Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**CLARA'S COLLEGE OF COMMERCE**
Name of the head of the Institution	**Dr.Madhukar Gitte**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02226365385**
Mobile no.	**9869180656**
Registered Email	**cwchs@hotmail.com**
Alternate Email	**madhukar.gitte13@gmail.com**
Address	**Yari Road, Versova, Andheri West**
City/Town	**Mumbai**
State/UT	**Maharashtra**
Pincode	**400061**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr.Mamta Rajani**
Phone no/Alternate Phone no.	**02226365385**
Mobile no.	**9769470738**
Registered Email	**ccciqac@gmail.com**
Alternate Email	**madhukar.gitte13@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://clarascollegeofcommerce.edu.in/pdf/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://clarascollegeofcommerce.edu.in/pdf/Academic%20Calendar%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.66**	**2016**	**19-Feb-2016**	**18-Feb-2021**

6. Date of Establishment of IQAC	**21-Jun-2016**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on First Aid Emergency and preparedness Training	**24-Jan-2020** **1**	**20**

Programme for the faculty		
Workshop on Life Management Skills for Teaching and Non Teaching Staff(FDP)	21-Sep-2019 1	19
Workshop on Innovative Teaching Methodologies(FDP)	20-Sep-2019 1	18
FDP on Mentoring for Excellence	17-Jul-2019 1	18
Session on Campus to Corporate for students	12-Jul-2019 1	99
FDP on Best Practices in Quality Enhancement	10-Jul-2019 1	14
FDP on Role of Intellectual property Rights in Academia	04-Jul-2019 1	18
Workshop on Learner Dynamics FDP for Teachers	29-Jun-2019 1	18
[View File]()		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1.Organised various Faculty enriching programmes for the faculty for enhancing teaching Learning. 2.Organised various programmes with the support of Management for Sensitizing Students on Social Issues. 3.Renewal of ISO certification. 4.MoU with Technoserve Business Solutions company for conducting Campus to Corporate Careers(C2C) programme. 5.Initiated Certificate courses and value added course for better grooming and holistic development of the students .

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

Plan of Action	Achivements/Outcomes
5..The college will focus on conducting activities and programmes focussing People and Planet involving the students and the faculties on the Triple Bottom line concept which consists of social equity, economic, and environmental factors for sustainability.	Various programmes such as Environment Awareness rally for Tree Plantation along with distribution of sapling was organised to promote and sensitise students and society for environment safety,Cloth bags were distributed in local areas to create awareness and promote the benefits of plastic free society,All religion prayer and get together was organised for promoting communal harmony and Maharashtra Flood Relief rally was organised to support the victims of flood relief.
4.To make the students ready for the job and market-oriented by organising Industrial Visits and conducting various programmes for enhancing their skills .	Career development programmes were organized to make them corporate ready.The placement cell of the college collaborated with some organizations like Ultima Chemicals and Hindustan Times for the placement of students.Students of all the professional courses were accompanied by teachers for the industrial visits to corporateand media houses, and other organizations. Industrial visits help the students to interact with managers and proprietors of the companies for understanding various issues involved in production, labour problems,marketing, finance, etc., which helps in developing their entrepreneurial skills. This year the collegearranged for an Industrial Visit to Precision Engineering Ltd. And Empire Spices & Food Ltd. Nashik(BMS / BAF Students) and Lokmat Newspaper, Nashik i.n. Ambad (BMM Students).The college has collaborated with TechnoServe Company.The students have

	completed 80-hour program including Personal effectiveness, CommunicationReadiness, Career Readiness and Work Readiness. 80 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.
3.College will focus on improving the learning outcomes by inviting eminent scholars and industry professions for guest lectures.	To enhance the quality of teaching and learning Sessions various sessions and workshops were organised such as Faculty Development Programme on Learner Dynamics,Faculty Development Programme on Mentoring for Excellence,Workshop on Learning Net Banking,Workshop on Innovative Teaching Methodologies,Session on Digital Marketing,Workshop on Content Writing,Cyber Security Awareness Programme,Session on retrieving of online information,Workshop on communication Skills
2.To strengthen Alumni Association and increase alumni-student interaction.	Alumni has actively participated in various events organised by the college such as Go Green Plant more and more trees and save our planet,Kolhapur Flood Relief Packaging, Blood Donation Drive, Session on Career Success Mantra for facing the corporate world, Coaching & Training for (Dance, Drama, Singing, Sports etc.) ,Annual Day ,Convocation Function
1.Departments will be encouraged to start certificate courses for building employability skills for the students.	The college has conducted the following two certificate courses for better grooming and holistic development of the students ? A SHORT TERM CERTIFICATE COURSE ON SOFT SKILLS ? A SHORT TERM CERTIFICATE COURSE ON RESEARCH METHODOLOGY
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	18-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**30-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The college has partial Management Information System. Student Information – All basic information provided by the student is captured and saved in the central server, which can be accessed by other office staff members. Administrative Work –The office staff maintains all the notices, letters issued for the college are maintained in the central server. Examination – For the purpose of examination there are two separate specific PC's used. PC1 As presently all question papers for external examinations for the third year and M.Com students are set by university. These question papers are downloaded on a standalone PC as per university guidelines. PC –2 This PC is used for inputting marks and for printing mark sheets. Due to security issues marks are saved on a separate standalone PC. The examination software installed by the college can provide analysis like a students eligibility for next year, subject passing analysis, subject topper, etc.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Clara's College of commerce being affiliated to University of Mumbai, follows the syllabus prescribed by the University of Mumbai for the various programmes offered by it. While deciding the curriculum for a course the teacher takes into consideration the programme objectives and course objectives. For the execution of curriculum, diverse learning experiences are provided by the teachers, For this Academic calendar is prepared for the college at the beginning of the academic year, which includes the various activities such as workshops, seminars, sessions, industrial visits etc planned by different committees and departments for providing diverse learning experiences to the students. Teaching plans are prepared by the teachers at the onset of every

semester for their respective subjects, which indicate the planned structure, methods and resources to be used for execution of each topic in syllabus. Teachers make use of power point presentations, videos, smart boards etc for their syllabus delivery. Before the end of semester, syllabus completion reports are also prepared by teachers which indicate the syllabus completed status. Teacher log books are maintained to keep track of the syllabus carried out by a teacher. During the course, Assignments, projects, class tests are conducted by teachers to assess the performance of students. Advanced learners and slow learners are identified by the teachers, advanced learners are encouraged to participate in higher university level research based programmes like 'Avishkar' and other national and international research conferences. Slow learners are provided with remedial lectures and encouraged to participate in other co-curricular activities like sports competitions, cultural programmes etc. For examination, college follows the University prescribed pattern of Internal assessment and External assessment for all the self -financing courses. Final year students of self- financing courses carry out research projects and internships under the guidance of their subject guide. Students are provided notes, reference materials, question banks, model papers to familiarise with examination patterns. Various co-curricular activities like sports day, cultural fest, intercollegiate quiz programmes,etc are organised in college for providing vivid learning experiences to students. Assessment of the students are carried out as per the university prescribed examination pattern,first years and second year students assessments are carried out at the college level and final year students assessments are carried out at the university level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Indian Military training course	Nil	01/08/2019	90	Entreprene urship ability	Skill development for dealing with real life situations
Short-term certificate course on Research methodology.	Nil	27/01/2020	10	Entreprene urship ability	Skill development of conducting quality research and its application

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	00	Nill
[View File]()		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BCom	Nill	06/06/2019
BCom	Accounting and Finance	06/06/2019
BMS	Human Resource	06/06/2019
BMS	Finance	06/06/2019
BMS	Marketing	06/06/2019
BA	Multimedia and Mass Communication	06/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	51	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Short term certificate course on soft skills	25/07/2019	50
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accounting &Finance	64
BMS	Human Resource	23
BMS	Finance	29
BMS	Marketing	47
MCom	Accounting	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback system helps college for introspection and improvements. The college takes feedback from the stakeholders i.e. from students every semester. The students mark their feedback with the help of software provided them. The feedback is generated and analysed automatically. One -to-one meeting of Faculty and Management along with Principal is conducted to discuss the various issues come out of the feedback. The major areas of improvements are discussed with the faculty and exact strategy is developed for effective teaching –

learning process. Teachers are introduced with various effective teaching methodologies for exuberant lectures. Teachers are encouraged to discuss their problems and given a room to vent out their personal as well as professional problems and limitations. Principal takes round frequently to observe lectures which help to monitor the effective and productive teaching- learning process. The students are motivated with a brief session before feedback on how the fair feedback is important for the overall progress of organization. Following are the questions that are asked in the feedback to the students : Teacher Feedback- Teacher Name and Subject S.No Particulars Very Good Good Satisfactory Unsatisfactory 1 Knowledge base of the teacher(as perceived by you) 2 Communication Skills (in terms of articulation and comprehensibility) 3 Sincerity / commitment by teacher 4 Interest generated by teacher 5 Ability to integrate subject material with environment / other issues to provide a broader perspective 6 Ability to integrate content with other subjects 7 Accessibility of the teacher in and out of classroom 8 Ability to design quizzes/ test/ assignment/ examination and projects to evaluate students understanding about the subject 9 Provision for sufficient time for feed back to students Overall Rating Programme Feedback S No Very Good Good Satisfactory Unsatisfactory 1 Depth of the Course content including project work if any 2 Extent of coverage of course 3 Applicability/ relevance to real life situation 4 Learning Value (in term of knowledge, concepts, manual skills, analytical abilities and broadening perspectives 5 Clarity and relevance of reading material 6 Overall rating 7 Extent of effort required by the students Clara's College Feedback S No Very Good Good Satisfactory Unsatisfactory 1 How do you rate the overall teaching and mentoring process of the college? 2 What is your opinion about library material and facilities for the Course? 3 To what extent were you able to get material for the prescribed reading? 4 How do you rate the cleanliness maintenance of classrooms? 5 How do you rate the condition of toilets / washrooms in college premises? 6 How would you rate the level of canteen facilities? 7 How would you rate the functioning of College Administrative Office? 8 How do you rate the facilities available in the Computer Lab? Overall rating of facilities available in college

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Bcom	1440	438	438
BMS	Management Studies	360	297	297
BCom	Accounting and Finance	360	164	164
BA	Mass Media	180	88	88
MCom	Accountancy	120	21	21
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

2019	987	21	20	Nill	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	9	3	6	4
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has practised a system of mentoring called the mentor-mentee system, whereby a mentor was provided to every ward to look after his/her academic performance, attendance, extra-curricular activities and psychological well-being. The same system has now been restructured as the Mentor System. Every class teacher has been engaged as a mentor of each class. At the beginning of the academic year orientation programme has been conducted by the college for all the students and parents to introduce the institution, its goals and mission, facilities available, list of departments, faculty members, rules and regulations of the college along with the mentor system. A list of mentors is also displayed on the notice board so that all the students will get to know who is their mentor. Some of the students come across with stress and personal issues to their respective mentors and sometimes mentors find some students from their behavioral changes in the classroom. Mentor also provides primary psychological counseling to those who need it and if required refer them for more professional counseling. If required mentors also meet their parents to discuss their ward issues. Every mentor maintains their mentoring register for their record. Apart from this, the college arranges revision lectures for the students for each subject. Regular practice tests have been conducted by the respective subject teachers to improve their learning skills. Teachers conduct knowledge-sharing activities in the class to enhance their subject knowledge with practical aspects. Mentors arrange remedial lectures for weak students and try to solve their difficulties. Subject teachers also provide simplified notes and question banks to the students for their understanding. Mentors analyze the skills of each student in the class and motivate them to participate in various extracurricular activities like debate, fine art competition, marketing fest, story writing competition, sports etc. Continuous motivation by mentors will help the students in performing better and even take up the activities they were unaware of.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1008	20	1:50

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	20	Nill	2	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
[View File]()			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	I	22/10/2019	30/11/2019
BCom	2C00142	II	21/03/2020	22/06/2020
BCom	2C00143	III	30/09/2019	30/11/2019
BCom	2C00144	IV	13/03/2020	22/06/2020
BCom	2C00145	V	14/10/2019	22/11/2019
BCom	2C00146	VI	12/10/2020	29/10/2020
BMS	2M00151	I	23/10/2019	30/11/2019
BMS	2M00152	II	21/03/2020	22/06/2020
BMS	2M00153	III	30/09/2019	30/11/2019
BMS	2M00154	IV	13/03/2020	22/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is affiliated with the University of Mumbai and we follow the evaluation pattern framed by the University of Mumbai. To measure the performance of learners, the University of Mumbai has introduced the Choice Based Credit System, which includes 75 marks for summative evaluation and 25 marks for formative evaluation. Formative evaluation includes 20 marks internal exam and 5 marks for attendance and active class participation. Apart from this, the institution conducts regular class tests, assignments, prelim exams, project work, group discussion, debate, quizzes, etc. Faculty members interact with the students and give feedback to the students for further improvement. The test is conducted by the institution as per the university pattern. The institution conducts an orientation programme at the beginning of the academic year to inform student's internal evaluation system. Result analysis is done by the course coordinators after every test. The performance of the student is monitored by the course coordinators and necessary feedback is given to the faculty members. Remedial classes are conducted for the slow learners and also for those students who participate in sports, cultural and NSS activities. The students are informed about the ATKT examination and revaluation procedure.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is an affiliated college. The institution prepares an academic calendar every year according to the guidelines of the University of Mumbai related to several statutory committees and other administrative committees. The academic calendar contains the yearly schedule of the college ranging from the list of holidays, dates of the college level examination, dates of the cultural activities, NSS activities, sports, academic activities, guest lectures, etc. The draft calendar is discussed with all the coordinators and members of various committees and suggestions if any. College informs students about the university circulars and notices related to examination from time to time through the college notice board, SMS and also verbally by the coordinator or faculty members of the department. In case of any changes, a particular event may be rescheduled with the permission of the head of the institution.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://clarascollegeofcommerce.edu.in/program.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00141	BCom	BCOM	168	12	0.07%
2C00142	BCom	BCOM	167	45	34.35%
2C00143	BCom	BCOM	131	31	23.67%
2C00144	BCom	BCOM	131	92	70.22%
2C00145	BCom	BCOM	129	42	32.55%
2C00146	BCom	BCOM	132	125	94.70%
2M00151	BMS	Management Studies	101	89	89.00%
2M00152	BMS	Management Studies	101	50	88.12%
2M00153	BMS	Management Studies	98	50	51.02%
2M00154	BMS	Management Studies	97	86	88.65%

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://clarascollegeofcommerce.edu.in/studentsurvey.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	365	University of Mumbai	48000	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on making a short film	BAMMC	29/06/2019

Guest Lecture on Tax Planning for Individuals	BCOM	27/06/2019
Career Counseling Programme for CA Course	BCOM,BMS,BAF,MCOM,BAMMC	14/12/2019
Guest Lecture for Mass Media Students on Changing Trends in Journalism	BAMMC	18/12/2019
Role of Intellectual property right in academia	IQAC	04/07/2019
Session on Intellectual property Right Copyright patent	IQAC	16/01/2020
Workshop on Life Management for Teaching and Non Teaching Staff	IQAC	21/09/2019
A Study tour to Bombay Stock Exchange	All Department	05/12/2019
Self Defense training session	WDC	22/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	NO

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce(Accountancy) 1	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	Nill

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BMS	1
COMMERCE	1
COMMERCE	1
COMMERCE	1
BAF	1
BMM	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
1	Babita A. Kanojia	Journal of Emerging Technologies and Innovative Research	2019	1	Claras college of commerce	1

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NO	NO	NO	Nill	Nill	Nill	0

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	25	43	1	10
Presented papers	8	Nill	Nill	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Talk on Dynamics of Environmental Problems in Mumbai	NSS	2	223

Nutrition awareness drive	NSS	2	47
Independence Day celebration	NSS	2	27
Environment Awareness rally and free distribution of Sampling	NSS	2	100
Pledge for Life- Tobacco Free Society	NSS	2	37
Awareness Rally with Tree plantation drive	NSS	2	303
World Yoga day	NSS	2	74
poster making and display on effect of fast food and packaged food	NSS	2	44
Celebration of NSS foundation day	NSS	2	36
Discussion on Organic food	NSS	2	28
[View File](#)			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Maharashtra Flood relief Rally	NSS	Maharashtra Flood relief Rally	2	202
Rethink plastic - An awareness and sensitization	NSS	Rethink plastic - An awareness and sensitization	2	3
Blood Donation Campaign	NSS	Blood Donation Campaign	2	58
Cleanliness Drive	NSS	Cleanliness Drive	2	18
World Yoga	NSS	World Yoga	2	74

		day		
Pledge for Life- Tobacco Free Society	NSS	Pledge for Life- Tobacco Free Society	2	37
Environment Awareness rally and free distribution of Sampling	NSS	Environment Awareness rally and free distribution of Sampling	2	100
Nutrition awareness drive	NSS	Nutrition awareness drive	2	47
Talk on Dynamics of Environmental Problems in Mumbai	NSS	Talk on Dynamics of Environmental Problems in Mumbai	2	223
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
One day National level webinar on How to convert an idea into script for web deries and monetize it in association with Department of BAMMC	1700	Management	1
Placement drive by Technoserve	15	Management	25
Maharashtra Flood Relief Fund with Ekta Manch Rally	202	Management	1
Environmental Rally and Distribution of Saplings by NSS with Ekta Manch	100	Management	1
Awareness Rally with Tree plantation drive with Ekta Manch	303	Management	1
Yuva Mahitidoot Programme in association with NGO named Anulom	178	Management	1
A Talk on Dynamics of Environmental Problems in Mumbai in association with	223	Management	1

Public Concern for Government Trust				
Blood Donation Drive with Mahatma Seva Mandir blood bank	99	Management	1	

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Marketing Manager	Maa Shyama Motors Pvt. Ltd.	03/08/2019	04/11/2019	Nill
Internship	Influencer	Boomlet	03/12/2019	01/03/2020	Nill
Internship	Income Tax and Sales Tax Consultant	SURTI and CO	01/12/2019	30/12/2019	Nill
Internship	Sales Assistance	Global India Insuarance Brokers Pvt. Ltd.	01/12/2019	30/01/2020	Nill
Internship	TAXATION EXECUTIVE	INDIAN BEAN LLP	02/08/2019	02/12/2019	Nill
Internship	ASSISTANT ACCOUNTANT	AGA KHAN BAUGCOOP HOUSING SOCIETY	01/12/2019	01/01/2020	Nill
Internship	Intern in sales and services	Reliance SMSL Limited	04/11/2019	19/01/2020	Nill

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Technoserve	03/03/2020	Campus to Corporate Careers Programs	2
Screenwriters Guild of India	20/01/2020	Workshop on Writing for Flims, Television Web	2

Ekta Manch	11/07/2019	Workshop on Writing For Films, Television and Web	2
Children Welfare Centres Law College	12/06/2019	For Cooperation in Curricuar and Co-curricular Activities of Students, Faculty and Staff	2
FTMA and CWC	11/03/2019	Singing and Records	2

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Laboratories	Existing

View File

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalay	Partially	eG3(2007)Rev.No.32(2019)	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5138	858988	684	104872	5822	963860
Reference Books	1035	530300	Nill	Nill	1035	530300
e-Books	3135000	5900	Nill	Nill	3135000	5900

Journals	20	15000	Nill	Nill	20	15000
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	56	3000	2	100	58	3100
Library Automation	1	16000	Nill	Nill	1	16000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	14	23020	Nill	Nill	14	23020

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	64	45	64	3	1	9	7	50	0
Added	0	0	0	0	0	0	0	0	0
Total	64	45	64	3	1	9	7	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	[0](#)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
17	16.89	37	36.55

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Administration Department The college has LAN connectivity that integrates College and School activities ensuring proper functioning and control. All administration work related to students such as creation of data base of student, Receipt printing etc. is computerized. The college has AMC of software program to maintain receipts of cash from students. Accounting Department The College has installed and uses Tally ERP 9 for maintaining the accounts. The college is in contract with a Company for maintaining and development of customized software. Examination Department The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. There is a separate Computer and printing area designated within examination department for downloading and printing Question Papers that are received online from University of Mumbai. The college has AMC to maintain Reprographic machines to be renewed every year. All examination related activities are computerized .Question paper printing, preparation of Notices, Mark for projects and assignments, entry of internal marks, printing of Mark Sheets and Admit Cards etc. are all computerized and managed by the examination department. Also, preparation and printing of College ID cards are Computerized and carried out within college. Information Technology Department One Full time and one part time IT professionals have been appointed to look after the maintenance and up-gradations required for the overall computer lab and for computer system used at other departments. Maintenance includes servicing of the computers, printers, server cabinets, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc. The college has AMC for maintenance of Website and server related issues to be renewed every year. Physical Facilities College Building has spacious classrooms and wide verandas with provisions of receiving ample and natural light and ventilation, renovations and physical repairs such as electrical and infrastructural damages are restored every year at the end of every academic year. Full time electrician is appointed to have a regular check on the same. Comfortable seating arrangements are provided to students with smart boards in five classrooms. The college has AMC for maintenance of lift renewed every year. Library Library has open access system with computerized and online library services. Library has subscribed to INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ. Library has spacious reading space with natural ventilation and sunlight. Library also houses the separate faculty research area for all the teachers. Library also organizes various competitions such as Quiz Competition, Book Review Competition, etc. with the help of Library Advisory Committee. Sports Facilities College has a provision of spacious playground attached to it where various outdoor sports activities are conducted for students such as Annual Sports Meet, Cricket Tournaments, Football Matches, Badminton Tournaments, Annual Day, etc. The ground is well maintained daily cleaning, as well as students are encouraged to clean the same as a part of cleanliness drive and tree plantation activities. Gymnasium College has a well-equipped gymnasium for the students.

http://clarascollegeofcommerce.edu.in/pdf/Policies%20and%20Procedures%2019-20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support	Waiving of fees	20	184190

from institution			
Financial Support from Other Sources			
a) National	NA	Nill	0
b)International	NA	Nill	0
	View File		

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Session on Awareness of Corona Virus	14/03/2020	28	Dr. Satyajit Chowdhury,
Workshop on " Making Yoga a Habit"	07/03/2020	39	Mrs. Uttara Dhanjal
Session on Managing and Reducing Waste- An initiative towards Sustainable Environment.	07/03/2020	78	Global Green Resonance Foundation, NGO, Mumbai
Self Defence Training Session	09/12/2019	8	IMTC, Pune
Workshop on Meditation – Healthy Body, Healthy Mind	13/08/2019	75	Time Management - Ms Subhashini Naikar
Short Term Certificate Course " Soft Skill"	25/07/2019	50	Faculty, Clara's College of Commerce
Self Defense Training Workshop	22/07/2019	106	Academy of Self Defence, Pune
Yoga	21/06/2019	74	Patajali Yog Pith, Mumbai.
	View File		

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Guest Lecture on Tax Planning	Nill	76	Nill	Nill
2019	Campus to corporate	Nill	99	Nill	Nill

	Programme				
2019	Seminar on Development of Radio Jockey Skill	Nill	106	Nill	Nill
2019	Workshop on Copy Wring & Script Writing for Advertisemen t	Nill	13	Nill	Nill
2019	Orientation Session on Digital Marketing	Nill	23	Nill	Nill
2019	Seminar on Career in Media and En tertainment	Nill	21	Nill	Nill
2019	Career Counseling Program for Chartered Accountancy Course	Nill	77	Nill	Nill
2019	Session on Campus to Corporate for Students	Nill	15	Nill	15
2019	Session on Business Etiquette and Application Marketing(CV)	Nill	41	Nill	Nill
2019	Corporate Training – Mock Interview	Nill	46	Nill	Nill
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 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of stduents placed	Name of organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill		15	6
			Technoserve, Mumbai, Samco Securities, Reliance Jio, SBICAP Securities		

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BAF	Commerce	Clara's College of Commerce	M.Com
2019	1	B.COM	Commerce	Kamlaben G Shah Law School, Mumbai	LLB
2019	1	B.COM	Commerce	CWC Law College, Malad, Mumbai	LLB
2019	10	B.COM	Commerce	Beckett University UK	LEED
2019	2	B.COM	Commerce	ICSI ,Mumbai	Company Secretary
2019	1	B.COM	Commerce	Valia College of Arts, Commerce & Science Mumbai	M.Com
2019	1	B.COM	Commerce	Maharishi Dayanand College, Mumbai	M.Com
2019	10	B.COM	Commerce	IDOL University of Mumbai, Mumbai	M.Com
2019	3	B.COM	Commerce	Rizvi College of Arts, Science & Commerce	M.Com

| 2019 | 2 | B.COM | Commerce | Clara's College of Commerce | M.Com |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
TABLE TENNIS	College Level	6
SEGREGATING DRY AND WET GARBAGE	College Level	6
ONE LEGGED RACE	College Level	13
TUG OF WAR	College Level	106
OBSTACLE COURSE (100 MTS)	College Level	40
RUNNING RACE (400 MTS)	College Level	40
SHOT PUT (8 LBS)	College Level	32
LONG JUMP	College Level	11
CAROM	College Level	43
CHESS	College Level	10

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nill	National	Nill	Nill	Nill	NIL

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution creates a platform for the students for active participation in various academic and administrative bodies. As per the directions of the teaching faculty, the students are coordinating all the activities. It molds the students in attaining leadership qualities as well. The college has many committees like Cultural Committee, Sports Committee, Library Committee, NSS Advisory committee, Anti Ragging Committee, and Women Development Cell, etc. All committees have a student representative as its member. It helps the students to develop harmony and motivate them to share their ideas, views and encourages them to participate in curricular and extracurricular activities. They act as an agent between students and faculty members. The student representatives help in maintaining the discipline and decorum of the college.

They help in organizing various events and activities under the guidance of the teaching faculty. Our students play a vital role in organizing cultural events, volunteers in conferences, seminars, College Annual day, Sports day, NSS activities, Medical Camp, and other important functions. They actively participate in doing social services to the nearby areas and raise funds for fulfilling the social responsibility.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The objective of the alumni associations is (1) promoting alumni relationships, (2) fostering commitment among students and (3) enabling student-alumni interactions. visits to campus, helping alumni with College related activities, encouraging giving back by alumni, donations, lectures, sponsorships, mentoring, internships, placement, holding alumni reunions etc.

5.4.2 – No. of enrolled Alumni:

140

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

During the year four meeting were conducted by Alumni Association 1. First meeting held on 23rd June 2019 for future plan and upcoming event discussion Go Green, Mass rally for Kolhapur Flood Relief material and packing activity. Total 7 members were present in the meeting. 2. Second meeting held on 22nd September 2019 For review of Go Green mass rally, Kolhapur Flood Relief activity and conduct of Blood Donation Drive. Total 8 members were present in the meeting. 3. Third Meeting was held on 22nd December 2019 for review of Blood donation camp and to discussion about new event guest session on Career Success Mantra. Total 7 members were present in the meeting 4. Fourth meeting was held on 29th March 2020 for review of Guest session activity and future plan discussion. Total 7 members were present in the meeting. Following activities conducted during the year: 1. Go Green a mass rally organized on13th July, 2019 from Andheri station to Jogeshwari for saving the planet by planting more and more trees and making peoples aware about the bad effect of cutting trees. 2. Kolhapur Flood Relief material packing. College along with the Ekta Manch organized rally for collection of fund and food material on 19th August, 2019. Member of the Alumni Association participated in rally and also helped to pack material in the boxes. 3. Blood Donation Drive was organized by NSS Unit of the college. The member of the Association helped them to smooth conducted of the drive on 14th December, 2019. 4. Career Success Mantra Informative session was conducted by the member on 09th March, 2020 for guiding the students of the college for future success in the life.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Clara's College of Commerce promotes a culture of participative management by involving staff members in a number of administrative roles. The college encourages a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. In accordance with the policy of decentralization adopted by the management, both

teaching, non-teaching members and student representatives are adequately represented in the Governing Body (College Development Committee). All staff members voice their concerns and opinions during the quarterly meeting held by the CDC. 1) Teacher's participation in decision making. The college has created a decentralized structure for decision making. Various committees are constituted by the Staff Members for managing various activities of the college. Throughout the year different meetings of such committees are conducted where teachers are asked to give their opinions for the same. The Staff Members are responsible for the college time table, allocation of co-curricular work, organizing admission, looking after the welfare of students, preparing working guidelines for effective functioning of the college, etc. This decentralization of duties helps in the implementation of all academic and extra-curricular activities of the college and ensures greater participation by everyone and a kind of unity and harmony is maintained within the institute. Each department is responsible and accountable for academic commitments to the stakeholders. Guided by the UGC framework, each department prepares the workload and a plan for teaching. All teachers of the department have enough flexibility in organizing seminars, workshops, guest lectures, etc. Teachers-in-Charge coordinate the various activities of their departments with colleagues and students. During department meetings and even otherwise, the teacher members are free to express their viewpoints and to adopt innovative teaching practices subject to the broader University requirement of course. 2) Student's Participation: Students are considered to be the most important part in the college so their representation through the student's council is encouraged more and more these student's bring forward the views of the student. The students are also involved in organizing various events in the college like Marketing fest, Annual Day, Sports day, talent hunt and their suggestions are taken into consideration while organizing such events. They play an active role in the coordination of the various activities in the college. The Principal ensures that the rules, regulations, directives and guidelines of the university are being followed. All the committee conveners, teachers-in-charge, coordinators enjoy full autonomy within the overall framework of rules, regulations and guidelines of the University of Mumba and UGC.

6.1.2 – Does the institution have a Management Information System (MIS)?
Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission is given to students as per norms of University. The college followed the regulations put forth by the University of Mumbai for admission of students during the academic year. Every year Mumbai University issues a circular regarding admission to 1st year degree college. Post issuance all students need to register themselves online for 1st year degree college admission on mumao.digitaluniversity.ac The student needs to select the program he/she wishes to pursue and also needs to choose the college he wishes to apply in rank of preference. Post this process the college issues a merit list. At Clara's College merit lists

	are issued for admission. Students selected submit the required documents for admission to the college office. Students from different states and Boards i.e. CBSE/ICSE have also taken admission in the college.
Industry Interaction / Collaboration	The students of BMS/BAF have also done internship with the following corporates ? Indian Bean LLP ? Aga Khan Baug CHS Ltd ? Surti Co ? Boomlet Media ? MAA SHYAMA MOTORS PVT LTD Students of all the professional courses were accompanied by teachers for the industrial visits to corporate and media houses, and other organizations. Industrial visits help the students to interact with managers and proprietors of the companies for understanding various issues involved in production, labour problems, marketing, finance, etc., which helps in developing their entrepreneurial skills. This year the college arranged for an Industrial Visit to Precision Engineering Ltd and Empire Spices Food Ltd Nashik for BMS / BAF Students and BMM Students visited Lokmat Newspaper
Human Resource Management	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 interdisciplinary academic activities including research, organizing lectures, conducting national and international seminars. Faculty members are appreciated academically as well as for other cultural activities. For faculties pursuing M.Phil./Ph.D. the college accommodates timing so that the faculty member is able to pursue their courses. Service rules have been provided to each teaching non-teaching staff and reviewed from time to time so that the performance appraisal system is matched with the requirements. The service rulebook covers the following points of: ? General Rules ? Post appointment ? Salaries ? Leaves ? Termination of service ? Code of Conduct Casual Leaves are provided as per the university guidelines. In case of a medical emergency, the management approves the medical leave. 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. Service rules have been provided to each teaching non-teaching staff and reviewed from time to time so that the performance appraisal system is matched with the requirements. 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.
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. Library: It is equipped with the Open access system as well as E-Granthalaya and is also linked to Inflibnet The college library is a subscriber of N-LIST facility through which e-journals and e-books are made available to the researchers (both students and staff). Library is well equipped with different Reference and other books for the reference of students and faculties of different departments. ICT: - The college has the facilities of Computer Lab, Internet, OSM facility, LCD projectors, smart boards, etc. Physical Infrastructure: The college is providing physical infrastructure facilities in the form of Gymnasium, playground, Auditorium, Canteen, etc.
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. To foster a scientific temper and develop an aptitude for research culture among teachers, faculty development programmes were organized as mentioned below. 1. A FDP was conducted on 29-Jun-2019 'Workshop on Learner Dynamics 'with Dr. Sally Enos (Principal -Pillai College of Education

Research) as resource person 2. A FDP was conducted on 4-Jul-2019 "Role of Intellectual Property Right in Academia" with Mr. Devang Thakur (ITM, Business School) as resource person 3. A FDP was conducted on 10 Jul-2019 "Best Practice Quality Enhancement" with Dr.Jessy Pius (Associate Professor of Ramanarian Ruia College as resource person. 4. A FDP was conducted on 17-Jul-2019 'Mentoring for Excellence' Dr Sangeeta Kamath (Associate Professor of Ramanarian Ruia College) as resource person 5. A workshop was conducted on 21-Sep-2019 for Teaching and Non-Teaching Staff(FDP) titled 'Life Management Skills' with Ms. Prajakta Arnalkar (Counsellor) as resource person. 6. A workshop for teachers on 20-Sep-2019 'Innovative Teaching Methodologies(FDP)' with Ms. Sandhya Thakkar as resource person 7. A session was conducted for students on 14-Jan-2020 'Campus to Corporate' , the session was conducted by Technoserve Team 8. A session was conducted on 16-Jan-2020 with the title Intellectual Property Rights" Copyright and Patents" (SDP) with Ms. Bhumi Bakulesh Tolia being the resource person 9. A Workshop (Training Programme) was conducted for the faculty on 24-Jan-2020 with the title 'First Aid Emergency and preparedness'. The session was conducted by Dr. Arif Ali Sayed 10. A session for students was conducted on 27-Jan-2020 with the title "Creating Awareness and sensitizing students for Govt. Beneficial Programmes'. 11. A FDP was conducted on 27-Feb-2020 with the title "NAAC guidance for quality enhancement" 12. A session was conducted on 7-Mar-2020 with the title "Managing and reducing waste"- An initiative towards sustainable environment. The session was conducted by BMC Waste Management team. 13. A session was conducted on 14/03/2020 with the topic "Awareness of Coronavirus" and was conducted by Dr. Satyajit Chowdhury Library and ICT facilities are made available to all students (U.G., Post graduate) and faculty members. Allocating supervisors to under-graduate students of BMS for undertaking Research Projects. Students and faculties are constantly involved in writing research paper. Duty leave

		is sanctioned to teaching staff for undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Workshops/ Seminars. A sum total of Rs.15950/- was given to faculty members for attending various conferences and workshops.
Examination and Evaluation		As an affiliated institution of the University of Mumbai, the college follows the examination system set out by the University. In the orientation program conducted for First Year students a special presentation is made by the examination committee and coordinators to explain the examination system to the students. The examination committee of the college prepares the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules. Question papers set by the Faculty are checked and verified by Principal and HOD's of respective Department to ensure that they adhere to standards. Revaluation and moderation of the examination papers are done as per the University rules and regulations. The students are sensitized well in advance on the consequences of using unfair means. Students caught using unfair means are given zero marks in the exam, as a warning and in case of repeated offenders are dealt with as per university guidelines. Assessment is centralized as per the University rules. Meeting of the students with poor performance is being conducted with their parents during Parents – Teachers meeting. They are counselled about improving their performance. The previous year's question papers are made available to teachers / students in the college library, which helps students understand the paper pattern. It brings improvement in subsequent examination results.
Teaching and Learning		The college caters to students from different backgrounds enriching the geographical, socio-economic and cultural diversity within the institution. Students are familiarized with the program outcomes, mode of

	internal assessment as well as college facilities during the Orientation Program of the college. Teachers plan strategies to reduce the gap in knowledge and skills. Students are encouraged to think critically and be innovative and creative in tackling assignments, projects and other tasks assigned to them. Library at the college is well equipped with books, journals and e-resources necessary for teaching, learning and research. Teachers continuously strive for innovation and professional development. Appropriate assessment is incorporated into the learning process to achieve the learning goals of the courses. Continuous Internal Evaluation is done periodically and transparency and fairness of the evaluation system are ensured through the Internal Assessment Committee. The institution has an effective mechanism for redressal of grievances.
Curriculum Development	? Curriculum Development Curricular aspects of courses at Clara's College of Commerce are governed by University of Mumbai Ordinances. Multilevel systems have been evolved in the college for planning and implementation of the curriculum in a transparent and effective manner. As a learning organization, we have always engaged in a continuous process of obtaining feedback from different stakeholders in a formal-informal manner and have enriched the teaching-learning processes. In recent years these have been standardized and regularized for all courses. Apart from curriculum as prescribed by Mumbai University. The college has conducted the following two certificate course for better grooming and holistic development of the students ? A SHORT TERM CERTIFICATE COURSE ON SOFT SKILLS ? A SHORT TERM CERTIFICATE COURSE ON RESEARCH METHODOLOGY

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	The college has fees software, where entries are made of payment received. Receipt is issued by the software. The software is able to provide information about pending fees. The software has been installed on a standalone PC for

	confidentiality reasons.
Examination	There are two specific PC's used for examination purposes. The college follows university guidelines for conducting examinations. University now only provides common exam question paper for third year student centrally. The papers need to be downloaded just before the start of the exam and then photocopied for the students. At present we have one dedicated PC which has been loaded with the university software. This software has a face recognition facility for added protection. Examination work also has one more PC which is standalone and is used for entering the exam marks and for printing the mark-sheet. It is accessed only by one member of the administration staff for maintaining confidentiality. This PC is loaded with examination software which provides analysis like student eligibility, passing percentage subject wise, overall passing percentage, etc. Results is also maintained on a separate PC.
Planning and Development	Academic Planner is prepared at the start of the Academic Year. All events are centrally decided. The same are also circulated with the staff. Feedback is being taken via Google form. Which the students fill by accessing it through the computer lab at the college. The feedback for the faculty, the course and the college facilities is taken. Feedback is taken twice in a year, in the first half for the Odd semesters in the second half for the even semesters.
Administration	The college administrative office has a central server on which the data is saved. All the PC's of the administrative department are linked with the server. The data is centrally stored and is accessible by all members of the administrative staff
Finance and Accounts	The institute has bifurcated administration and the accounts functions. The administration department collects all the academic fees (Yearly fees/ ATKT, Industrial Visit fees etc.). The administrative department makes few payments required for day-to-day functioning of the college. The entries for both revenue

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Babita Kanojia	One-day Zonal Training Workshop for Internal Complaint Committee and Womens Development Cell	University of Mumbai (WDC) Gurukul College of Commerce	400
2019	Jisha Varghese	One-day Zonal Training Workshop for Internal Complaint Committee and Womens Development Cell	University of Mumbai (WDC) Gurukul College of Commerce	400
2019	Shripad Joshi	Two Day International Conference on Globalization and Mutlilingual Language Education Policies	INLEPS USA Janardhan Bhagwat Shikshan Prasarak Sanstha Panvel	3000
2019	Faisal Tanwar	One day Workshop on Revised Syllabus on FYBAMMC	ML Dhanukar College of Commerce	500
2019	Poonam Lad	Two day State Level Workshop on E-Content Development	DTSS College of Commerce	1650
2019	Dr. Babita Kanojia	Annuan International Research Conference	St. Francis Institute of Management Research	3000
2019	Ruchita Ranjan Pandhare	Two day International Conference -Impact of Digi	University of Mumbai - Department of Commerce	2000

2019	Faisal Tanwar	One Day orientation Workshop on New Syllabus FYBAMMC Semester I	LS Raheja College of Arts College	500
2019	Aarti Ahuja	One Day orientation Workshop on New Syllabus FYBAMMC Semester I	LS Raheja College of Arts College	500
2019	Aniesh V	One day National Level Faculty Development Programme	Anandibai Damodar Kale Degree Colle of Arts Commerce	500
		[View File](#)		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Life Management Skills for Teaching and Non-Teaching Staff(FDP) - Resource person	Workshop on Life Management Skills for Teaching and Non-Teaching Staff(FDP)	21/09/2019	21/09/2019	15	4
			[View File](#)			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Career Advancement Scheme(CAS) promotion Refresher Course In	1	16/02/2020	16/02/2021	1

Economics with a B Grade in the proctored examination				
National Workshop on ICT tools for E-learning	2	20/04/2020	28/04/2020	8
National Level One Week Online Faculty Development Program organised by Internal Quality Assurance Cell (IQAC) in association with Lawgical Legal Solutions on "INTELLECTUAL PROPERTY RIGHTS" by Adv. Pranit E. Dhanavade	1	20/04/2020	26/04/2020	7
Online Seven Day National Workshop on 'Research Methods and Techniques'	1	25/04/2020	01/05/2020	7
One Week National Online Faculty Development Program on ICT Tools for Effective Teaching Learning,	1	27/04/2020	02/05/2020	7
Completion Of The Fundamentals Of Digital Marketing Certificate Exam Google Digital Garage	1	27/04/2020	27/04/2020	1
Live Faculty Development Workshop On E Learning SPN Doshi Womens College	1	01/05/2020	01/05/2020	1

Career Edge - Knockdown the Lockdown -By TCS ION	1	01/05/2020	06/05/2020	6
Participated In Three Day National Level Faculty Development Programme Lala Lajpatrai College Of Commerce And Economics	1	01/05/2020	02/05/2020	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	20	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Advance Salary – College provides a maximum of one-month advance salary in case demanded by the staff for emergency purpose. Medical – In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.	Advance Salary – The college provides a maximum of one-month advance salary in case demanded by the staff for emergency purpose. Medical – In case of staff being medically unfit to attend work, in the past the salary has still being paid to the employee.	Fees concession – All sections of the college are unaided. In case the student is unable to pay the complete fees , the fees on case to case basis is waived or reduced. For the present year college has waived a total fee of Rs.184190/- for 20 students. Insurance Cover - The college has also taken Student Group Accident Insurance Policy (Yuva Raksha Scheme) for all its students from Oriental Insurance Co Ltd. The college has paid an annual premium of Rs. 46882/- towards it. The insurance policy provides the following contingencies in case of accident 1. 100 coverage in case of sad demise of the insured 2. 100 coverage for permanent disability (Disability means loss of limbs, loss of eye sight or paralysis) 3. 100

		coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expense of doctors' fees

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

All the accounting / book keeping of all the institutes run by the trust are centrally managed which include i.e. pre-primary school, primary school, secondary school, Junior College (Versova), Junior College (Malad), Law College (Malad) and the trust account's. Internal Audit – The head accounts monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified immediately. External Audit - The Accounts Department is conducting external financial audit of all the institutes through Pradeep Chaudhary Co at the end of every financial year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
University of Mumbai	31705	For NSS Regular Activities / Special Camp
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6.4.3 – Total corpus fund generated

31705

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1st Year Orientation – 27th July 2019 2nd Year Orientation – 5th July 2019 3rd Year Orientation – 5th July 2019 Parent Teachers Meeting for (First Year Students Parents) - 30th November 2019

6.5.3 – Development programmes for support staff (at least three)

21st September 2019- Workshop on Life Management Skills for Teaching and Non-Teaching Staff(FDP) - Resource person - Ms. Prajakta Arnalkar, Counsellor

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Contribution towards society - To inculcate Social Conscience among students the college promotes -Roti Bhaji Yojana. Under this scheme donation are collected from the students on a monthly basis. The funds are used to promote this scheme for the needy. One of the objective of promoting this scheme is to make the students aware the social gap existing in the society and sensitize the students towards its needs. 2. Short Term Course on Soft Skills - Most of the learners are first Generation learners coming from economically weak

background. Such learners lack soft skill required to succeed in the corporate world. This short term course tries to improve communication skills, presentation skills, inter-personal skills of the students. The college conducted a three month soft skills course from 20 July 2019 to 20 October 2019. 3. Cultural Activities: The college encourages its students to participate in cultural activities. The students are provided guidance to enhance their skills and build confidence. The college has won many accolades. Some Notable Achievements at 52nd youth fest 2019 of University of Mumbai • Indian Folk Dance (Group) – The college won the 3rd Prize (10 students represented the college) • Mime (Group) – the college won the 3rd Prize (6 students represented the college) • Indian Classical Dance – Anjali Alok Nigam of BMM section won 3rd Prize for the college • JACKPOT GIRLS - Shweta Sanjay Yadav of BMS section won consolation prize • Also One of the student Ms. Jinal Kanojia of TYBMS was selected to be part of team representing Mumbai University at MMCCT Mauritius

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on Learner Dynamics - FDP for Teachers - Resource Person - Dr. Sally Enos(Principal -Pillai Colleg e of Education Research)	29/06/2019	29/06/2019	29/06/2019	18
2019	FDP on Role of Intellectual property Right in Academia" - Resource Person - Mr.Devang Thakur (ITM Business School)	04/07/2020	04/07/2019	04/07/2019	18
2019	FDP on "Best Practice Quality Enhancement"	10/07/2019	10/07/2019	10/07/2019	14

	- Resource Person - Dr.Jessy Pius (Associate Professor of Ramanarian Ruia College)				
2019	Session on Campus to Corporate for students - Conducted by Technoserve Team	12/07/2019	12/07/2019	17/07/2019	99
2019	FDP on Mentoring for Excellence - Resource Person - Dr Sangeeta Kamath (Associate Professor of Ramanarian Ruia College)	17/07/2019	17/07/2019	17/07/2019	18
2019	Workshop on Innovative Teaching Met hodologies(F DP) - Ms.Sandhya Thakkar	20/09/2019	20/09/2019	20/09/2019	18
2019	Workshop on Life Management Skills for Teaching and Non Teaching Staff(FDP) - Resource person - Ms. Prajakta Arn alkar,Counse llor	21/09/2019	21/09/2019	21/09/2019	19
2020	Session on Intellectual Property Rights" Copyright and Patents"	14/01/2020	14/01/2020	14/01/2020	66

2020	Workshop on 'First Aid Emergency and preparedness Training Programme for the faculty - Resource Person - Dr.Arif Ali Sayed	24/01/2020	24/01/2020	24/01/2020	20
2020	Session on "Creating Awareness and sensitising students for Govt. Beneficial Programmes'.	27/01/2020	27/01/2020	27/01/2020	50
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A guest lecture on Womens Rights in the Constitution of India	17/07/2019	17/07/2019	122	115
Self-defence Training Workshop	22/07/2019	24/07/2019	106	Nill
Self Defense Orientation Programme	24/07/2019	24/07/2019	28	36
Workshop on Meditation - Healthy	13/08/2019	13/08/2019	75	Nill

Body,Healthy Mind				
"Cyber Security-Awareness Programme for Women"	22/11/2019	22/11/2019	73	Nill
Awareness programme on Polycystic Ovary Syndrome (PCOS) & its Challenges by WDC	30/11/2019	30/11/2019	47	Nill
Self Defence Training Session	09/12/2019	11/12/2019	100	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives 1) Percentage of power requirement of the College met by the renewable energy sources: NIL 2) Percentage of annual lighting power requirements met through LED bulbs: The total lighting power requirement for college is fulfilled through 1088 lights, out of which the 583 lights are LED bulb which accounts for 53.5 percentage. 3) Environmental Consciousness and Sustainability Sustainable development is the only solution for all our environmental problems and our college has taken some steps as follows: 1) Waste generated in canteen and garden is usually not in huge quantity thus waste from the canteen and garden is collected on regular basis and transported to municipality daily. 2) Outside every class room a cut-out is given which is an efficient way to limit electric usage in the class room when not in use. 3) Paper waste generated is collected and then at the end of academic year it is sold to old scrap paper collector in the vicinity. 4) For project submission as required in some subjects like Foundation course, the use of plastic files is restricted to increase the responsibility among students to reduce the use of plastics. 5) Students of SYBMS semester III prepare projects on topics related to environment (as per curriculum). 6) In order to reduce the ecological footprint, staff use lift only for going to upper floor and not for going down the floor (except in emergency). 4) To increase awareness among students following activities were conducted: 1) Essay Writing Competition - Themes-Save Mother Earth or Human Values and Ethics was conducted on 25-06-2019. 2) Environmental Rally and Tree Plantation Drive was organised on 03-07-2019. 3) World Population Day was celebrated by organising Poster making competition, Collage making competition, Skit competition, Power point presentation competition on 11-07-2019. 4) Poetry Writing Competition was organised on - Theme - 'The Woods are Lovely': Poetry on Nature on 13-07-2019. 5) Environmental Rally and Distribution of Saplings was done on 13-07-2019. 6) Maharashtra Flood Relief Fund Rally was organised on 14-08-2019. 7) A Talk on Dynamics of Environmental Problems in Mumbai was organised on 23-09-2019. 8) Cleanliness Drive was organised on 02-10-2019. 9) Swachha Bharat Abhiyan was organised on 10-01-2020. 10) Cloth Bags Distribution was done on 20-01-2020. 11) Essay Writing Competition was organised on 03-02-2020. 12) Competition on - Best out of Waste was organised on 28-02-2020. 13) Session on "Managing and reducing waste"- An initiative towards sustainable environment was organised on 07-03-2020. 14) Session on "Awareness of Coronavirus" was organised on

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	07/09/2019	15	Consumer Awareness Drive	Consumer awareness	40
2019	Nill	1	09/09/2019	6	Nutrition Awareness Drive	Nutrition awareness	49
2019	Nill	1	02/10/2019	1	Cleanliness Drive	Cleanliness awareness	20
2019	Nill	1	05/12/2019	1	A Study tour to Bombay Stock Exchange	Stock Exchange Awareness	83
2019	Nill	1	14/12/2019	1	Blood Donation Drive	Sensitisation for Blood donation	30
2020	Nill	1	07/01/2020	2	Industrial Visit	Industry working awareness	99

2020	Nill	1	10/01/2020	10	Swachha Bharat Abhiyan	Cleanli ness awareness	41
2020	Nill	1	20/01/2020	1	Cloth Bags Dist ribution	Sensiti sation for Cloth bag use	22
2020	Nill	1	27/03/2020	76	Grocery packets d istributi on in Versova, Andheri, Madh, Goregaon and Bandra	Social responsib ility	15
2020	Nill	1	31/03/2020	50	Daily cooked food packets d istributi on	Social responsib ility	33

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics Code of conduct for various stakeholders.	05/09/2018	The Governing Council of the trust through the Principal shall see that the service rules are followed as well as adhered to the letter and spirit of the code of conduct by all the employees. Every employee of the Institute shall be governed by the code of conduct, as specified in this chapter, and every such employee shall be liable to the disciplinary action, for the breach of any provision of the code of conduct. The Principal shall initiate disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an Inquiry Officer to conduct the inquiry of the charges.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2019	21/06/2019	74
Essay Writing Competition - Themes- Save Mother Earth or Human Values and Ethics	25/06/2019	25/06/2019	36
Anti-Drugs Day: Documentary on Anti-Drug Expert Talk on Drugs: It Kills	26/06/2019	26/06/2019	133
Environmental Rally and Tree Plantation Drive by NSS	03/07/2019	03/07/2019	303
NSS Pledge for Life - 'Tobacco free Youth'	11/07/2019	11/07/2019	37
World Population Day :Poster making competition, Collage making competition, Skit competition, Power point presentation competition	11/07/2019	11/07/2019	30
Literary Events: 1)Elocution Competition (English/Marathi/Hindi) - 2) Debate (English/ Marathi/Hindi) - 3)Quiz 4) Poetry Writing Competition 5) Story writing Competition	13/07/2019	13/07/2019	63
Environmental Rally and Distribution of Saplings by NSS	13/07/2019	13/07/2019	100
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Clara's College of Commerce plays an active role in taking numerous initiatives to make its campus eco-friendly. College staff and students together adopt the policy of reduce, recycle and reuse in general to accomplish this goal. The following eco-friendly steps are in use in our college. 1) In order to reduce the ecological footprint, staff members use lift only for going to upper floors and not lower floors (except in emergencies). 2) We practice to save electricity as much as possible like -turning off the computer after use, switching off the lights and fans when they are not in use. 3) A main switch is provided outside every classroom to switch off the lights and fan after the lectures. 4) Provision of separate dustbin for wet and dry waste is provided

for waste management in canteen. 5) Paper waste generated (old newspaper, answer sheets, office wastepaper etc.) is collected and then at the end of academic year it is sold to old scrap paper collector in the vicinity. 6) Parking slots are allotted for Bicycles.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practices Best Practice No. 1 1. Title of the Practice: To inculcate Social Conscience among students (Roti Bhaji Yojana) 2. Objectives of Practice: • To increase the charitable values among students. • To aware students about their social responsibility. Though the College is greatly involved in social activities but to inculcate the idea of sharing in students, this practice has been started. 3. The Context: Clara's College is situated in western Mumbai where the people living in slums are considerably high. Many people don't have access to proper food on daily basis. To solve such huger problem of underprivileged people, the college has come up with an initiative Named-Roti Bhaji Yojana. One of the goals for this practice was to make the students aware of the helping tendency to the needy, at the same time they were advised to contribute from their pocket money. From the collected donation our students provide food to needy people of different areas. 4. The Practice: Every month the volunteers collect donation from each class. 5. Evidence of Success • The continued contribution by students was the indicator of success of this practice. • The collected fund contributes for the fund needed for Roti Bhaji Yojana. 6. Problems Encountered and Resources Required At the time of introducing this system, the following problems were encountered. • Student involvement: Initially more students showed their interest by donating but later the fall in contribution has been observed. • We did not see huge fund collection from students. Best Practice No. 2 1.Title of the Practice: Certificate Course 1) Certificate Course on Soft Skills 2) A Short-Term Certificate Course on Research Methodology 1. Title of the Practice: Certificate Course on Soft Skills 2. Objectives of Practice: • To add value to the existing skills of the learners. • To make students fluent in speaking English. • To make them understand the basic and then the advance speaking skills. • To make them confident to speak on the stage. • To keep a pace with the global challenges for English amongst the learners. 3. The Context: Clara's College of Commerce started a Short-Term Certificate Course titled 'Soft Skills' for students on Thursday, 25th July, 2019 at 12.00am in the A.V. Room. Soft skills provide students with a strong conceptual and practical framework to build, develop and manage teams. The soft skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team building, leadership, time management, group discussions, interviews, and inter-personal skills. Soft Skills training also helps students in career visioning and planning, effective resume writing and dealing with placement consultants and head-hunters. 4. The Practice: The course was designed for the students to enhance their Soft skills. The syllabus included verbal and nonverbal messages, and techniques of oral presentation and persuasion. The course also focused on Group Discussion, Interview preparation, Oral Presentation and so on. It also fulfilled the aim at sharpening their skills in critical listening. The trainer effectively used audio visual aids for the better understanding of students. Around 30 Lectures were conducted for this course in the academic year. 5. Evidence of Success: Total 50 Students were enrolled for the course out of which 35 students completed the course successfully with their maximum attendance. 6. Problems Encountered and Resources Required: At the time of introducing this course, the following problems were encountered. • Initially more students showed their interest joining the course but later on 15 students of them failed to continue the

course. • Soft skills dont all come at once, practicing and applying every day is crucial. 1. Title of the Practice: A Short-Term Certificate Course on Research Methodology 2. Objectives of Practice: • To equip students with research methodology essential for pursuing research degrees such as Doctor of Philosophy (Ph.D.), Masters in Philosophy and research in undergraduate and postgraduate courses. • To enable researchers in writing various research reports, thesis, dissertations, research papers, articles and essays. • To develop curiosity for finding new things. 3. The Context: Clara's College of Commerce organized A Short-Term Certificate Course on Research Methodology from 27 January 2020 to 08 February 2020 in the room number 41 on 3rd Floor. The main objective behind organizing a course was to inculcate research culture amongst students. 4. The Practice: The following was the course structure: Sr. No. Date Day Topic Faculty Name 1 27-Jan-2020 Monday Introduction Dr. Mamta Rajani 2 28-Jan-2020 Tuesday Framing Hypothesis/ Problem Statements/ Research Objectives Dr. Kuldeep Sharma 3 29-Jan-2020 Wednesday Review of Literature Dr.Babita Kanojia 4 30-Jan-2020 Thursday Data Collection Ms. Megha Juvelkar 5 31-Jan-2020 Friday Data Analysis and Interpretation Mr. Vinod Kamble 6 01-Feb-2020 Saturday Data Retrieval Mr.Sanjay Kalekar 7 03-Feb-2020 Monday Finding Conclusions and Suggestions Mr. Shripad Joshi 8 04-Feb-2020 Tuesday Referencing Dr. Prashant Dharmadhikari 9 05-Feb-2020 Wednesday Plagiarism Mr. Faisal Tanwar 10 06-Feb-20 Thursday Evaluation Test, Presentation by Students 11 08-Feb-20 Saturday Valedictory 5. Evidence of Success All the experts gave thorough knowledge of the topics. Students were enlightened with the different approaches in research. The course was end up with a course completion test. Certificates were distributed to the participants. The number of beneficiaries were 44 Category Male 19 Female 25 Total 44 6. Problems Encountered and Resources Required At the time of introducing this system, the following problems were encountered. At the initial stage students participated with full enthusiasm but after some time the following problems were noticed. • Lack of motivation. • Lack of self-confidence. • Poor time management. • Lack of focus or direction. • Stuck in comfort zone. • Fear of failure/taking risks. • Lack of relevant experience.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://clarascollegeofcommerce.edu.in/pdf/7.2%20Best%20Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3 Institutional Distinctiveness 1) Students' Development Activities: Clara's College of Commerce provides platform to all students for their all-round development, for this we organize many activities for students. We had conducted a Certificate course on 'Soft Skills' for the duration of 3 months from 20th July 2019 to 20th October 2019. We had also organized a short term certificate course on 'Research Methodology' from 27th January 2020 to 08 February 2020. Our students won 3rd prize in Indian Classical Dance, Indian Folk Dance, and Mime respectively at 52nd inter collegiate/institute/Department cultural youth festivalin zonal/district level for Performing Arts events for Mumbai III, organized by Dept. of Student Development of University of Mumbai in academic year 2019-2020. 2) Environmental Consciousness: To contribute towards sustainable development, Cloth bags were distributed in the local areas in order to maintain plastic free society. 3) Society Outreach Programmes: Clara's College of Commerce conducts many programmes for the society to overcome the local challenges. Following programmes were organised- A Rally was organized for the flood affected victims of Maharashtra- the distribution was personally done by our students and staff in the remote areas of Kolhapur dated

14th August 2019.Fun and fair was organized for the underprivilegedchildren. Community freeze was donated by Ekata Manch for the poor and needy people on 29th November 2019.Ekata Manch organized a free interactive seminar on society matters on 8th December 2019. Medical Kit distribution was organized on 14th April,2020.

Provide the weblink of the institution
https://clarascollegeofcommerce.edu.in/pdf/7%20.3%20Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Future plans for the Academic year 2020.21 1. To encourage teachers to attend various Faculty Development Programs for enhancing their teaching learning process 2. To undergo Academic and Administrative Audit by Experts for effective performance Management. 3.To complete with ISO Certification 4. To work on online admission process 5. To focus on developing student-friendly online examination process 6. To organise Seminars/Workshops on Use of ICT in Quality Teaching Learning and Research Methodology for quality research work .7. To organize Certified Skill Development Programme for Students..8.To have MoU / Ties ups and Collaboration for Student.9.To promote Research Culture college will organise International Conference.10. To undergo Gender Audit. 11.To undergo Green Audit. 12. To undergo Energy Audit. 13.To undergo Environmental Audit.