

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;

- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution –
2. A few senior administrative officers –
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	Clara's College of Commerce
1.2 Address Line 1	Yari Road, Versova
Address Line 2	Andheri (West)
City/Town	Mumbai
State	Maharashtra
Pin Code	400061
Institution e-mail address	cwchs@hotmail.com
Contact Nos.	02226365385
Name of the Head of the Institution:	Dr. GEETA BALAKRISHNAN
Tel. No. with STD Code:	02226315377
Mobile:	09892874410

Name of the IQAC Co-ordinator:

Ms. Aksha Memon

Mobile:

09702323092

IQAC e-mail address:

ccciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN22258

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)12/A&A/10.1

1.5 Website address:

Claracollegeofcommerce.edu.in

Web-link of the AQAR:

CCC/aqar/2016-2017

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.67	2016	Till 2021

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

21.06.2016

1.8 AQAR for the year (for example 2010-11)

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BMM

1.12 Name of the Affiliating University (for the Colleges)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No. International National State Institution Level

(ii) Themes

Conference: India In digital Era

Workshop:

- 1) Interview Techniques
- 2) 'Online Information Retrieval Master Series'
- 3) 'How to make Research paper'
- 4) 'On-Job Information Technology Training'
- 5) 'On-Job Information Technology Training' under master series – (Excel)
- 6) NET/SET
- 7) Ad- Design
- 8) Career Guidance
- 9) FDP – Heartfulness – Relaxation and Meditation Introduction Workshop – 3 Days

Seminar:

- 1) "Campus to Success"
- 2) 'Tobacco Awareness'
- 3) 'Gender Sensitization'
- 4) 'Organ Donation '
- 5) 'Media Options Available for students'
- 6) Examination Software
- 7) "Discover your potential" and work life balance

2.14 Significant Activities and contributions made by IQAC

- | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Prepared the Annual Plan for the year 2016-2017. 2. Prepared the AQAR Report. 3. Conducted Feedback Analysis 4. Conducted Infrastructure audit 5. Prepared prospectus for 2017-2018. 6. Prepared the analysis of the semester end results. 7. Revised the official website of the institution. 8. Coordinated the National Level Conference organised by the College. 9. Organised staff and student development programmes. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Teachers to submit detailed teaching plan for each course 2. Mentoring register to be maintained by teachers. 3. All members to complete duties for the National Conference to be held on 23rd July 2016. 4. Teachers and students to 	<ol style="list-style-type: none"> 1. Most teachers submitted teaching plans. 2. Teachers have maintained the mentoring registers. 3. Completed

participate in Avishkar, Research Event of Mumbai University	4.Participated
5. To organise meeting of parents SY and FY students.	5.Organised two meetings
6. To conduct faculty development programmes for teachers.	6. Several programmes conducted
7. To conduct student development programmes.	7. Conducted.
8.To conduct Administrative staff development programmes	8 Conducted.
9. To conduct remedial lectures for students.	9. Conducted by few teachers.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body

Provide the details of the action taken

The Management took keen interest and supported the College in the organising and implementation of all academic programmes

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG		01		
UG			04	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total		01	05	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As per Revision prescribed by University of Mumbai.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes. MCOM to commence in 2017-2018

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	10	10	-	-	-

2.2 No. of permanent faculty with Ph.D.

01

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	01			01	01				

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

02

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	20	20
Presented papers	02	04	
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teachers are encouraged to use innovative teaching methodologies. Industrial visits are scheduled during the academic year through which the students get an exposure to diverse issues related to business, media and management. The intervention strategies practiced by the corporate houses and organisations are then explained to the students for better understanding and analysis. Experts in the respective subjects are invited by the teachers to guide students, especially in the final year.

2.7 Total No. of actual teaching days during this academic year

196

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Moderation of 20% papers in the internal examination was initiated in 2016-2017. Few teachers initiated open book tests for the internal assessment.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

-	-	03
---	---	----

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise distribution of pass percentage : Third Year

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBCOM	266	1.50	4.89	10.53	9.02	31.95
TYBMS	82	1.22	12.20	25.61	25.61	69.00
TYBAF	56	7.14	25.00	30.36	16.07	82.14
TYBMM	11	27.27	09.09	36.36	00.00	72.72

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC contributes to the teaching learning process in many ways:

1. Observing lectures handled by teachers and offering valuable suggestion for improvement.
2. Helping teachers to introduce balance in question papers to enable majority of students to attempt all questions.
3. Sharing student' feedback on the teaching methodology used by the teacher, and offering valuable suggestion to fortify the teaching techniques used.
4. Helping teachers plan sessions and guest lectures, ensuring that most of the extracurricular and co-curricular activities are completed by the month of January, to enable students to concentrate on academics in the last two months of the academic year.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--

Staff training conducted by the university	9
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	20
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	--	--	--
Technical Staff	02			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Organised National Conference on "India in Digital Era"
- A faculty development programme was organised on "How to Write A Research Paper"
- Writing research papers is encouraged within the Institution and regular inputs are given for the same.
- Staff members are informed regarding seminars/ conferences periodically through internet, and are encouraged to attend the same on duty. Each member is encouraged to apply for major / minor research project.
- Faculty members are encouraged to participate and present research papers at conferences, workshops & seminars organised by other College/University with TA facility.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		08	
Non-Peer Review Journals		04	
e-Journals		02	
Conference proceedings	01	02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	----	----	----	----
Minor Projects	----	----	----	----
Interdisciplinary Projects	----	----	----	----
Industry sponsored	----	----	----	----
Projects sponsored by the University/ College	----	----	----	----
Students research projects <i>(other than compulsory by the University)</i>	----	----	----	----
Any other(Specify)	----	----	----	----
Total	---	---	---	---

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number		01		01	
Sponsoring agencies		--		--	

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	
International	Applied	
	Granted	--
Commercialised	Applied	--
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
 who are Ph. D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Medical Camp
- Swach Bharat Abhiyan
- Langar
- Programs on Communal Harmony
- Anaj Dan in village
- Blood donation drive
- Beach Cleaning

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1 acre	----	----	1 acre
Class rooms	18	----	----	----
Laboratories	01	----	----	----
Seminar Halls	01	----	----	----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-----	----	----	----
Value of the equipment purchased during the year (Rs. in Lakhs)	-----	----	----	----
Others	-----	----	----	----

4.2 Computerization of administration and library

Both administration and Library are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2453	480995	930	126282	3383	607277
Reference Books	1035	530350	--	---	1035	530350
e-Books	4000	3500	---	---	4000	3500
Journals	---	----	20	15000	20	15000
e-Journals	3003000		5,500	34,750	30,08,500	34,750
Digital Database	3007000	3500	5500	34750	30,12,500	38,250
CD & Video			200	3000	200	3000
Others (specify)			4000	4000	4000	4000
E-Magazine British Council			Unlimited	3000	Unlimited	3000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	35	55	3	0	1	4	0
Added	15	10	0	0	0	0	1	0
Total	70	45	55	3	0	1	5	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training programmes were conducted for students and faculty members on Tally and Excel

4.6 Amount spent on maintenance in lakhs:

i) ICT	5,00,000
ii) Campus Infrastructure and facilities	25,00,000
iii) Equipments	15,00,000
iv) Others	5,00,000
Total:	50,00,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC contributed in the following ways to enhance awareness about Student Support Services.

- Organising Orientation Program for all FY students and their parents
- Including information about the Mission, Vision and services in the Prospectus, Website, and on the Notice Board.
- The boards which display the Vision and Mission of the College are displayed in different parts of the campus.
- Individual Mentoring of students

5.2 Efforts made by the institution for tracking the progression

As the Degree Distribution ceremony to felicitate the graduating students is held more than six months after the results are declared by the Mumbai University, the College tracks the progression of students when they participate in the event. The students are asked to fill the information about their further studies, employment status etc on a prescribed form.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1379	Nil	Nil	Nil

(b) No. of students outside the state

10

(c) No. of international students

Nil

Men	No	%	Women	No	%
	910	65.98		469	34.01

Last Year	This Year
-----------	-----------

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1273	19	2	44	02	1382	1271	22	01	83	02	1379

Demand ratio 1:66 Dropout % 10

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NA

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

<p>Students approach the College counsellor and teachers for different needs related to their personal life, academic problems, career decisions, family relationships and other problems.</p> <p>Reference books and question banks for competitive exams are available in the library for reference.</p> <p>The college organises soft skills development programmes and workshops for students such as workshops on</p>

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
04	200	21	04

5.8 Details of gender sensitization programmes

This year the WDC of the college organised several major programs for the students. They were on topics related to:

1. Dealing with sexual harassment.
2. Counselling in domestic violence
3. Discussion on violence against women
6. Vishakha Guidelines.

e, Gender Sensitization.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	18	151310
Financial support from government	NIL	
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Wifi introduced in Computer Lab
2. Library facilities are improved.
3. OPAQ and E-Granthalaya introduced in the Library.
4. Several guest lectures organised by personnel from industry.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision</p> <p>The vision of the institution 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.</p> <p>Mission.</p> <p>The mission of the institution is to instill qualities of leadership, ethics, values of good citizenship and above all of a good human being through both modern and traditional education.</p>

6.2 Does the Institution has a management Information System

All information about students and staff is stored on Computers.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum for the four courses offered is developed by Mumbai University. Three faculty members were deputed by the College to attend the meetings organised by the University for finalising the syllabus for all courses of BMM as well as for the Foundation Course.

6.3.2 Teaching and Learning

Group and participative methods of learning were attempted, especially in research work.

The faculty were given diverse exposure in the form of seminars, conferences and other Faculty development programmes.

Virtual media was used to a greater intensity in the teaching learning process.

The faculty members were helped to contribute to the knowledge generation process.

6.3.3 Examination and Evaluation

Moderation of internal examination papers was initiated.

Care was taken to ensure balance in the question papers, to help majority of the students attempt most of the questions.

The required components of assessment of knowledge, skills, and attitude were considered, wherever possible.

6.3.4 Research and Development

The Research Cell was set up to promote an ambience of research among teachers and students.

Faculty members were encouraged to conduct research studies, publish papers in peer reviewed journals and present papers in conferences and seminars.

Joint research projects were taken up by students and teachers on topics such as

- 1) Impact of Digitalisation on Professionals with reference to Accountants in Service Sector
- 2) India's path to Digitalisation A Corporate Agenda
- 3) The Impact of Digital Technology on Education
- 4) Business on Mobile Apps
- 5) Advantages and Disadvantages of Digital India with reference to Rural Area of Mumbai
- 6) Skill India- Kaushal Bharat- Kushal Bharat
- 7) E-Filing in India: the General Overview
- 8) A Study on E payment options with special Reference to Paytm Wallet
- 9) To study competitive Differences among the pre-booked online cabs in Mumbai
- 10) To study competitive Differences among the pre-booked online CABS in Mumbai etc

6.3.5 Library, ICT and physical infrastructure / instrumentation

The management policy of Clara's College is to provide quality infrastructure, adequate for the academic and administrative requirements of the college. The implementation of the policy is primarily through the management as well as the section heads. The library is equipped with the Open access system as well as e-Granthalaya, and is also linked to Inlibnet and British Council Library.

6.3.6 Human Resource Management

- ✓ **Development Programme:**
 - In order to enhance capacities and capabilities of the staff, need-based training/workshops are organised for faculty and administrative staff
 - The faculty members are encouraged to take up inter-disciplinary academic activities including research, organizing lectures, conducting national and international seminars.
 - The office staffs are provided with training programmes needed for upgrading the quality of their work.
- ✓ **Appreciation**
 - Faculty members are appreciated academically as well as for other cultural activities.
- ✓ **Leaves:**
 - Casual Leaves are provided as per the University Guidelines
 - In case of medical emergency the management approves the leave
 - Study Leaves for faculties pursuing M.Phil./Ph.D.
 - Necessary Increments are given at various levels.
- Appraisals**
 - Service rules are passed under L.M.C. and reviewed from time to time so that performance appraisal system is matched with that of neighbouring institute.
- ✓ **Advance salary**
 - The emergency medical funds are provided by the management to needy employees.
 - 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.
- ✓ **Research/Workshops**
 - Opportunities are provided for development through encouraging faculty members to attend orientation programmes
 - Allowance for the paper presentation and for attending workshops are given to the faculty members
 - Faculty members are encouraged to conduct various workshops and take up research work
- ✓ **Hiring Procedure:**
 - At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions
 - The management makes appointments through prescribed procedures
 - The College has the pre-interview format which helps in the selection process
 - Advertisements inviting applications from qualified candidates are published in leading newspapers.
 - Demonstration lectures are conducted to assess the teaching skills of the candidates

6.3.7 Faculty and Staff recruitment

NET Staff Qualified

6.3.8 Industry Interaction / Collaboration

Placement, Industrial Visit, Marketing Fest, Technology, Alumni, Collaboration

6.3.9 Admission of Students

Tribal Community, Pre admission Counselling

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

2 crore

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	✓	Principal
Administrative	-	-	✓	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Conduct meeting, online paper, university question paper

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Meetings are held for NAAC accredited colleges

6.11 Activities and support from the Alumni Association

Campus Placement

6.12 Activities and support from the Parent – Teacher Association

No

6.13 Development programmes for support staff

03

6.14 Initiatives taken by the institution to make the campus eco-friendly

Installing CFL bulbs

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Research Cell formed during the year.
2. Moderation of Internal Examination papers.
3. Teachers encouraged to write Papers and attend conferences/seminars
4. Students helped to coordinate the Marketing Fest.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Permission granted by University to start M.Com
2. Teaching content being enriched by teachers.
3. IQAC was established and three meetings held in the past academic year.
4. Institution organised several meetings on Research and initiated a Research Cell.
5. Industry interface has been improved.
6. The library has been automated, with e-facility.
7. Faculty feedback system has been improved.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. The institution has strengthened its efforts to contribute to national development and inculcate a value system among students. This was done by organising several programmes on communal harmony as well as conducting health camps, beach clean up, swacch abhiyaan, etc
2. Recognising the importance of research and professional writing, the institution has formed a Research Cell and encourages teachers and students to take up minor studies and publish articles in peer-reviewed journals.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

This was done by the NSS students and concerned faculty members, especially through the programmes on beach cleanup, cleanliness drives under Swacch Bharat Abhiyaan , competitions on population day, etc.

Awareness programmes for the nearby fisher folk community were conducted.

Peace Rally; Blood Donation Drives;

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. Supportive management and staff.
2. Several students hail from the lower socio-economic groups and are first generation learners. They need more hand holding and guidance.

8. Plans of institution for next year

1. To start the process of setting up an Extension project, especially with the fisher folk community in Versova so as to contribute to their social and economic development.
2. To strengthen the job placement process to benefit students.
3. To organise a State level or National Conference for teachers or a Student-Led Seminar which can be coordinated by students.
4. To optimise e-resources for classroom teaching
5. Strengthen Alumni association and Parent Teacher Association.

Name Ms Aksha Memon

Name Dr Geeta Balakrihnan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

**CLARA'S COLLEGE OF COMMERCE
CLARA'S COLLEGE OF COMMERCE
ACADEMIC CALENDAR 2015 – 2016**

MONTH	DATE & DAY	ACTIVITIES
JUNE		
SAT	13.06.15	Orientation for Teachers
TUE	16.06.15	Workshop on Statistical Tools and Techniques
SAT	20.06.15	Orientation for S.Y.B.COM/S.Y.BAF/S.Y.BMS/S.Y.BMM
THU	25.06.15	Anti Drugs Day: Theatre – De – Rue : Street Play Say No to drugs: Lead by an example One Act play : Any social Issues
FRI	26.06.15	National Conference on “ Issues and challenges for sustainable growth” for professors
SAT	27.06.15	Orientation for T.Y.B.COM/T.Y.BAF/T.Y.BMS/T.Y.BMM
JULY		
SAT	04.07.15	LITERARY EVENT 1)Essay Writing Competition (Eng/Hin/Mar/Guj/Urdu) Topics: 1) E-commerce: A substitute or an addition to traditional trade schemes? 2) E-Mail : a key to convenience 3) Debt culture: Should credit cards have warning labels? 2)Voice your opinion: Debate (Eng/Hin/Mar/Guj/Urdu) Theme: Do Smart phones really make you smart. Computers will make paper and pencil obsolete. “Depreciating rupee is good for Indian economy” 3) Mental Floss (Quiz)
SAT	11.07.15	Population Day World ON Paper (Poster making) : “WAR AGAINST POPULATION” Rush with your Brush : On the spot painting Putting the Pieces Together (Collage making) 1).Fusion of global and local. 2). From Bharat to India: bridging the gap between urban and rural India.
TUE	14.07.15	Workshop under “SPARK” Learners Series
TUE	21.07.15	Seminar on “Excel Tips and Tricks”
SAT	25.07.15	Pick & Speak : Elocution(Eng/Hin/Mar/Guj/Urdu) : a) Should A.T.K.T be a part of examination marking system b) Do highest score guarantee better career c) Media and its current day Avtar d) E-waste and how it is affecting the environment
AUGUST		
SAT	01.08.15	N.S.S. Orientation Programme F.Y B.Com / BMS / BMM / BAF
TUE	04.08.15	Workshop under “SPARK” Masters Series
THU	06.08.15	Hiroshima & Nagasaki Day: N.S.S. Rally, ‘Say no to War’.
SAT	08.08.15	Cultural Activities:- 1) TIC TAC TOE:-Indian classical/Folk and contemporary

		<p>dances/Western</p> <p>2) Mike O'Meara Show-Solo Singing</p> <p>3) Milkar Twist Kare - Group Singing/Indian light vocal/Western vocal</p> <p>4) Rhythm (BAND EVENT): Indian classical instrumental/Western Instrument Music</p> <p>5) Make me laugh : Mimicry</p> <p>6) Act it out : Mono acting</p> <p>7) Mime</p>
THU	13.08.15	Workshop on "Stress Management" for teachers
SAT	15.08.15	Independence Day
SAT	22.08.15	<p>CreateOgraphy :</p> <p>Floral Battle : Bouquet Making (B.COM)</p> <p>Brighter Case Study Challenge : Case Study Competition (BMS)</p> <p>Veg Floral (Vegetable carving) : (BAF)</p> <p>Tricks and Pics : On the spot photography (BMM)</p>
SAT	29.08.15	<p>Talaash The Talent Fest :</p> <p>Hand Googly (Mehendi competition)</p> <p>Faux Nad (Nail Art)</p> <p>Sand Art: Rangoli / Painting / Thali Decoration</p> <p>Make over : Party make up competition</p> <p>Clay Modelling</p> <p>Cartooning</p>
SEPTEMBER		
SAT	05.09.15	Teachers day
TUE	08.09.15	Guest Lecture BMS
Wed	09.09.15	Workshop under SPARK Masters Series
THU	10.09.15	Guest Lecture B.COM
SAT	12.09.15	<p>Power Point Masters : Power Point Presentation</p> <p>Topic :</p> <p>B.Com : Green Technology</p> <p>BMS : Impact of technology on learning</p> <p>BAF : India and Taxes</p> <p>BMM: TV Media Censorship</p>
MON	14.09.15	हिन्दी दिवस : घोष वाक्य लेखन : "हिन्दी हैं हम"
TUE	15.09.15	Seminar on "Exam Anxiety"
WED	16.09.15	Guest Lecture BAF
SAT	19.09.15	Guest Lecture BMM
MON	21.09.15	I Sem / III Sem Examination B.Com / BMS / BMM / BAF.
DECEMBER		
TUE	01.12.15	'WORLD AIDS DAY'- N.S.S RALLY
SAT	05.12.15	Career Guidance Session
THU	10.12.15	Workshop under "SPARK" Learners Series
SAT	12.12.15	Industrial visit for BMS, BMM, BAF
MON	14.12.15	Blood Donation Drive

THUR	24.12.15	Eid - E - Milad (Holiday)
FRI	25.12.15	Christmas Vacation
SAT	26.12.15 to 31.12.15	N.S.S. CAMP
JANUARY		
SAT	02.01.16	College Re-Opens
SAT	09.01.16	Guest Lecture BAF
MON	11.01.16	Internal SEM II/ IV Examination B.Com / BMS / BMM/ BAF.
SAT	16.01.16	Traditional Day - Choose a decade
SAT	23.01.16	Convocation
TUE	26.01.16	Republic Day
FRI	29.01.16	T.Y.B.Com / BMS / BMM : Farewell Party
SAT	30.01.16	Sports Day Celebration
FEBRUARY		
SAT	06.02.16	Symposium on "Capital Market"
TUE	16.02.16	Guest Lecture B.COM
FRI	19.02.16	Chhatrapati Shivaji Maharaj Jayanti (Holiday)
SAT	20.02.16	Guest Lecture BMM
MON	22.02.16	Guest Lecture BMS
SAT	27.02.16	मराठी भाषा दिन : A/V Presentation and Peotry competition
MARCH		
SAT	05.03.16	Annual Day