	2/01/2015	Risk factors for one person company.	Mr Amit Bansod	57 Students
21	20/01/2015	RTI- way to apply.	Mr Faisal Tanwar	47 Students
22	21/01/2015	International accounting stander	Mr. Vijaykumar Makwana	46 Students
23	02/02/2015	Petty cash management in companies	Mr. Shahid Ansari	38 Students
24	16/02/2015	Corporate taxation	Mr. Shahid Ansari	57 Students
25	22/01/2015	WTO and food security	Mrs. Mamta Rajani	40 Students
26	23/02/2015	IFRS	Mr. Minaz Khoja	42 Students



27	02/03/2015	MIS in cost accounting	Mr. Vijaykumar Makwana	25 Students
28	04/03/2015	CAG, Annual reports of company	Mr. Shahid Ansari	23 Students
29	12/03/2015	Basic information about working of stock exchange	Mr. Vijaykumar Makwana	21 Students
30	20/03/2015	Payment of advance Tax	Ms. Aksha Memon	24 Students
31	24/03/2015	Flipkart distribution channel	Mr. Faisal Tanwar	26 Students

2. Industrial visits are organized every year to enhance the knowledge of the student to make them understand the practical implication of their respective subjects.

Sr. No.	Month/year	Places	Industries Visited	Number of beneficiaries
1.	17 <sup>th</sup> & 18 <sup>th</sup> December,2010	Nasik in Maharashtra	Asian Electronics Ltd. & VIP baggage industry	51 students.
2.	10 <sup>th</sup> & 11 <sup>th</sup> January 2012	Silvassa in Gujarat.	Parle Biscuit Factory & Akaar Pharma packaging co.	63 students
3.	8 <sup>th</sup> December,2012	Mumbai in Maharashtra.	Reserve Bank of India and Life Insurance Company.	74 students
4.	23 <sup>rd</sup> December,2013	Mumbai in Maharashtra	BSE Training Institute in Bombay Stock Exchange	81 students
5	24 <sup>th</sup> February,2015	Lonavala in Maharashtra	1.Maganala Chikkiwala 2. Monex Lubricants Co. 3. Cooger Paints	92 Students

33. Teaching methods adopted to improve student learning: The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

1. Group Discussion Method
2. Blended Lecture Method
3. Language Improvement Lecture

4. Remedial Teaching Session
5. QUIZ games etc
6. Case study
7. Tutorial/Assignment
8. PPT
9. Video & audio lecture
10. Seminar

34. Participation Institutional Social Responsibility (ISR) and Extension activities:

Sr. No.	Title of activity	Month /year	Number of beneficiary
1.	Working in coordination with NGO'S.	2011-12	210
		2012-13	250
		2013-14	320
		2014-15	350
2.	Student work with NSS unit.	2011-12	250
		2012-13	280
		2013-14	330
		2014-15	380
3.	Street Children' Education.	2014-15	45
4.	Communal Harmony programmes.	2011-12	800
		2014-15	900
5.	Swachh Bharat Abhiyan	2014-15	1200
6.	Free Medical camps.	2011-12	1,100
		2012-13	1,150
		2013-14	1,200
7	Blood donation camp	2011-12	100
		2012-13	102
		2013-14	105
		2014-15	45

The institution works in association with various Non- government organizations to achieve its objectives of Communal Harmony among the local residents, providing affordable quality education to the socially and economically backward class to improve hygiene and health conditions of local residents.

**35. SWOC analysis of the department and Future plans:****Strength:**

1. The college has good infrastructure consisting of spacious classrooms, audio-visual system and Over Head Projectors (OHP).
2. The college arranges transport facilities for students for participation in Outdoor activities.
3. The College is situated in Versova to serve the educational needs of the various communities living in Versova and Madh village.
4. Young & Dedicated facilities.
5. Industrial visit in every 2 month to enhance the knowledge of the students.

**Weaknesses:**

1. Lack of experienced faculties.

**Opportunities:**

1. The College has already purchased a plot of land in the vicinity where a multi storied building is proposed to be built in the near future.
2. The college is planning to provide e-learning facility in library for students.
3. The class rooms can be up graded with ICT facilities.

**Constraints:**

1. The college has competition with various well known colleges situated in the vicinity.
2. Being an unaided college the rate of job turnout among faculty members is high.

**Future Plan:**

1. The college is planning to apply for one more division of BAF due to increasing demand for the course.
2. The college proposes to start post-graduation programmes, diploma and certificate courses.

**CLARA'S COLLEGE OF COMMERCE**

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061. Tel. : 2636 5385 / 2631 5377



Ref: CCC/Naac/2014-15/3568

Date : \_\_\_\_\_

**Certificate of Compliance**

This is to certify that **Clara's College of Commerce, Mumbai** fulfils all norms:

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc] and
3. The affiliation and recognition is valid as on date.

Our affiliation is not conditional.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 04/04/2015

Principal

Place: Mumbai

(Name and Signature with Office seal)



**Principal**  
Clara's College of Commerce  
Yari Road, Versova,  
Ther (W), Mumbai - 400 061.

**Annexure – I****Certificate of Compliance**

**CLARA'S COLLEGE OF COMMERCE**

(Managed by : CHILDREN WELFARE CENTRE)

YARI ROAD, VERSOVA, MUMBAI - 400 061. Tel. : 2636 5385 / 2631 5377



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

Date: \_\_\_\_\_

**Declaration by the Head of the Institution**

I certify that, the data included in this self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Date: 06/04/2015


Place: Mumbai

Dr. Zahida Shaikh

**Principal**  
Clara's College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai - 400 061.

**Annexure II****Declaration by the Head of the Institution**

**University of Mumbai**



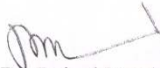
AFFILIATION SECTION  
No. Aff.II/ICD/2014-15/ 410A  
7<sup>th</sup> March, 2015

**TO WHOMSOEVER IT MAY CONCERN**

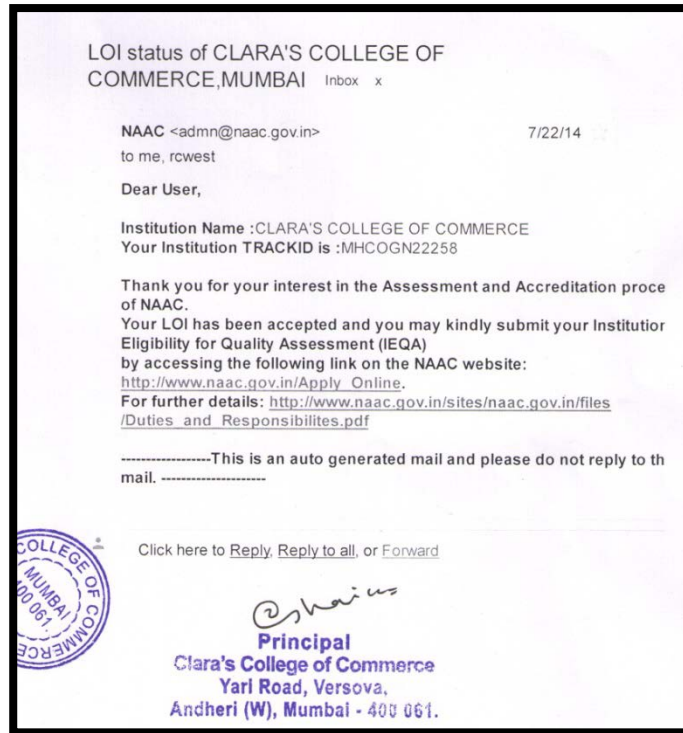
This is to certify that the Children Welfare Centre Clara's Commerce College, 2<sup>nd</sup> Buddha Lane, Yari Road, Versova, Mumbai-400 061, is an affiliated College to the University of Mumbai and the following courses are conducted in the said College.

Sr. No	Course	Affiliation (permanent/ Temporary)	Period of Validity for the years (s)
1.	B.Com	Temporary	From 1997-1998 to 2014-2015
2.	B.M.S.	Temporary	From 2008-2009 to 2014-2015
3.	B.M.M.	Temporary	From 2008-2009 to 2014-2015
4.	B.Com.(A & F)	Temporary	From 2010- 2011 to 2014-2015

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.

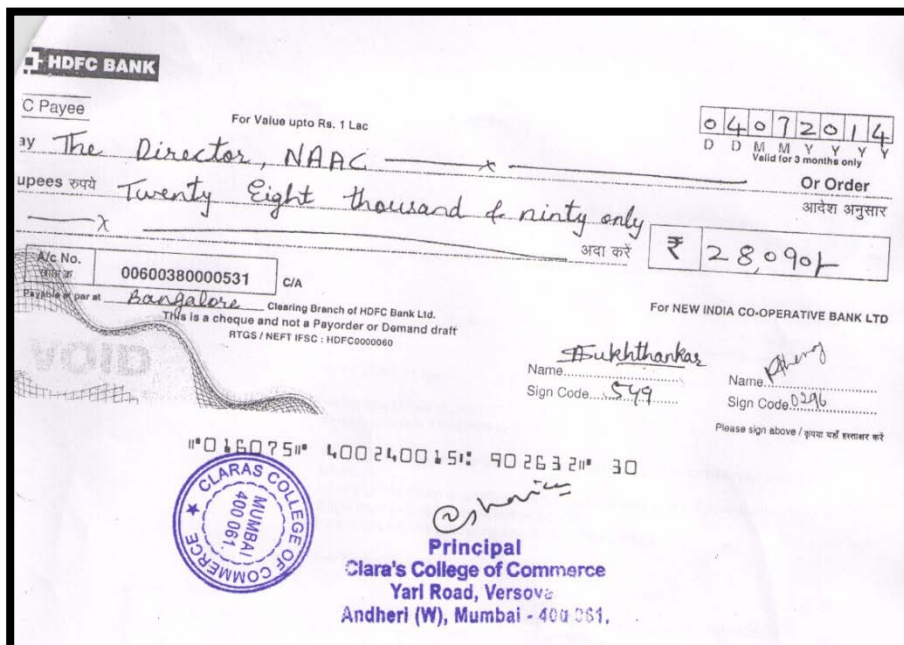
  
 Dr. Rajpal Hande  
 Director  
 Board of College and University Development

**Annexure – III****Approval of Courses of Affiliating University**



Annexure – IV (a)


Statement of LOI



Annexure – IV (b)

Payment Cheque to NAAC


IEQA EVALUATION RESULT	
DETAILS	RESULT
Track ID	MHCOGN22258
Name Of The College	CLARA'S COLLEGE OF COMMERCE
Address	YARI ROAD ,VERSOVA ANDHERI(WEST)
E-Mail	claracollegeofcommerce9@gmail.com
IEQA Submission Date	21/10/2014
IEQA Closing Date	21/10/2014
IEQA Evaluation Status	<p>Congratulations ! You have earned IEQA status . Institution should submit SSR/SAR (5 hard copies and 1 soft copy) within 6 months from the date of obtaining IEQA Status. One month before submission of hardcopy, softcopy of SSR/SAR to be uploaded on institutional website with intimation to NAAC. Please refer NAAC website (www.naac.gov.in) for guidelines regarding submission of SSR/SAR, fee and other documents at the time of submission of SSR/SAR. Please contact your regional co-ordinator in case of any issues/clarifications.</p> <p>Kindly note: SSR/SAR should be submitted by post/courier only. SSR/SAR will not be accepted by hand in NAAC office.</p>


  
*Shai*  
**Principal**  
 Clara's College of Commerce  
 Yari Road, Versova,  
 Andheri (W), Mumbai - 400 061.

### Annexure – V (a) IEQA Evaluation Result



Track ID-MHCOGN22258		College Name-CLARA'S COLLEGE OF COMMERCE		Page 1 of 3
<b>IEQA SUBMISSION DATE-21/10/2014</b>				
<b>INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA) QUESTIONNAIRE</b>				
<b>1 COLLEGE DETAILS</b>				
Name of the college	CLARA'S COLLEGE OF COMMERCE	Year of establishment	1999	
Location of the college	URBAN			
<b>2 ADDRESS</b>				
Address	YARI ROAD ,VERSOVA ANDHER(WEST)	City	Mumbai	
State	Maharashtra	Pin Code	400061	
Website	www.childrenwelfare.in	E-Mail	claracollegeofcommerce9@gmail.com	
Phone STD Code	022	Phone No	26365385	
Fax STD Code	022	Fax	26365385	
<b>3 HEAD OF THE INSTITUTION</b>				
Name	Dr. MRS.ZAHIDA SHAIKH	Designation	PRINCIPAL	
Status of appointment	PERMANENT			
<b>4 CONTACT DETAILS OF HEAD OF THE INSTITUTION</b>				
Phone std code	022	Phone number	29208892	
Fax std code	022	Fax	26365385	
Mobile	+919821565746	E-Mail	zahidashaikh66@gmail.com	
<b>5 DOES THE COLLEGE FUNCTION FROM</b>				
<b>a. MAIN CAMPUS</b>				
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.		
OWN BUILDINGS	1.0	2968.8		
RENTED BUILDINGS	0.0	0.0		
<b>b. SATELLITE CAMPUS</b>				
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.		
OWN BUILDINGS	0.0	0.0		
RENTED BUILDINGS	0.0	0.0		
<b>6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT</b>				
University1	University of Mumbai, Mumbai	Other		
Nature of relationship with the university	AFFILIATED	If affiliated, status of affiliation	TEMPORARY	
University2		Other		
Nature of relationship with the university		If affiliated, status of affiliation		
University3		Other		
Nature of relationship with the university		If affiliated, status of affiliation		
<b>7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)</b>				
Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?	no			
Programmes offered	Name of the Regulatory Council(s)			
<b>8 COLLEGE FUNCTIONING</b>				
Type of college	CO-EDUCATION	Time of functioning	DAY COLLEGE	
Nature of funding	SELF-FINANCING	Management	MINORITY	
<b>9 MANAGEMENT/TRUST DETAILS</b>				
Name of the Management	CHILDREN WELFARE CENTRE	Recognition under Uge Act.1956	NEITHER 2f NOR 12B	




**Principal**  
Clara's College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai - 400 061.

## Annexure – V (b) – Statement of IEQA


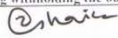
Track ID-MHCOGN22258 College Name-CLARA'S COLLEGE OF COMMERCE Page 2 of 3

10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER									
Society's registration Act of 1960		yes			Relevant Act of the respective state Govt.		yes		
Any other (please specify)									
11 NUMBER OF DEGREES OFFERED BY THE COLLEGE									
UG		4			PG		0		
Research		0			Others		0		
Total		4							
12 DETAILS OF DEGREES OFFERED (B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.)									
Arts					Commerce		01		
Science					Education				
Health Science					Engineering & Technology				
Management					Others				
Is the college opting for Assessment & Accreditation of Teacher Education department separately?									
no									
Is the college opting for Assessment & Accreditation of Physical Education department separately?									
yes									
Number of departments									
4									
13 TOTAL NUMBER OF STUDENTS (EXCLUDING THOSE IN SELF-FINANCING PROGRAMMES)									
UG		PG		M.Phil/Ph.D		Value Added Courses (Certificate/Diploma)			
	Male	Female	Male	Female	Male	Female	Male	Female	Female
General	773	401	0	0	0	0	0	0	0
SC/ST	12	23	0	0	0	0	0	0	0
OBC	4	8	0	0	0	0	0	0	0
Total	789	432	0	0	0	0	0	0	0
Grand Total	1221								
14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES									
UG		PG		M.Phil/Ph.D		Value Added Courses (Certificate/Diploma)			
	Male	Female	Male	Female	Male	Female	Male	Female	Female
General	0	0	0	0	0	0	0	0	0
SC/ST	0	0	0	0	0	0	0	0	0
OBC	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Grand Total	0								
Total number of students in the college									
1221									
15 NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF									
Permanent		Temporary		Total					
	Male	Female	Male	Female	Male	Female	Male	Female	Female
Teachers with PG	3	3	3	3	4	6	6	7	7
Teachers with M.Phil.	0	0	0	0	0	0	0	0	0
Teachers with Ph.D	0	1	0	0	0	0	0	0	0
Teachers with NET/SLET	3	3	0	0	0	0	0	1	1
Technical staff	1	1	0	0	0	3	3	3	3
Administrative staff	0	2	0	0	0	1	1	1	1
Support staff	5	1	0	0	0	0	0	2	2
Total no. of teachers	3	4	3	3	4	6	6	8	8
16 SUPPORT SERVICES									
Number of titles of books		2000							
Number of journals		7							
Number of e-resources		1							
Does the college have a registered Alumni Association?		no							
Does the college have a functional Placement Cell?		yes							
17 UNIT COST OF EDUCATION									
Unit Cost=Total annual expenditure divided by no. of students enrolled		9971.0							

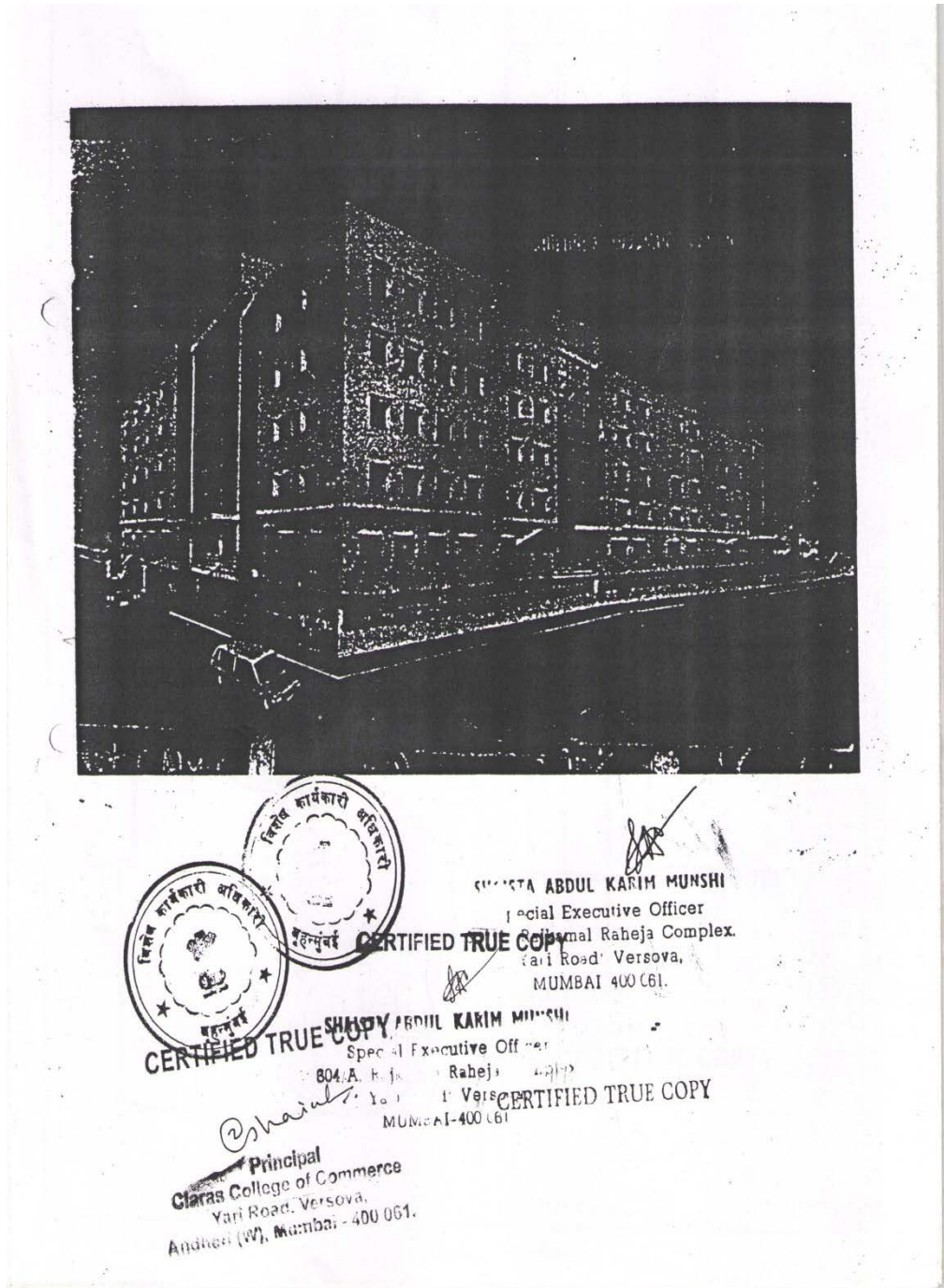


Principal  
Clara's College of Commerce  
Yari Road, Versova,  
Andheri (W), Mumbai - 400 061.

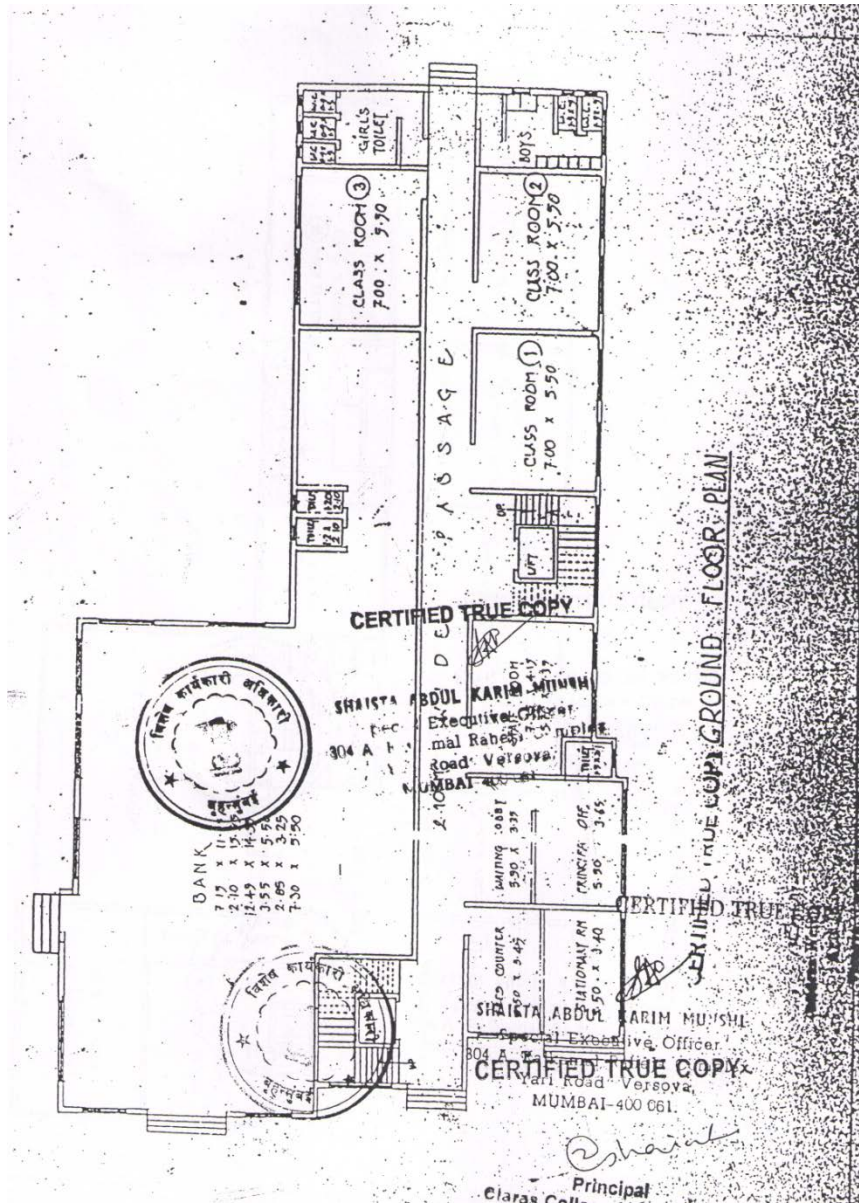
Annexure – V(c) – Statement of IEQA

Track ID-MHCOGN22258		College Name-CLARA'S COLLEGE OF COMMERCE		Page 3 of 3
Unit cost calculated excluding salary component		3433.0		
<b>18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE</b>				
First	CLARA'S COLLEGE OF COMMERCE WAS ESTABLISHED IN 1999 IMPARTING B COM DEGREE COURSE. PROFESSIONAL COURSES IN BMS AND BMM WERE INTRODUCED IN 2007-2008 AND BAF IN 2010.			
Second	MANAGING TRUSTEE AND THE GENERAL SECRETARY OF CHILDREN WELFARE CENTRE MR. AJAY KAUL WAS AWARDED MOTHER TERESA AWARD FOR PEACE IN 2011. INSTITUTION HAS BEEN CEASELESSLY WORKING FOR PROMOTING COMMUNAL HARMONY IN THE SOCIETY.			
Third	HEALTH CAMPS AND AWARENESS PROGRAMMES ARE REGULAR FEATURES OF THE INSTITUTION.			
Fourth	AWARDING SCHOLARSHIPS AND ENDOWMENT PRIZES TO THE MERIT HOLDER STUDENTS IS ALSO ONE OF THE CRITERIA OF THE INSTITUTION.			
Fifth	STUDENTS EXCEL IN THE INTER-COLLEGIATE FESTIVALS ORGANISED BY UNIVERSITY OF MUMBAI.			
<b>Section 2: Institutional Data Questionnaire</b>				
1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement				YES
2. Library has reading room facilities for students and faculty separately				YES
3. The college uses the students feedback for analysis and improvement purposes				YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses				YES
5. The college provides financial aid to at least 10% of the general category students				YES
6. The college has a mechanism for counselling students				YES
7. An annual in-house academic calendar is prepared and implemented by the college				YES
8. The college has a mechanism for addressing grievances of students and staff				YES
9. The college promotes scholarly activities of the faculty beyond the syllabus				YES
10. Internet facility is available in the college for faculty and students				YES
11. The college campus is differently-abled friendly				YES
12. The college has a formal mechanism to promote research activities of its students and faculty.				YES
13. The college has adequate sports facility				YES
14. The college has developed a short term and a long term plan for its development and growth				YES
15. Percentage of classrooms equipped with LCD projector				25-50%
16. Percentage of teachers using audio-visual aids including computer-aided teaching				20-40%
17. The average number of extension activities organised by the college during the last four years				>6
18. Average percentage utilization of annual allocated funds for the last four years				>75%
19. Maintenance expenditure on infrastructure as percentage of the total annual budget				>4%
20. Average pass percentage of graduating students				>70%
21. Computer students ratio				<1:30
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)				>10%
23. Percentage of permanent teachers with Ph.D. qualification				<20%
24. Percentage of classes taught by guest faculty or temporary teachers				<20%
25. Students teacher ratio				>50:1
26. Percentage of faculty positions filled against sanctioned posts				>80%
27. Number of add-on courses conducted by the college				<3
28. Awards received by the students in sports and cultural activities in the last four years				State or University Level
29. Percentage of teachers having on-going or completed research projects in the last four years				<10%
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)				2-4
31. Number of Journals subscribed in the library National or International				<10
32. Percentage of students admitted against the reservation category as per Government of India norms				<50%
<b>Certificate</b>				
This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.				
		 <b>Principal</b> <b>Clara's College of Commerce</b> <b>Yari Road, Versova,</b> <b>Andheri (W), Mumbai - 400 081.</b>		

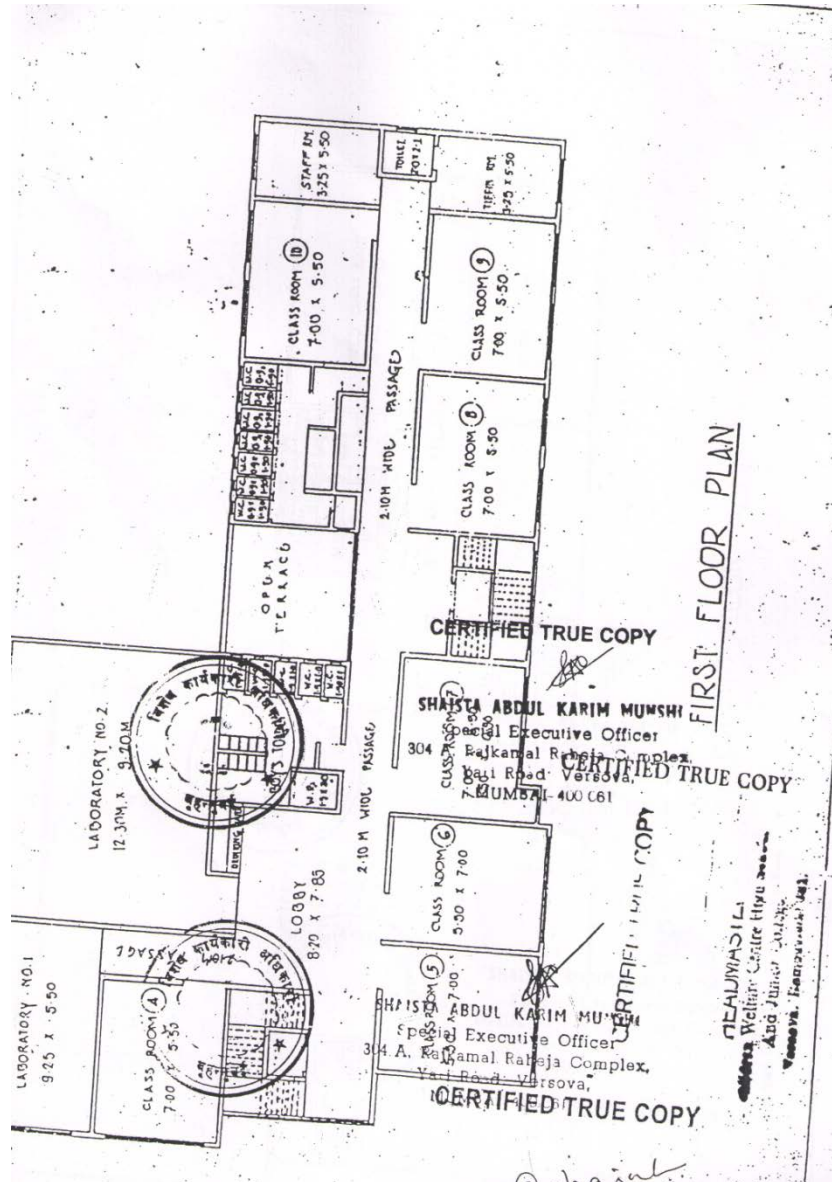
## Annexure – V (d) – Statement of IEQA



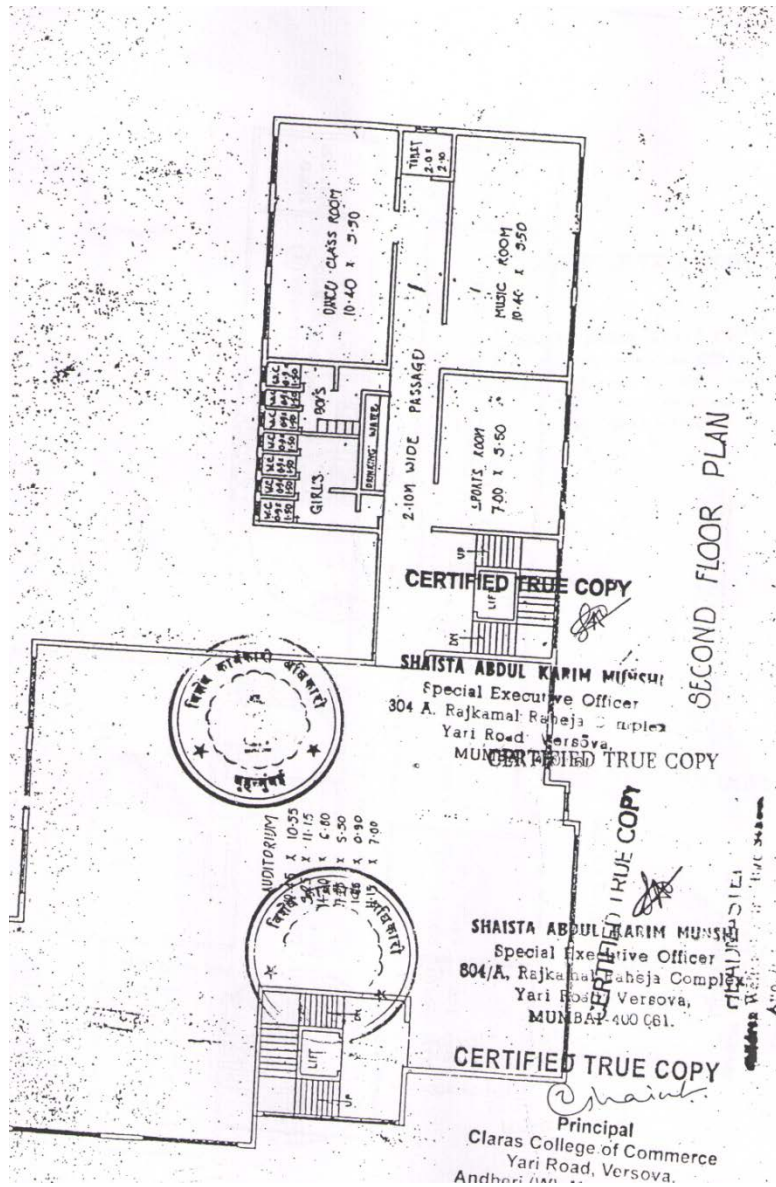
Annexure – VI (a) Master Plan of Institution



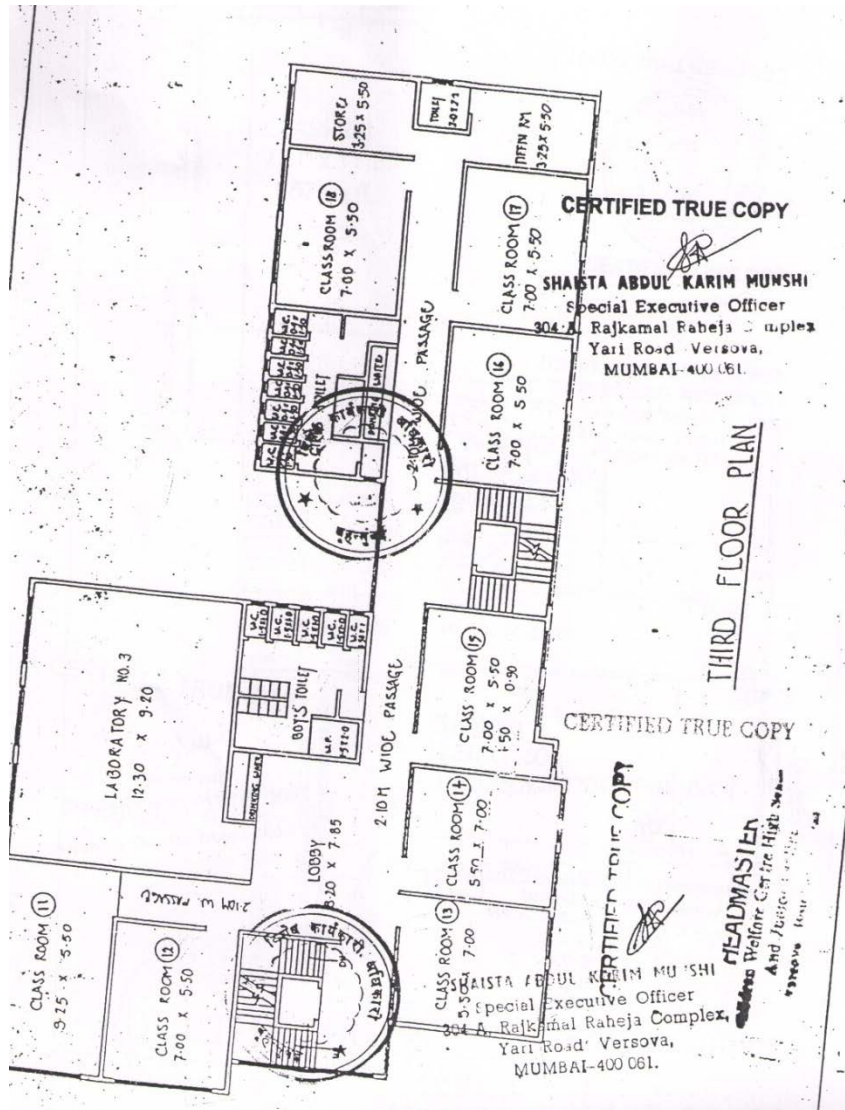
Annexure – VI (b) Master Plan of Institution



Annexure – VI (c) Master Plan of Institution

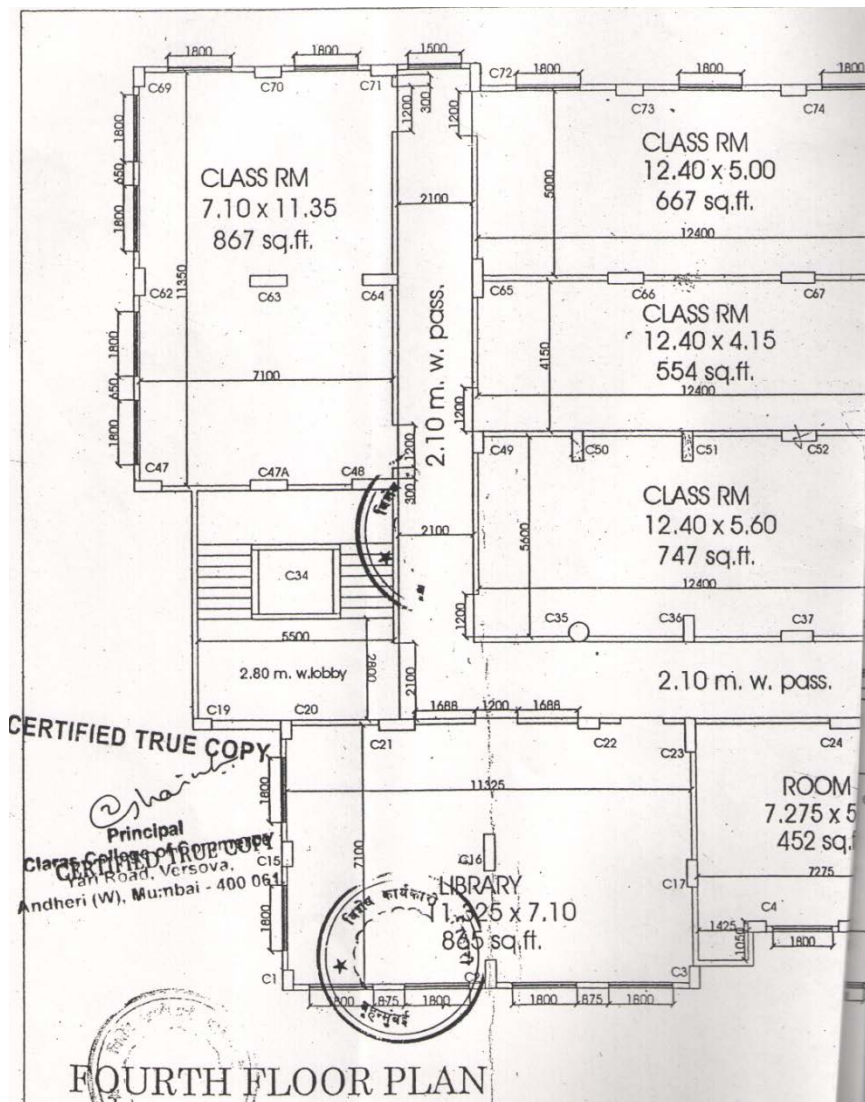


Annexure – VI (d) Master Plan of Institution

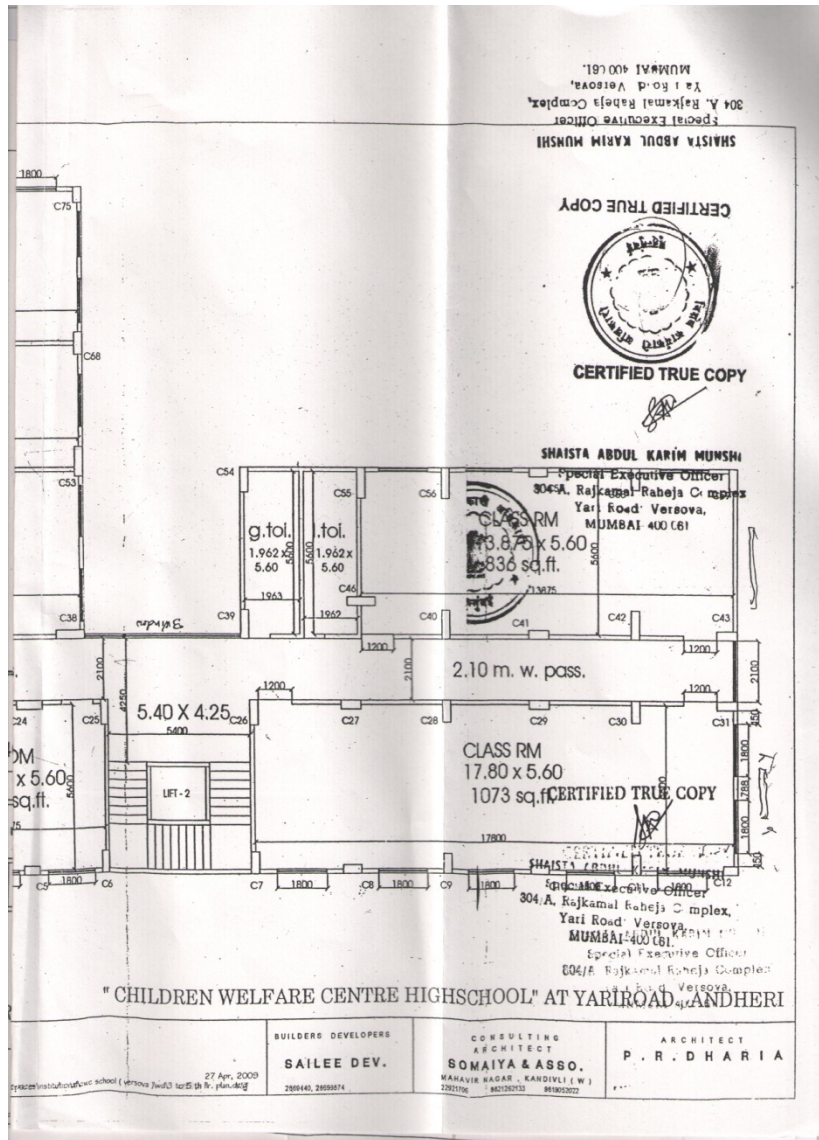


Annexure – VI(e) Master Plan of Institution

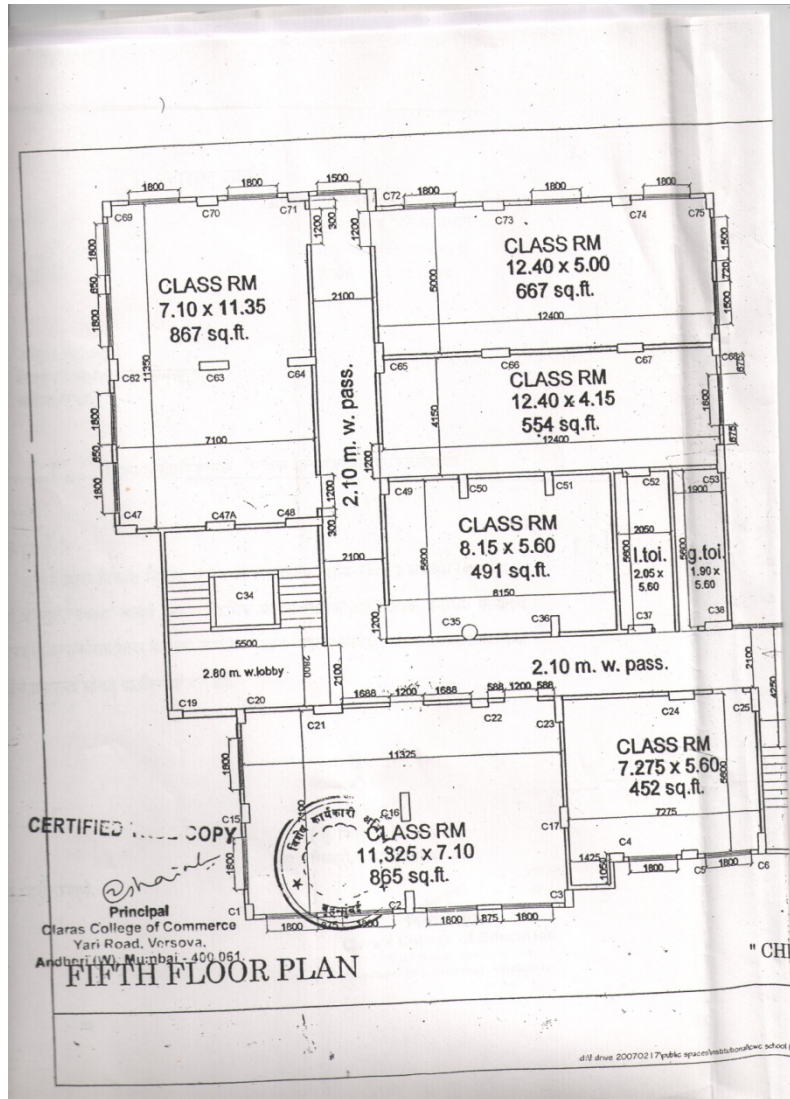




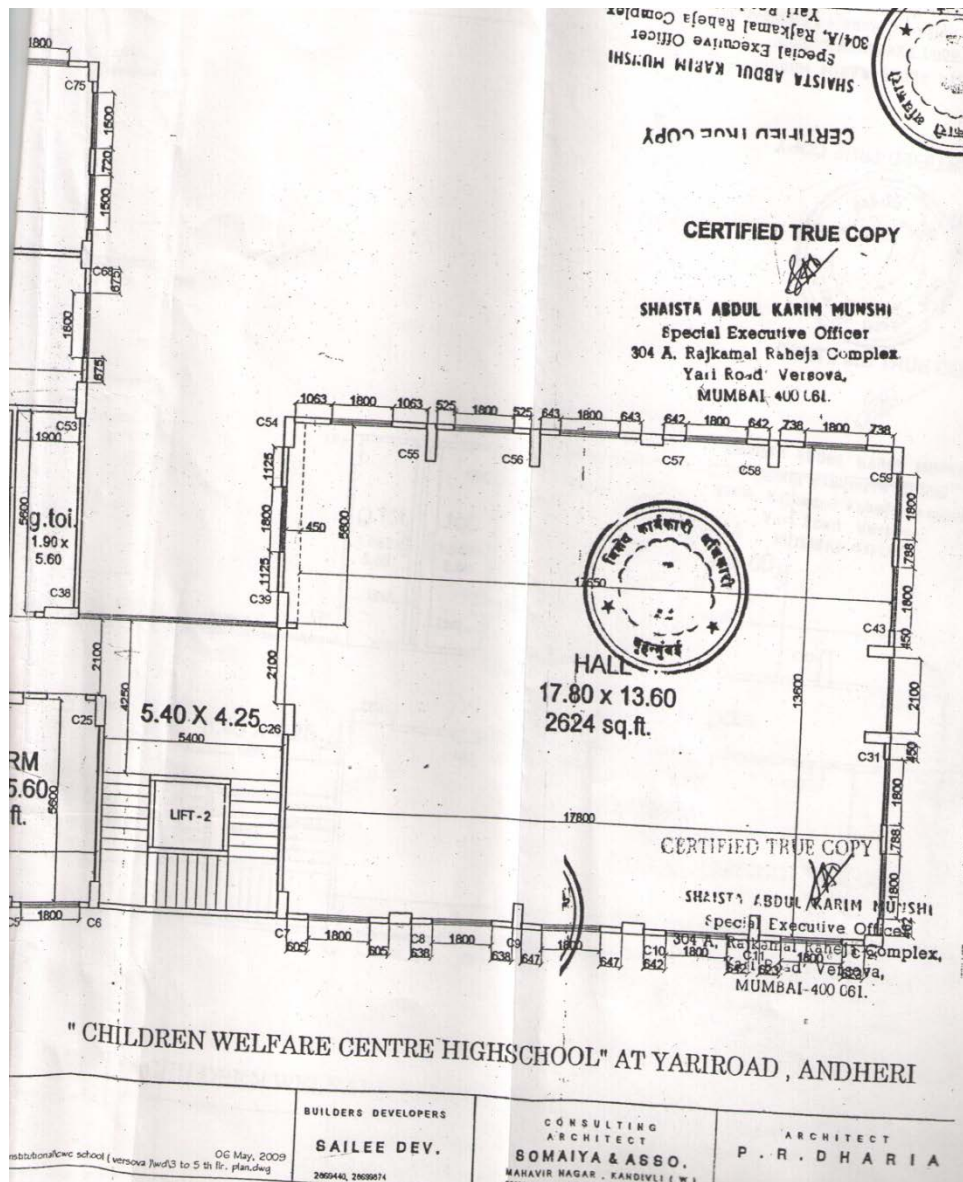
**Annexure – VI (f) Master Plan of Institution**



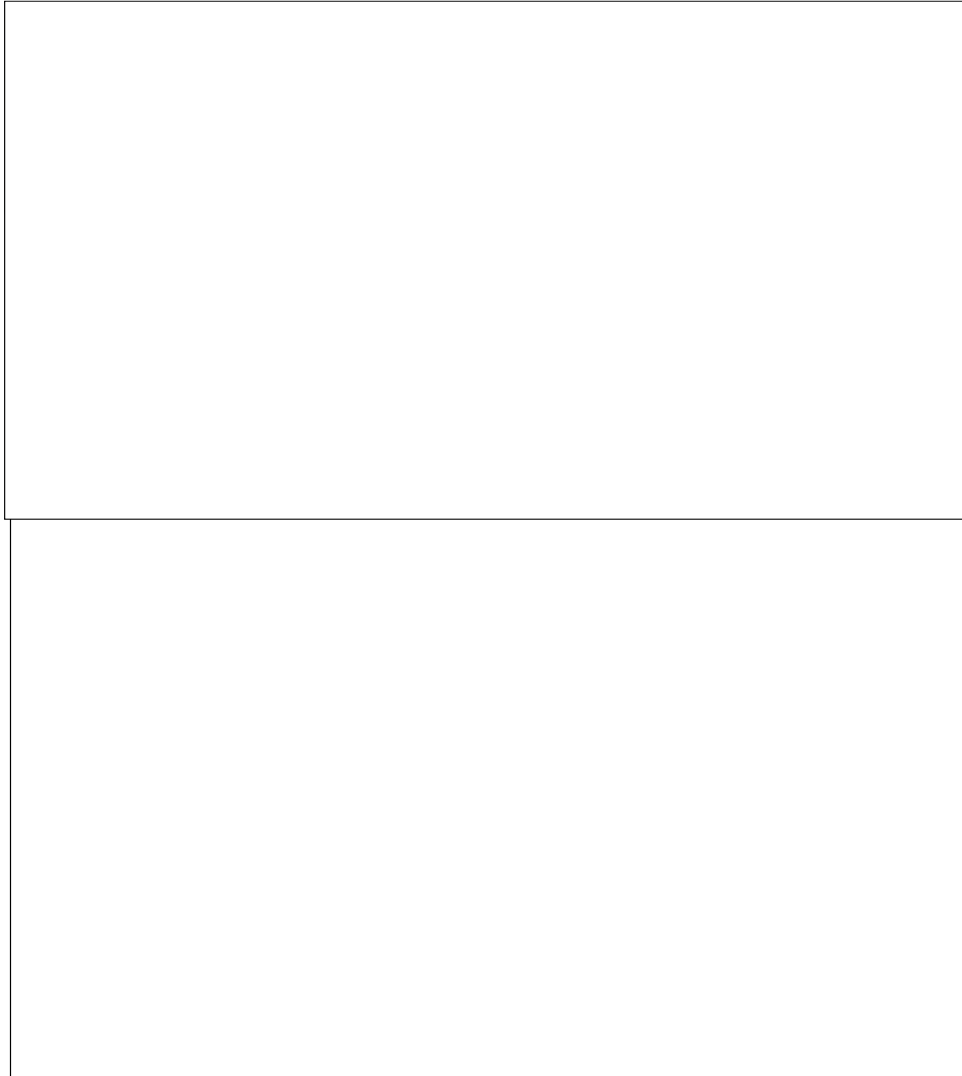
Annexure – VI (g) Master Plan of Institution



**Annexure – VI (h) Master Plan of Institution**



Annexure – VI (i) Master Plan of Institution



**Annexure VII : Layout of Library**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2011**

Particulars	Sch	As on 31st Mar , 11
<b>LIABILITIES</b>		
Reserve & Surplus	1	6,652,865
<b>TOTAL</b>		<b>6,652,865</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>		
Opening WDV	2	552,171
Less : Depreciation		87,024
Net Block		<b>465,147</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	1,600,387
Loans & Advances	4	15,100
Cash & Bank Balances	5	5,182,164
		<b>6,797,651</b>
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>		
a) Current Liabilities	6	609,933
<b>NET CURRENT ASSETS</b>		<b>6,187,718</b>
<b>TOTAL</b>		<b>6,652,865</b>

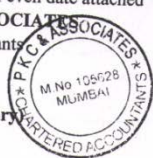
The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached  
FOR PKC & ASSOCIATES  
Chartered Accountants

*(Pradeep Choudhary)*  
(Pradeep Choudhary)  
Proprietor  
Place : Mumbai  
Date : 31.05.2011

**For Clara College of Commerce**

*(Dandekar)* *(M)*  
Trustee Trustee



Annexure – VIII (a) Audited Balance sheet (2010-2011)

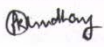
**CLARA COLLEGE OF COMMERCE**  
{Division of Children Welfare Centre-Trust}


**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2011**

Particulars	Sch	Year Ended 31st Mar, 11
<b>INCOME:</b>		
Tuition Fees		6,276,675
Term Fees		261,530
Admission Fees		306,160
Other Income	7	5,998,224
<b>TOTAL - "A"</b>		<b>12,842,589</b>
<b>EXPENDITURE:</b>		
Administrative & Other Expenses	8	6,087,356
Depreciation		273,052
<b>TOTAL - "B"</b>		<b>6,360,408</b>
Excess of Income over Expenditure {A - B}		6,482,181
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>6,482,181</b>


The Schedule referred to above form an integral part of the Income & Expenditure A/c


As per our report of even date attached  
**FOR PKC & ASSOCIATES**  
Chartered Accountants

  
**(Pradeep Choudhary)**  
Proprietor  
Place : Mumbai  
Date : 31.05.2011



For Clara College of Commerce

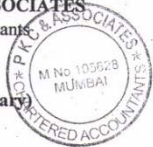
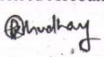
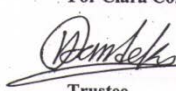
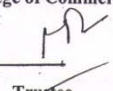
  
Trustee

  
Trustee

**Annexure – VIII (b) Audited Balance sheet (2010-2011)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2012**

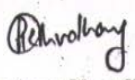
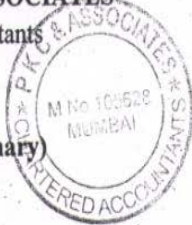

Particulars	Sch	As on 31st Mar , 12
<b>LIABILITIES</b>		
Reserve & Surplus	1	15,069,417
<b>TOTAL</b>		<b>15,069,417</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>		
Opening WDV	2	557,038
Less : Depreciation		70,697
Net Block		<b>486,341</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	6,870,794
Loans & Advances	4	12,450
Cash & Bank Balances	5	8,666,364
		15,549,609
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>		
a) Current Liabilities	6	966,533
<b>NET CURRENT ASSETS</b>		<b>14,583,076</b>
<b>TOTAL</b>		<b>15,069,417</b>
The Schedule referred to above form an integral part of the Balance Sheet		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		
Chartered Accountants		
		
 <b>(Pradeep Choudhary)</b> Proprietor Place : Mumbai Date : 15.06.2012		
<b>For Clara College of Commerce</b>  Trustee		
 Trustee		

**Annexure – VIII (c) Audited Balance sheet (2011-2012)**



**CLARA COLLEGE OF COMMERCE**  
{Division of Children Welfare Centre-Trust}

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2012**

Particulars	Sch	Year Ended 31st Mar, 12
<b><u>INCOME:</u></b>		
Tuition Fees		9,125,915
Term Fees		254,700
Other Income	7	6,416,942
<b>TOTAL - "A"</b>		<b>15,797,557</b>
<b><u>EXPENDITURE:</u></b>		
Administrative & Other Expenses	8	7,081,035
Depreciation		299,971
<b>TOTAL - "B"</b>		<b>7,381,006</b>
Excess of Income over Expenditure {A - B}		8,416,551
Transferred to Reserve & Surplus A/c		8,416,551
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		
Chartered Accountants		
 (Pradeep Choudhary) Proprietor Place : Mumbai Date : 15.06.2012		For Clara College of Commerce  Trustee

**Annexure – VIII (d) Audited Balance sheet (2011-2012)**

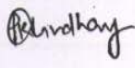
**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2013**

Particulars	Sch	As on 31st Mar , 13
<b><u>LIABILITIES</u></b>		
Reserve & Surplus	1	23,008,701
<b>TOTAL</b>		<b>23,008,701</b>
<b><u>ASSETS</u></b>		
<b><u>FIXED ASSETS</u></b>	2	
Opening WDV		558,989
Less : Depreciation		65,805
Net Block		<b>493,184</b>
<b><u>CURRENT ASSETS, LOANS &amp; ADVANCES</u></b>		
Inter Division Balance	3	11,014,073
Loans & Advances	4	22,468
Cash & Bank Balances	5	12,917,439
		<b>23,953,980</b>
<b><u>LESS: CURRENT LIABILITIES &amp; PROVISIONS</u></b>		
a) Current Liabilities	6	1,438,463
<b>NET CURRENT ASSETS</b>		<b>22,515,517</b>
<b>TOTAL</b>		<b>23,008,701</b>

The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached  
**FOR PKC & ASSOCIATES**  
Chartered Accountants

  
**(Pradeep Choudhary)**  
Proprietor  
Place : Mumbai  
Date : 15.06.2013



For Clara College of Commerce

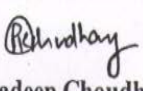



  
Trustee

  
Trustee

**Annexure – VIII (e) Audited Balance sheet (2012-2013)**

**CLARA COLLEGE OF COMMERCE**  
{Division of Children Welfare Centre-Trust}

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2013**

Particulars	Sch	Year Ended 31st Mar, 13
<b><u>INCOME:</u></b>		
Tuition Fees		10,257,450
Term Fees		156,300
Other Income	7	6,305,698
<b>TOTAL -"A"</b>		<b>16,719,448</b>
<b><u>EXPENDITURE:</u></b>		
Administrative & Other Expenses	8	8,445,011
Depreciation		335,153
<b>TOTAL - "B"</b>		<b>8,780,164</b>
Excess of Income over Expenditure {A - B}		7,939,284
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>7,939,284</b>
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		<b>For Clara College of Commerce</b>
Chartered Accountants		
		
(Pradeep Choudhary)		Trustee
Proprietor		
Place : Mumbai		Trustee
Date : 15.06.2013		

**Annexure – VIII (f) Audited Balance sheet (2012-2013)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2014**

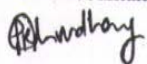
Particulars	Sch	As on 31st Mar , 14
<b><u>LIABILITIES</u></b>		
Reserve & Surplus	1	27,692,922
<b>TOTAL</b>		<b>27,692,922</b>
<b><u>ASSETS</u></b>		
<b><u>FIXED ASSETS</u></b>		
WDV	2	520,495
Less : Depreciation		55,114
Net Block		<b>465,381</b>
<b><u>CURRENT ASSETS, LOANS &amp; ADVANCES</u></b>		
Inter Division Balance	3	15,396,014
Loans & Advances	4	28,911
Cash & Bank Balances	5	13,636,050
		29,060,976
<b><u>LESS: CURRENT LIABILITIES &amp; PROVISIONS</u></b>		
a) Current Liabilities	6	1,833,435
<b>NET CURRENT ASSETS</b>		<b>27,227,541</b>
<b>TOTAL</b>		<b>27,692,922</b>

The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached

**FOR PKC & ASSOCIATES**

Chartered Accountants



(Pradeep Choudhary)

Proprietor

Place : Mumbai

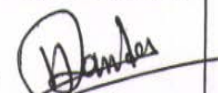
Date : 09-06-2014



For Clara College of Commerce



Trustee

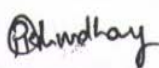





Trustee

**Annexure – VIII (g) Audited Balance sheet (2013-2014)**

**CLARA COLLEGE OF COMMERCE**  
{Division of Children Welfare Centre-Trust}

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2014**

Particulars	Sch	Year Ended 31st Mar, 14
<b><u>INCOME:</u></b>		
Tuition Fees		10,168,920
Term Fees		129,750
Examination Fees		1,006,770
Other Income	7	5,553,223
<b>TOTAL - "A"</b>		<b>16,858,663</b>
<b><u>EXPENDITURE:</u></b>		
Administrative & Other Expenses	8	11,874,906
Depreciation		299,536
<b>TOTAL - "B"</b>		<b>12,174,442</b>
Excess of Income over Expenditure {A - B}		4,684,221
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>4,684,221</b>
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		
Chartered Accountants		
		<b>For Clara College of Commerce</b>
(Pradeep Choudhary)		
Proprietor		
Place : Mumbai		Trustee
Date : 09-06-2014		Trustee

**Annexure – VIII (h) Audited Balance sheet (2013-2014)**