



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		CLARA'S COLLEGE OF COMMERCE
• Name of the Head of the institution	DR. MADHUKAR GITTE	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	7738501168	
• Mobile no	9869180656	
• Registered e-mail	cwchs@hotmail.com	
• Alternate e-mail	madhukar.gitte13@gmail.com	
• Address	YARI ROAD, VERSOVA, ANDHERI (WEST)	
• City/Town	MUMBAI	
• State/UT	MAHARASHTRA	
• Pin Code	400061	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	UNIVERSITY OF MUMBAI				
• Name of the IQAC Coordinator	DR. BABITA KANOJIA				
• Phone No.	9699240005				
• Alternate phone No.	7738501168				
• Mobile	9699240005				
• IQAC e-mail address	ccciqac@gmail.com				
• Alternate Email address	madhukar.gittel13@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://claracollegeofcommerce.edu.in/pdf/AQAR%2020-21.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://claracollegeofcommerce.edu.in/pdf/Academic%20Calendar%20A.Y.2021-22.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.66	2016	19/02/2016	19/02/2022
6. Date of Establishment of IQAC			21/06/2016		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. One Day National Multidisciplinary E-Conference:- College has organised One Day National Multidisciplinary E-Conference on "Post Covid Revival of the Indian Economy" on 18th December 2021. The objectives of the conference were to understand the facets and find out solutions to revive the Indian Economy after the Covid-19 pandemic. Eminent resource persons were invited as speakers to deliver lectures on Indian Economy. Total 128 teachers and students were participated. Research papers were published in International Journal.</p>		
<p>2. MOUs and Collaborations:- College has signed and also renewed various MOUs with other institutions and organizations such as MOU with Valia College of Commerce and Arts, Andheri, Public Night Degree College, Santacruz, MVM College of Commerce and Science, Andheri, Greenvio Solutions, Vasai, Palghar, Think Monk Info LLP, Malad, Mumbai, Academy of Self Defence, Andheri, and Clara's College of Education, Andheri, Mumbai.</p>		
<p>3. Gender Audit:- Institute has successfully completed Gender Audit. The objectives of the Gender Audit were to instill a spirit of gender equality, to ascertain the gender imbalance in various activities and also to suggest measures to remove the gender imbalance.</p>		
<p>4. Short-term Certificate Courses and Add-on Courses:- (I) Short term certificate Courses:- College has conducted two short-term certificate courses such as: (a) Certificate Course on Research Techniques from 20th to 30th September 2021, and (b) Certificate</p>		

Course on Preparing Corporate Minds from 21st February to 4th March 2022. (II) Add-on Courses:- The following add-on courses were organised by the institution. (a) Add-on Course on Business Accounting and Taxation from 13th July to 22nd July 2021. (b) Add-on Course on Banking: A World of Opportunities from 4th to 16th September 2021. (c) Add-on Course on E-commerce from 16th to 27th November 2021. (d) Add-on Course on Digital Marketing from 5th to 15th January 2022. (e) Add-on Course on Advanced Excel from 1st March to 11th March 2022. (f) Add-on Course on Writing for Media from 8th April to 22nd April 2022.

5. Webinars, FDPs, and SDPs:- (a) Webinars:- College has organised Webinars on Digital Teaching and Learning Environment, Intellectual Property Rights - A key Aspect for Economic Development, and webinar on NAAC Documentation. (b) Faculty Development Programmes (FDPs):- FDPs were organised on SSR and NAAC related Quality Enhancement Techniques, Managing Online Classes, Effective Documentation for NAAC and Three Days FDP on NAAC's New Framework for Accreditation and Assessment: Opportunities and Challenges. (c) Students Development Programmes (SDPs):- SDPs were organised on preparing for National Accounting Talent Search Exam 2021-22, Public Relations and Career Opportunities and Intellectual Property Rights.

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

Plan of Action	Achievements/Outcomes
<p>1. To organise one day National Multidisciplinary E- Conference on Post Covid Revival of Indian Economy.</p>	<p>Clara's College of Commerce in association with University of Mumbai has organized one day National Multidisciplinary E-Conference on Post Covid Revival of Indian Economy 18th Dec, 2021. The objectives of organising this conference was to sensitize society about corona virus to understand the facets of the Indian Economy after Covid-19 and to find solutions to revive the Indian Economy after the Pandemic. About 128 teachers, students and others have online participated in this conference. Total 21 research papers were published in International Journal of</p>

	<p>Advance and Innovative Research. Some of the research papers of the participants were selected for Scopus.</p>
<p>2. To encourage the eligible-faculty and recommending them for sending application for Recognition as Post graduate teacher at University of Mumbai.</p>	<p>MCom Part I and Part II (Advanced Course) been taught in our college since 2017-18 Post-Graduate (PG) recognized teachers are eligible to teach MCom PG course. Hence, principal requested to eligible teachers to apply for PG recognized. Teacher to the University of Mumbai. Mr. Sameet Gandhi, Dr. Mamta Rajani, Mrs. Jisha V. and Shripad Joshi have applied to the University for PG recognized teacher.</p>
<p>3. To Motivate and encourage Faculty to participate in syllabus framing (at Board of Studies), Setting Question paper (at university examinations), Visit other institutions as resource persons.</p>	<p>Teacher have participated in question paper setting at university exam initiation online screen marking (OSM)/ assessment of answer books, conducting university examinations, worked as resource persons and visited other colleges for conducting oral viva-voce, making of moderator and examiners for re-evaluation of answer books. Dr. Babita Kanojia have worked as paper setter for B.Com and MCom (TY BCom - Auditing and MCom Advance cost accounting and Corporate Finance) and Mr. Samees Gandhi (TYBMS- Wealth Management). Teachers also invited for moderation for First Year, Second Year and Third Year moderation of paper at various colleges. Faculty have also invited as resource person and as member of Local Inquiry Committee.</p>

<p>4. To encourage faculty members to complete Refresher Training Programmes and Faculty Development Programmes.</p>	<p>Orientation Programmes, Refresher course and short-term certificate course or faculty development programme are essential for CAS (Career Advancement). Teachers were requested to participate Orientation Programmes, Refresher course and short-term certificate course and faculty development programme.</p>
<p>5. To organise webinars for encouraging research culture among the faculties and students.</p>	<p>College has participated in 16th Avishkar Research Convention 2021-22 organised by the Department of students Development of university of Mumabi. Two students from FYBMS and BAMMC have participated. College organised a session on techniques of writing a research paper, Short term certificate course on research methodology was conducted for students from 20/9/21 to 1/10/2021. A one day National Multidisciplinary E-Conference on Post Covid Revival of Indian Economy in association of university of Mumbai has organised by college. To enhance the quality of research paper a One Day National Webinar on 'Research Performance Indicators in Association with University of Mumbai and Clara's College of Law on 26th Feb, 2022.</p>
<p>6. To organise various Training Programmes for enhancing the quality of teaching and learning.</p>	<p>IQAC has organised various webinars, seminars and workshops for enhancing the quality of teaching and learning of teachers such as: One Day National level webinar on</p>
<p>7. To Strengthen Alumni Association.</p>	<p>Clara's Alumni Association has actively participated in various events programmes and activities</p>

organised by the college viz, Blood Donation Drive, Degree Distribution Function, Annual Day, Medical camp Independence Day, Republic Day, and food packet & to Covid-19 Distribution of patients and other Covid-19 relief measures. During Covid -period, Alumni Meetings were conducted on line on zoom platform. Mr. Sushant Redkar, president of Alumni Association, informed that in the meeting dated 12.03.2022 that Alumni committee needs to be revised. Mr. Sushant Redkar has conducted a Seminar on career in Digital Marketing, on 19th March 2022.

8. To organise career oriented certificate courses for students.

IQAC empowers students with valuable knowledge beyond the regular curriculum by organising career oriented certificate and add-on short-term courses. A short-term certificate course on Research Techniques was organised from 20th September to 01st October 2021. Another short-term certificate course on Preparing Corporate Minds was organised from 21-02-2022 to 04-03-2022. Short term Add-on Courses were also conducted on Business Accounting and Taxation (13-07-2021 to 22-07-2021), Banking: A World of Opportunities (04-09-2021 to 16-9-2021), E-commerce (16-11-2021 to 27-11-2021), Digital Marketing (05-01-2022 to 15-01-2022), Add-on course on Advanced Excel (01-03-2022 to 11.03.2022), and Add-on Course on Writing for Media (08-04-2022 to 22-04-2022). Various SDPs

	<p>sessions and webinars were conducted for students such as SDP on preparing for National Accounting Talent Search Exam, Virtual Session on Financial Awareness Living Life Independently, Career in Cost and Management Accounting, Public Relations and Career Opportunities, Webinar on Branding Yourself, NET/SET Learning Programme, and Intellectual Property Rights.</p>				
<p>9. To create a committee to monitor adherence to the Code of Conduct.</p>	<p>College has constituted the code of conduct committee to monitor the adherence to the code of conduct by the employees and students. Following are the members of the code of conduct committee: 1) Dr. Madhukar Gitle - Chairperson Member 2) Mr. Reetesh Singh -Member 3) Ms. Afreen Shah- Member All teachers, staff members and Students are governed by the Code of conduct and are liable to the disciplinary action, for the breach of any provision of the code of conduct. Card Code of Conduct booklet is uploaded on college website.</p>				
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>COLLEGE DEVELOPMENT COMMITTEE</td> <td>24/12/2022</td> </tr> </tbody> </table>	Name	Date of meeting(s)	COLLEGE DEVELOPMENT COMMITTEE	24/12/2022	
Name	Date of meeting(s)				
COLLEGE DEVELOPMENT COMMITTEE	24/12/2022				
<p>14. Whether institutional data submitted to AISHE</p>					

Year	Date of Submission
2023	21/12/2022

15. Multidisciplinary / interdisciplinary

Academic excellence, professional competence, basic human values and social activities are the main pillars of the vision of the college. Since college is affiliated to the University of Mumbai, it has limited freedom and flexibility in starting new courses and academic programmes. College offers more short term and skill based certificate courses and also offer value-added courses for the holistic development of students. Courses like FC, EVS, CSR and Governance can inculcate human values, environmental awareness, social values and responsibility among students.

Teachers and students are motivated to undertake minor research projects and field projects in critical and contemporary issues, to publish research papers in reputed and UGC Care Journals and also to present papers in conferences and seminars. Workshops, seminars and sessions are organised on interdisciplinary topics by different departments.

16. Academic bank of credits (ABC):

Since college is affiliated to the University of Mumbai, it will implement the Academic Bank of Credit (ABC) as per the guidelines of University and UGC. College has to implement the syllabus and curriculum designed by the Boards of Studies (BOS) of different courses and subjects. The guidelines of the university regarding internal and external exams and project assignments are followed. College adheres to university exam time table and on line assessment work. Internal exams are conducted by the college and Continuous Internal Evaluation (CIE) system is followed for internal assessments. Utmost transparency and secrecy is maintained in respect of conducting exams and assessment of answer books.

College has been following Credit Based System stipulated by the university. As and when Academic Bank of Credit (ABC) is implemented by the university, college will take all necessary steps to implement ABC. ABC designed by the NEP is important measure to increase the Gross Enrollment Ratio and to reduce dropout rate in higher education. ABC adopts interdisciplinary/multidisciplinary approach under which learner can learn various subjects at his/her own pace.

17. Skill development:

The college has been organising short term skill based courses for a minimum of 30 hours for holistic personality development and to enhance soft skills and employability of learners. A certificate of successful completion of course is issued to all the regular students. The object of the short term courses is not only to impart knowledge but also to provide skill to accomplish a particular job. Students are motivated to enroll in short term soft skill certificate courses conducted by different departments. These courses are organised on personality development, research methodology, capital market, financial literacy, digital marketing, campus to corporate, taxation and GST.

College has organised personality development short term course, one day programmes and conducted sessions on yoga, Meditation, Stress Management and one day programmes to promote skills, health and hygiene. The policy of the college is that every student should participate at least in one skill based short term course in three years of graduation. These short term skill based and personality development courses, workshops, seminars and sessions are organised with the collaboration with various NGOs, other agencies and individual experts.

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

The ancient Gurukul System was multidisciplinary and holistic learning system in which students had to learn human values, ethics, science, mathematics, professional and soft skills, etc. As per university curriculum, Indian ancient knowledge is elaborated to students through subjects like FC and Indian Ethos. Hindi and Marathi Bhasha Divas are celebrated in order to promote Indian language viz, Hindi and Marathi. Though medium of instruction for all courses is English, Teachers also explain difficult concepts to students in Hindi wherever necessary.

The cultural Committee organises various competitions like debate, drama, essay writing, poem writing, one act play, etc, where students can use Hindi and Marathi language. The Independence Day, the Republic Day, the Constitution Day, Teachers Day, Mahatma Gandhi Jayanti and Ambedkar Jayanti are celebrated. Traditional day, Ganesh Chaturthi, Navratri, Christmas are also observed. International Yoga Day is celebrated on 21st June every year and also Meditation session is conducted in collaboration with yoga institute.

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

The college is committed to promote Outcome Based Education (OBE).

Programme Outcomes, Course Outcomes and Programme Specific Outcomes are prepared by Teachers and are approved by the Principal in consultation with teachers and Coordinators. POs elaborate ethics, knowledge, problem analysis, project management, communication and environment. COs are at micro level and basic to advanced knowledge which students should possess after completion of their course. PSOs highlight specific skill requirements and their attainment.

College organises workshops, seminars, FDPs and SDPs and explain objectives and relevance of framing POS, COs and PSOs. Teachers and students are informed about expectations of programmes and courses at the beginning of year in Orientation Programme and Parent-Teacher meetings. POS, COs and PSOs of students are measured and calculated on the basis of marks obtained in internal and external examinations, their performance in class tests, project assignments, field visits, viva and presentations and collecting and analysing feedback of students. POS, COs and PSOs are displayed on college website.

20.Distance education/online education:

Apart from regular curriculum, college offers various skill based and personality development short term certificate courses in order to enhance students soft skills and employability. These courses are conducted online and offline in collaboration with NGOs, training institutions and other organisations. Use of ICT in teaching and learning is promoted by organising workshops, seminars, and FDPs.

As per recommendations of CDC and IQAC, college management earmarked more budget to create and augment physical and ICT infrastructure in order to adopt digital mode of teaching and learning.

There is a transformation of teaching and learning process from traditional mode of learning from blackboard to online digital learning. Computers, internet, wifi, LED projectors, smart boards, zoom platform for teaching and learning, are used for digital teaching and learning. Teach-us software for conducting examinations, result software for preparing mark sheets and other softwares are provided. Library is well equipped with internet, e-resources like N- List, latest softwares E- granthalaya, etc. Teachers conduct online tests, prepare e- resources, class notes, question banks and also videos of lectures. E-resources like SWAYAM,

E-Pathshala, NPTEL will be created in coming years. Increased use of ICT and digital technology is one of the key aspects of the college Strategic Perspective Plan. College is well equipped with ICT infrastructure for online and offline teaching and learning.

Extended Profile

1.Programme

1.1	197
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	641
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	261
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	19
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	19	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	19	
Total number of Classrooms and Seminar halls		
4.2	555654+1615156	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	64	
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution ensures effective curriculum delivery in an academic year through preparation of academic calendar. Being an affiliated college of University of Mumbai Clara's college of commerce follows the syllabus set by the University of Mumbai. Before the Commencement of the academic year ,the academic calendar is prepared by the IQAC team through discussion with the Principal and staff . Various activities like orientations, workshops, examinations etc are included in the academic calendar for smooth conduct of teaching and evaluation process.

Departmental timetables and workloads are prepared before the start of every semester. Teaching plans are prepared by teachers for their concerned subjects in the beginning of each semester. Daily dairy,

syllabus completion reports are prepared by teachers to ensure planned timely execution of syllabus.

Departmental meetings and exam related meetings are held on time to time basis to decide about action plan for various events. Continuous evaluation is carried out by teachers through class tests, assignments, presentations etc. along with internal and external examinations. Remedial lectures are conducted for low achievers. Various certificate courses are also provided by college to bridge the knowledge gap and enhance skill of learners. Experiential learning is facilitated for students through projects, Internships and field trips.

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

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

Academic Calendars are prepared at the beginning of the academic year. The IQAC department with the support of all other committees prepares the academic calendar. All the activities to be conducted in an academic year for effective curriculum delivery is included in it. Commencement of the semester, various workshops and sessions, examinations, industrial visits, sports day, annual day, blood donation camp, medical camp, gazetted holidays are included in academic calendar for the smooth execution of the curriculum. The progress of the academic activities conducted is reviewed from time to time in staff meetings. The internal and external evaluations to be conducted through tests are also included in the academic calendar. The activities and meetings of different committees, value added courses to be conducted in a year are also incorporated into the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://claracollegeofcommerce.edu.in/pdf/Final%20AC%202021-22.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

28

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

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

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

7

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

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

441

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

1.3 - Curriculum Enrichment

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

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

Professional Ethics was incorporated into curriculum through Webinar on Branding Yourself.

Gender- Gender issues are incorporated in curriculum through various gender sensitive programmes conducted by Women development cell of college like-Virtual Session on Domestic Violence, session on financial wellness for living life independently

Human Values: Human Values has been instilled in students through Blood donation drive,

Online Webinar on Swami Vivekanand: An Inspiring Youth Icon,A National Level Online Webinar on Moral Values Sustaining Code of Conduct , An Awareness Lecture on Say No to Drugs & Yes to Life, Azadi Ka Amrut Mahotsav: Suryanamaskar, Essay Writing Competition on the Occasion of National Voters Day, Marathi Bhasha Sanvardhan

Pandharvada Kavi Sammelan, Marathi Bhasha Gaurav Din and through Medical Camp, A Webinar on Role of Youth in Stopping Corruption, Online Leadership Training Programme

Environment and sustainability is included in the curriculum through celebration of World Environment Day - A Lecture on Ecosystem Restoration, An Environmental Awareness Campaign, Tree Plantation Drive, Quiz on World Water Day-2022, Environment Enrichment and Conservation Drive etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

231

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://claracollegeofcommerce.edu.in/pdf/Stakeholder%20Feedback%20Report%202021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://claracollegeofcommerce.edu.in/pdf/Action%20Taken%20Report%202021-%2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

641

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

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

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

0

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

2.2 - Catering to Student Diversity

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

The institution employs a methodical approach to identifying both slow and advanced learners, primarily based on their performance in semester examinations. Advanced learners are delineated by their attainment of marks surpassing the class average in specific subjects, while slow learners are characterized by marks falling below the class average. Comprehensive assessment methods including class tests, semester examinations, and overall class participation aid in discerning the learning profiles of students. After identification, faculty members conduct remedial and supplementary classes tailored to the needs of both advanced and slow learners. Revision lectures are organized post-syllabus completion, particularly targeting slow learners and students with delayed admissions. Individualized guidance sessions, facilitated through virtual platforms like Zoom meetings, are provided to slow learners. Access to academic resources, such as scanned chapters, notes, and e-books, is facilitated via platforms like Google Classroom and WhatsApp. Furthermore, advanced learners are encouraged to participate in extracurricular activities including webinars, conferences, and competitions like Avishkar and youth fests. Faculty members actively engage in the preparation of model question papers to aid students in examination preparation. Acknowledging academic talent, The Institution presents certificates

to subject toppers, overall achievers, and the recipient of the Best Student of the Year accolade at its annual day ceremony. This practice serves as a means to stimulate and inspire advanced learners, fostering a culture of academic excellence within the student body.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/Awards_Achievements.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
641	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Students Centric Methods:

The institute associates the students with various activities. Students are involved in various competitions at the college and intercollegiate level. Students are appointed as members of the committees such as cultural committee, Women Development Cell, NSS, IQAC, sports, etc. The Student Council members organize and participate in various programmes like cultural activities, alumni activities, youth festival competitions and annual day. Different support systems are available in the college like library, computer lab, ICT based classroom.

Participative learning:

Soft skills programme is arranged in the institution for improving their presentations and soft skills. Students are encouraged to

participate in national and international conferences to improve their communication, presentation abilities and to learn about the latest research in their area. The institute conducts short-term courses for students' holistic development. Students are encouraged to participate in the Avishkar competition to inculcate a research culture among students and also to encourage their original and novel thinking. Students are also encouraged to participate in cultural activities, sports and seminars/webinars arranged by the college.

Problem-solving methodologies:

In the class, teachers give students various case studies and practical problems to solve and discuss. The Institute also conducts various quiz competitions for the students to enhance and evaluate the knowledge of the participants within academics as well as beyond academics.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/pdf/ACTIVITY%20BOOK%202021-22-14-8-23.pdf

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

The faculty of the institution used many platforms like Zoom, Google Classroom and many more to continue the process of teaching and learning for the students and also to enhance the learning experience of the students during the pandemic. To increase student active participation, students are encouraged to interact with the faculty during classroom teaching. Computers, laptops and mobile phones are used for teaching and learning processes. SMS, WhatsApp group, College website are used to make important announcements, to display timetables of exams and other general notices. Faculties use Google Classroom, Google Drive and Zoom App to make presentations, upload assignments and subject-related notes. Student attendance is received online from the students and faculty members through the Google drive platform. The library also provides access to e-journals, e-books, Infilbnet, and e-Granthalaya for the students and faculty to gain knowledge. Webinars were also conducted from time to time on Zoom to keep abreast of the changing scenario.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

19

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

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

119

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

2.5 - Evaluation Process and Reforms

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

Students are informed about the evaluation process at the beginning of each academic year through orientation programs. Students are made aware of the syllabus of each subject in regular online classes undertaken during the pandemic period. Internal exams are conducted as per the guidelines issued by the University of Mumbai at the college level. Internal assessment and semester-end examination circulars are circulated in the zoom classrooms, WhatsApp group, displayed on the notice boards and also uploaded on the website of the college 20 days before the exam. Exam pattern is discussed in the online classes and even before the exams. Subject teacher also conducts class tests before the exam. Students can approach subject teachers if they are having any query regarding questions asked in the exam to clear their doubt. However, additional exams are conducted for such students who fail to give regular exams due to technical or any other reason during the pandemic. If a student communicated about tabulation errors in the marksheet, necessary corrections are duly made by the institute.

File Description	Documents
Any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/Examination.php

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

At the outset of each academic year, students are thoroughly briefed on the evaluation procedures through Orientation Programs. Amidst the pandemic, regular online classes serve as a platform for students to acquaint themselves with the syllabus for each subject. Internal examinations are conducted under the guidelines stipulated by the University of Mumbai, and administered at the college level. Circulars detailing Internal Assessment and Semester-End Examination protocols are disseminated via Zoom classrooms, WhatsApp groups, notice boards, and the college website, providing ample notice to students, typically 20 days before the commencement of exams. The examination pattern is elucidated during online sessions, and subject teachers conduct preparatory class tests ahead of examinations. Students encounter queries regarding exam questions to seek clarification from their respective subject teachers. For students unable to partake in regular examinations due to technical or other unforeseen reasons during the pandemic, additional exam arrangements are made. Furthermore, the institute diligently addresses any tabulation errors communicated by students concerning their mark sheets, ensuring necessary rectifications are promptly enacted.

File Description	Documents
Any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/Examination.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute has established clearly delineated learning outcomes, aligned with its overarching Vision and Mission of imparting Value-based education and fostering innovative thinking among students.

These objectives are realized through a dedicated and proficient faculty, committed to equipping students with the requisite skills to confront contemporary challenges. Faculty members and departmental coordinators collaboratively formulate Programme Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs) tailored to the unique characteristics of each academic program. Students are introduced to these outcomes during comprehensive Orientation Programs conducted at the onset of each academic year. Furthermore, the institute ensures accessibility to PSOs, POs, and COs by uploading them onto the college website, facilitating easy reference for both faculty and students. Teachers play a pivotal role in sensitizing students to the practical implementation of these outcomes within their future professional endeavors, thereby enhancing their preparedness for the professional landscape.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://claracollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20UTCOME)%2021-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college has a structured process for gathering and analyzing data on Programme Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs). This evaluation is thorough and continuous, employing various components for assessment. At the beginning of each academic year, students' past results and performance are evaluated. Throughout the year, assessments such as class tests, surprise tests, internal assessments, and interactive class activities like debates and quizzes gauge how well the course content is being delivered and absorbed by students. At the end of the academic year, semester-end examination marks are also considered to assess programme and course outcomes. Faculty members actively discuss PSOs in the classroom to reinforce understanding. Additionally, the college placement cell collaborates with organizations like TechnoServe to offer job opportunities, enabling students to explore career paths related to their field of study. This comprehensive approach aids both students and teachers in evaluating the effectiveness of the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://claracollegeofcommerce.edu.in/program.php

2.6.3 - Pass percentage of Students during the year

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

258

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://claracollegeofcommerce.edu.in/pdf/result%20analysis%202021-22.pdf

2.7 - Student Satisfaction Survey

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

<https://claracollegeofcommerce.edu.in/studentsurvey.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

College has taken proactive steps to cultivate an innovation ecosystem by organizing a series of workshops and research

conferences to serve as catalysts for knowledge creation, dissemination, and collaboration among students, faculty, and industry experts.

1. **Workshops:** The College conducted workshops focusing on emerging trends such as financial planning, technologies and methodologies relevant to commerce and business to provide a platform for students and faculty to acquire new skills, exchange ideas, and explore innovative approaches to problem-solving.
2. **Webinars:** College hosted webinar that bring together scholars, researchers, and practitioners from academia and industry for innovative research and facilitating knowledge exchange.
3. **Participation in Avishkar Research Convention:** Students from College actively participated in 16th Inter- collegiate research convention Avishkar; organized by the University. This provides opportunities to showcase their research projects.
4. **Equipped Library:** College boasts a well-equipped library with a diverse collection of resources such as books, journals and subscribed databases essential for academic and research pursuits.
5. **Inspiration and Motivation:** These sessions inspire and motivate participants to think creatively, pursue excellence, and push the boundaries of knowledge and innovation in commerce-related disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/list%20of%20seminar,%20conference%20on%20IPR,%20Research%20and%20Enterprenuer%20(2).pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

02

File Description	Documents
URL to the research page on HEI website	https://claracollegeofcommerce.edu.in/pdf/p.h.d%20Guide%20Letter.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

05

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

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

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

06

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

3.4 - Extension Activities

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

This criteria focuses on extension activities carried out in the neighborhood community to sensitize students towards social issues, aiming for their holistic development. The activities conducted by the National Service Scheme (NSS) throughout the year include a variety of initiatives such as tree plantation drives, virtual training programs on fire safety, quiz competitions during Mahatma Gandhi Jayanti Week and Vigilance Awareness Week, workshops on cyber security and branding, celebrations for Women's Day, Covid-19 vaccination drive, environment enrichment and conservation drives, awareness lectures on topics like drug prevention and the Protection of Children from Sexual Offences (POCSO) Act, webinars on first aid training, leadership training programs, and a beach clean-up initiative at Versova Beach. These activities aim to engage students in addressing social issues, promoting community involvement, and fostering their holistic development.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Extension%20Activity%20(2021-22).pdf
Upload any additional information	View File

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

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

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

432

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

432

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has created well-developed infrastructure & physical facilities for an effective teaching learning environment that helps to provide value based education with innovative ideas.

The institution has 19 Classrooms for teaching and learning. All the classrooms are spacious with provisions of receiving ample natural

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

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

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

This seminar room has an area of approximately 2624 square feet with a capacity for 300 students to run various. It is equipped with an audio-video and internet installation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.1%20The%20Institution%20has%20adequate%20facilities.pdf

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

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.2%20The%20Institution%20has%20adequate%20facilities%20for%20cultural,sports,games,yoga.pdf

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

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.3%20no%20of%20classrooms%20&%20seminar%20hall%20with%20ict%20facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

19.76

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

4.2 - Library as a Learning Resource

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

The college has a well equipped and well ventilated Library. Total collection of the library is around 9735 (As on 31st May 2022) which include textbooks and reference Books.

Library subscribed N-List database through which users can access e-books and e-journals.

Library is automated using E-Granthalaya Library Management Software for functioning of day to dayworks.

Library providing OPAC (Online Public access catalog) facility to online searching of library collections.

Library software is used for cataloguing of books, issue return of books and generate various report related to library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://claracollegeofcommerce.edu.in/pdf/E-granthalaya%20Software%20screenshort.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

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

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

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

0.6331

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

09

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

4.3 - IT Infrastructure

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

The college is well connected through Wi-Fi facility. A 100 MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online mode of education. The Institution has a well equipped Computer Laboratory with WINDOWS operating system and LAN where students and

faculty, can avail the facility of internet and audio-visual aids. One Full time and one part time IT professionals have been appointed to look after the maintenance and up-gradations required for the computer lab and for computers used at other departments. Maintenance includes servicing of the computers, server, network devices, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc. Administration office computers are connected by LAN and their work related to students such as Fees Collection, Receipt printing etc. is computerized. The College has installed and uses Tally ERP 9 for maintaining the accounts. The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. The college uses Teach Us Cloud based Examination software for conducting online examination. The college has purchased Annual Zoom License for Online Workshops and Webinar. Also, Astute Information Management Solution software uses for Exam Results, Mark sheet printing & Eligibility Criteria.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.3.1%20Institution%20frquently%20updates%20IT%20facilities.pdf

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

11.09

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

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

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

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

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

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

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

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

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

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.4.2%20Established%20procedures%20for%20foe%20maintainig%20and%20utilizing%20physical,academic%20and%20support%20facilities%20lab,lib.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

10

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://claracollegeofcommerce.edu.in/pdf/Capacity%20Building%20softskill%20language%20&%20communication,%20life%20skills,%20ICT%20tools.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

333

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

333

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college conducts various curricular, co-curricular, and extracurricular activities with the help of student representatives. Students are motivated to participate in various activities

conducted by our college, other institutions, and Mumbai University. Professional trainers are appointed to provide training to students for better performance and teamwork quality.

Students also actively participate in the celebration of Independence Day, and Republic Day and organizing Blood Donation Camp, Medical Camp, Annual Day, and other programs. A Complaint and suggestion box is kept in the Library to resolve complaints and grievances of students.

The institute facilitates representatives and engagement of students in various administrative, curriculum, and academic committees such as the Internal Quality Assurance Cell, Students Council, NationalService Scheme, WomenDevelopment Cell, Internal Complaint Committee, Cultural Committee, Gymkhana and Sports Committee, LibraryCommittee, etc.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/5.3.2%20%20list%20of%20Students.%20in%20Statutory%20%20Committees.pdf
Upload any additional information	View File

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

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

10

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

5.4 - Alumni Engagement

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

Clara's College Alumni Association conducted four meetings during the year for the smooth functioning of the Association and the betterment of students. The first meeting was held on 28th June 2021, Responsibilities were distributed to different individuals for the Celebration of National Doctor's Day - Seminar on Health and We. The second meeting was conducted on 9th October 2021. Planning for the Blood Donation Drive was done and distribution of duties among the members of the blood donation drive was made. Later, on 14th December 2021, an association helped in conducting the Blood Donation camp smoothly. The third meeting was held on 27th December 2021, to review the Blood donation camp and planning of upcoming activities. On 19th March 2022, the fourth meeting was held. The old committee completed five years. New members are to be appointed and trained so that the work of the alumni association will go smoothly.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Alumni%20Notice%20Minutes%2021-22.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The following are the vision and mission statements of institution

Vision Statement:

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

Mission Statement:

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

As stated in the vision and mission statement, in order to provide best values, skills and knowledge to the students, the Institution needs to provide good governance and environment to its teachers and students.

Thus the institute provides participatory and democratic governance. All Stakeholders (students, teachers, HOD, management, alumni, parents) are involved in the functioning of the organization through various committees and cells, which have been given decentralized the decision making power. Teachers have also been give full autonomy in the teaching learning process, where each teacher plans the method of curriculum delivery.

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

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

The institution believes decentralized decision making and participatory management practices. The responsibilities are delegated to various departments and committees.

In consultation with all the faculty member the academic calendar is prepared. The academic calendar includes curricular and co-curricular both all key events that have been planned

At the department level, the HOD monitors

- Implementation of teaching plan
- Portion completion
- Conducting of exams as per University guidelines
- Evaluation and Declaration of results with the stipulated time frame
- Planning Remedial lectures

For key events planned (seminars/ workshop/ expert talk / FDP's/ SDP's). All related work is delegated amongst the teaching and non-teaching staff which includes

- Inviting the resource person
- Preparing the documents and Honorarium payment
- Deciding the flow of the event
- Seeking feedback on the session

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Committee%20list%2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective/Strategic Plan - The institution prepares a perspective plan for the year based upon the gaps and needs identified with the aim to improve the overall governance & effectiveness. For perspective planning of for Academic Year 2021- 2022 the focus was on the following areas

1. Library, ICT and Physical Infrastructure

2. Curriculum Development

3. Teaching and Learning

4. Examination and Evaluation

5. Research and Development

6. Human Resource Management

7. Industry Interaction / Collaboration

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/Policies%20&%20Procedures.php
Upload any additional information	No File Uploaded

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

As shown in the College Organogram Clara's College of Commerce under the aegis of Children Welfare Trust which has its own managing body. Apart from the college the trust also runs seven other sections. At present the General Secretary of the trust operates from the Institutes premises and regularly interacts with college staff by providing guidance and suggestions.

The principal oversees the functioning of the key Governing committees, College Development Committee . The CDC of the college has been formed as per university guidelines. This committee meets on a quarterly basis looking into all areas of the college functioning and development. It is the main policy making and guiding body which looks into various procedures, rules and regulations. The college also active and functioning IQAC which works towards improving the quality of curriculum delivered.

The day to day functioning of the college is managed by the various statutory and non-statutory committees formed. These committees include both statutory committees like WDC, Students Council, Anti-Ragging Cell, CDC, and other committees like (sports committee, cultural committee, R&D cell) to organize circular and extra-curricular activities. The Principal ensures smooth functioning of the institutes through various departments coordinators and head of Committees.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures

- Staff Salary is credited by first week of every month.
- Provident Fund is given to non-teaching staff and Class IV employees.
- All leaves including casual leaves, medical leaves and maternity leaves are granted to the staff as per norms.
- Registration fees and Travel Allowance for attending conferences, seminars and workshops is paid / reimbursed to the staff.
- The institute sponsors research publications in various UGC Care Journals, referred and peer reviewed journals and foreign

publications.

- Fee concession is provided to wards of staff studying in the institute or sister institute.
- Third year subject teachers who get cent percent passing results in University Exams are felicitated on annual day.
- Interest free loan in the form of advance salary is provided to the staff members during emergency and their request.
- Preference in employment is given to deserving and qualified ex-students and wards of the staff.
- Uniforms and other accessories are given to Class IV employees at regular intervals.
- Canteen facility at subsidized rate is available to all staff members.
- Free/ subsidized medical facilities are provided to staff members at Kalsekar Hospital.
- All teachers and staff members are felicitated each year on Teachers Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

8

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

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

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

16

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

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

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

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal is conducted at the end of academic year. All teachers need to fill self-appraisal report.

- Performance appraisal of teaching and non-teaching staff is

conducted at the end of each academic year.

- The teachers and staff are rated on the basis of student's feedback and class feedback which is taken by IQAC each month.
- Staff are appraised basis, their contribution towards to organization, their teaching performance, research and the results.
- Feedback from students and performance appraisal are communicated to teaching and non-teaching staff.
- As per NAAC requirement, Students Satisfaction Survey is conducted every year.

The report captures the following details of the candidate which includes

- General Information,
- Academic qualification,
- teaching experience,
- University level contribution,
- examination contribution at college level,
- contribution towards innovative practices in teaching methods & Evaluation methods,
- Improvement of Professional Competence,
- research contribution,
- publication,
- attendance in seminar, workshop, membership to professional bodies,
- community services, other general data.

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

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/performance_appraisal_forms.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The accounting for the institute along with the other sister educational institutes is maintained centrally, there is no separate accounting department of the institute. The accounting of the Children Welfare trust and all the institutes which includes the following section 1. nursery 2. primary school, 3. secondary school, 4. Junior College (Versova), 5. Degree College, 6. Law College (Malad), 7. Junior College (Malad) is maintained and updated centrally.

In terms of Internal audit, the Accounts department head monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified immediately. At the end of each financial year the balance sheet of all the section is merged. The college does not hold a PAN Card in its name. The external financial audit of all the institutes through its Chartered Accountant - Pradeep Chaudhary & Co at the end of every financial year. Any audit noting is for the amalgamated balance sheet, which are then replied by the accounts department accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

10900

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

Following income sources are identified for the resource planning.

- Tuition fees, development fees and other charges.
- Interest received on saving deposits and fixed deposits.
- Alumni Membership and donations.
- Fees collected for miscellaneous services, given to students such as Transcripts, Duplicate Mark Sheets, Transfer Certificates.
- Fees collected for academic activities like Industrial Visits and training programmes
- Examination Fees, revaluation fees and photocopy charges.

Some of areas of utilization of Funds

- Salaries of all teaching, non-teaching staff and house-keeping staff.
- Repairs and maintenance of building, machinery and equipment's.
- AMCs for website, CCTVs, Library, results and other software's.
- Audit fees to Chartered Accountant and other Auditors
- Purchase of books, journals, periodicals and newspapers.
- Registration and travelling expenses to students for participating in sports and cultural activities.
- Reimbursement for paper presentations, workshops and publications
- Electricity, water bills and property tax.
- Purchase of stationery for office and departments
- Remuneration towards CAP moderation, revaluation and evaluation.

- Expenditure to organizing 7 days' rural residential camp for NSS.
- Expenditure incurred on organizing seminars, workshops, FDPs, SDPs, Blood Donation camp, Annual Day, sports and cultural activities.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Policy%20Document%20on%20Resources%20Mobilization%20(1).pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC conducts various seminars / workshops/ FDP's / SDP's . Few of the work shops and add-on course conducted as follows

- Intercollegiate Webinar under SDP- Preparing for National Accounting Talent Search Exam 2021-22
- Add On Course: Business Accounting and Taxation
- One Day National Level Webinar on " Digital Teaching & Learning Environment"
- A National Webinar on NAAC related Quality Enhancement Techniques
- One Day National Webinar on "Intellectual Property Rights- A Key Aspect for Economic Development"
- FDP on - SSR and NAAC Related Quality Enhancement Techniques
- Webinar on Build Forward Stronger (A Future Vision for Physical Fitness and Health) on Account of National Sport Day
- Add On Course -Banking - A world of Oppurtunities
- National Level Faculty Development Programme on Managing Online Classes
- A Short Term Certificate Course on Research Techniques
- Add On Course: E-Commerce
- Intercollegiate Webinar on Efficiency at workplace
- One Day National Multidisciplinary E-Conference on Post Covid Revival of Indian Economy
- Add On Course Digital Marketing
- FDP on How to Manage Stress & live your Potential

- FDP on Effective Documentation for NAAC
- Three Days FDP on NAAC's New Framework for Accreditation & Assessment: Opportunities & Challenges
- SDP- Intellectual Property Rights Online Session by CS Bhumi Tolia

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/list%20of%20IQAC%202021-22.pdf
Upload any additional information	View File

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

Academic Calendar for the college is prepared based upon the circular issued given by the university. Teachers contribute towards planning of various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series, Industrial Visit, etc.

Teachers are also to submit the teaching plan at the start of the semester and at the end of the semester they are required to submit syllabus completion status. Teachers are also required to maintain the daily dairy which records the syllabus completion. Principal monitors quality of lectures by attending it.

Students are also free to approach the Management of the Institute for feedback and suggestions. Students suggestions are invited during the student council meetings.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are made aware of the academic requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://claracollegeofcommerce.edu.in/pdf/list%20of%20IQAC%202021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity refers to "Fairness of treatment for women and men, according to their respective needs", whereas gender equality refers to "when people of all genders have equal rights, responsibilities and opportunities". Women empowerment and gender sensitization are one of the important priorities at Clara's College of Commerce. We try to inculcate the caring, responsible attitude among the stakeholders of the college towards all genders. We have made the gender policy of the College.

AREA

INFRASTRUCTURE

Safety and Security

We have separate stairs for male and female students and to ensure safety provisions we have installed CCTV cameras in all classrooms and prominent areas of our institution.

COMMITTEE

WDC (Women Development Cell)

The Women Development Cell conducts awareness programmes on women empowerment, self-reliant and independent women.

ACTIVITIES

Raising Awareness

Virtual Session on Domestic Violence on 17-09-2021

Women's Day Celebration on 08-03-22

A National Level Online Webinar on 'Moral Values Sustaining Code of Conduct' on 7-04-2022

Virtual Workshop - Being Mindful with Yoga 11-02-2022

National Level Webinar on Branding Yourself 5-03-2022

File Description	Documents
Annual gender sensitization action plan	https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%2021-22.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202021-2022.docx.pdf

7.1.2 - The Institution has facilities for

D. Any 1 of the above

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- **Solid waste management :**

1. Dry waste (approx. 1 kg) and organic waste (approx. 5 kg) are collected on a daily basis except on weekends from the entire premise including canteen.
2. The waste produced on the campus is not segregated, on a daily basis the waste is collected in large bins (at present in the open space) and then handed over to the local municipality van every morning.

- **Liquid waste management:**

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the **A. Any 4 or all of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

A. Any 4 or all of the above

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

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

Clara's College of Commerce is situated in Western Mumbai, a

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

Following activities were conducted in academic year 2021-2022

1. Mahatma Gandhi Jayanti Week- Quiz Competition was conducted on 02-10-2021 to 04-10-2021
2. Intercollegiate Quiz Competition on The Constitution Day was conducted on 26-11-2021
3. Blood Donation Drive was conducted on 14-12-2021
4. Online Webinar on Swami Vivekanand: An Inspiring Youth Icon was conducted on 14-1-2022

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

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

Following are the activities for inculcating constitutional values among the staff and students in the year 2021-22:

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

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

- Many regular programs are conducted throughout the academic session to educate women about their rights through various departments of our college.
 - 'Online Quiz on Legal Awareness conducted from 13-7-2021 to 14-7-2021

 - An Online Session on One Day National Webinar on "Intellectual Property Rights" organized on 20-8-2021

 - Virtual Session on Domestic Violence organized on 17-09-2021

 - A Covid-19 Vaccination Drive in the local area organized from 21-9-2021 to 11-12-2021

 - Vigilance Awareness Week observed from 26-10-2021 to 1-11-2021

 - Blood Donation Campaign held on 14-12-2021

 - One Day National Multidisciplinary E-Conference held on "Post Covid Revival of the Indian Economy" on 18-12-2021

 - Students Development Program (SDP) organized on Intellectual Property Rights on 1-2-2022

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://claracollegeofcommerce.edu.in/pdf/7.1.9%20(ANY%20OTHER%20PROOF%20COMPRESSED)Sensitization%20of%20students%20and%20employees%20of%20the%20Institution%20to%20the%20constitutional%20obligations,%20values,%20rights,%20duties%20and%20responsibilities%20of%20citizens.pdf
Any other relevant information	Nil

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

B. Any 3 of the above

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

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

Annual report of the celebrations and commemorative events for the year 2021-2022.

7.1.11-Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2021-2022.

Celebration of National and International Commemoration Days

Sr. No.

Date

Days

1

June 5, 2021

World Environment Day

2

June 21, 2021

International Yoga Day

3

July 1, 2021

National Doctors' Day

4

July 11, 2021

World Population Day

5

August 15, 2021

Independence Day

6

September 24, 2021

NSS foundation day

7

October 2, 2021

Birth Anniversary of Mahatma Gandhi

8

January 12, 2022

National Youth Day

9

January 26, 2022

Republic Day

10

February 27, 2022

Marathi Bhasha Divas

11

March 8, 2022

International Women's Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

7.2

Best Practice:1

Title : Students' Holistic Development

Objectives::

- To focus on students' holistic development.
- To upgrade the teaching and learning process.
- To develop an environmentally friendly attitude among students.

Context: Vision and aim is to provide assistance, guidance to students for fulfilling dreams and aspirations. We focus on academics and overall development of students.

Practice: College conducts seminars, workshops, expert talk, career counseling, develops environmentally friendly attitude, upgrades teaching learning process, has online feedback system, student attendance tracking and messaging system

Evidence of Success:

- Growth in Academic Performance
- Participation in Activities
- Financial Assistance

Problems Encountered and Resources Required:

- Students' difficulty in English communication.
- Students' participation in activities is sometimes less.
- Many students need financial support.

BEST PRACTICE: 2**Title: Roti Bhaji Yojana****Objectives :**

- To inculcate charitable values and to aware students about social responsibility.
- To provide food to poor people.

Context:. To solve hunger problems of the poor, college initiated -Roti Bhaji Yojana in 2018.

Practice:

Due to Covid-19 pandemic donations were not collected from students.

Evidence of Success:

College management contributed Rs. 12000 to Ekata Manch for Roti Bhaji Yojana.

Problems Encountered and Resources Required:

Covid-19 pandemic was a major problem in running yojana.

File Description	Documents
Best practices in the Institutional website	https://claracollegeofcommerce.edu.in/pdf/7.2%20BEST%20PRACTICES%20%202021-2022.pdf
Any other relevant information	https://claracollegeofcommerce.edu.in/pdf/7.2%20(ANY%20OTHER%20PROOF%20COMPRESSED)%20BEST%20PRACTICE.pdf

7.3 - Institutional Distinctiveness

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

200 words

7.3.1 INSTITUTIONAL DISTINCTIVENESS OF CLARA'S COLLEGE OF COMMERCE

Ready to Serve the Society:

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

During the year 2021-2022 college has conducted activities for the welfare of the society as under:

- Blood Donation Drive: Blood Donation Drive has been organized on 14th December, 2021
- Medical Camp: Saving life is an immense job. CWC Trust and our college organized free medical camps on 14th April, 2021
- Activities Conducted during COVID -19 Pandemic: During COVID-19 Pandemic the college organized several activities
-Free Vaccination Centre: Covid-19 Vaccination Drive:
- MoUs and Collaborative Activities: Clara's College of Commerce has signed MoUs with-
- Children Welfare Centre's Law College
- Ekata Manch (NGO)
- Film and Television Media Academy
- Screenwriters Guild of India
- National Human Rights and Social Justice Commission
- Think Monk Info LLP (Teachers)
- Cosmopolitan's Valia College of Commerce

- **Greenvio Solutions**
- **Hind Seva Parishad's Night Degree College**
- **M.V. Mandali's College of Commerce and Science**
- **Academy of Self-Defence**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution ensures effective curriculum delivery in an academic year through preparation of academic calendar. Being an affiliated college of University of Mumbai Clara's college of commerce follows the syllabus set by the University of Mumbai. Before the Commencement of the academic year, the academic calendar is prepared by the IQAC team through discussion with the Principal and staff. Various activities like orientations, workshops, examinations etc are included in the academic calendar for smooth conduct of teaching and evaluation process.

Departmental timetables and workloads are prepared before the start of every semester. Teaching plans are prepared by teachers for their concerned subjects in the beginning of each semester. Daily dairy, syllabus completion reports are prepared by teachers to ensure planned timely execution of syllabus.

Departmental meetings and exam related meetings are held on time to time basis to decide about action plan for various events. Continuous evaluation is carried out by teachers through class tests, assignments, presentations etc. along with internal and external examinations. Remedial lectures are conducted for low achievers. Various certificate courses are also provided by college to bridge the knowledge gap and enhance skill of learners. Experiential learning is facilitated for students through projects, Internships and field trips.

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

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

Academic Calendars are prepared at the beginning of the academic

year. The IQAC department with the support of all other committees prepares the academic calendar .All the activities to be conducted in an academic year for effective curriculum delivery is included in it. Commencement of the semester, various workshops and sessions, examinations, industrial visits, sports day, annual day, blood donation camp, medical camp ,gazetted holidays are included in academic calendar for the smooth execution of the curriculum. The progress of the academic activities conducted is reviewed from time to time in staff meetings. The internal and external evaluations to be conducted through tests are also included in the academic calendar. The activities and meetings of different committees ,value added courses to be conducted in a year are also incorporated into the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://claracollegeofcommerce.edu.in/pdf/Final%20AC%202021-22.pdf

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
28	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
7	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
441	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
Institution integrates crosscutting issues like professional ethics, Gender, Human values ,environment and sustainability into	

the curriculum by conducting various workshops and sessions and also through the various subject courses developed by the university.

Professional Ethics was incorporated into curriculum through Webinar on Branding Yourself.

Gender- Gender issues are incorporated in curriculum through various gender sensitive programmes conducted by Women development cell of college like-Virtual Session on Domestic Violence, session on financial wellness for living life independently

Human Values: Human Values has been instilled in students through Blood donation drive,

Online Webinar on Swami Vivekanand: An Inspiring Youth Icon, A National Level Online Webinar on Moral Values Sustaining Code of Conduct , An Awareness Lecture on Say No to Drugs & Yes to Life, Azadi Ka Amrut Mahotsav: Suryanamaskar, Essay Writing Competition on the Occasion of National Voters Day, Marathi Bhasha Sanvardhan Pandharvada Kavi Sammelan, Marathi Bhasha Gaurav Din and through Medical Camp, A Webinar on Role of Youth in Stopping Corruption, Online Leadership Training Programme

Environment and sustainability is included in the curriculum through celebration of World Environment Day - A Lecture on Ecosystem Restoration, An Environmental Awareness Campaign, Tree Plantation Drive, Quiz on World Water Day-2022, Environment Enrichment and Conservation Drive etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

231

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://claracollegeofcommerce.edu.in/pdf/Stakeholder%20Feedback%20Report%202021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://claracollegeofcommerce.edu.in/pdf/Action%20Taken%20Report%202021-%202022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

641

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

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

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

0

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

2.2 - Catering to Student Diversity

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

The institution employs a methodical approach to identifying both slow and advanced learners, primarily based on their performance in semester examinations. Advanced learners are delineated by their attainment of marks surpassing the class average in specific subjects, while slow learners are characterized by marks falling below the class average. Comprehensive assessment methods including class tests, semester examinations, and overall class participation aid in discerning the learning profiles of students. After identification, faculty members conduct remedial and supplementary classes tailored to the needs of both advanced and slow learners. Revision lectures are organized post-syllabus completion, particularly targeting slow learners and students with delayed admissions. Individualized guidance sessions, facilitated through virtual platforms like Zoom meetings, are provided to slow learners. Access to academic resources, such as scanned chapters, notes, and e-books, is facilitated via platforms like Google Classroom and WhatsApp. Furthermore, advanced learners are encouraged to participate in extracurricular activities including webinars, conferences, and competitions like Avishkar and youth fests. Faculty members actively engage in the preparation of model question papers to aid students in examination preparation. Acknowledging academic talent, The Institution presents certificates to subject toppers, overall achievers, and the recipient of the Best Student of the Year accolade at its annual day ceremony. This practice serves as a means to stimulate and inspire advanced learners, fostering a culture of academic excellence within the student body.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/Awards_Achievements.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
641	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Students Centric Methods:

The institute associates the students with various activities. Students are involved in various competitions at the college and intercollegiate level. Students are appointed as members of the committees such as cultural committee, Women Development Cell, NSS, IQAC, sports, etc. The Student Council members organize and participate in various programmes like cultural activities, alumni activities, youth festival competitions and annual day. Different support systems are available in the college like library, computer lab, ICT based classroom.

Participative learning:

Soft skills programme is arranged in the institution for improving their presentations and soft skills. Students are encouraged to participate in national and international conferences to improve their communication, presentation abilities and to learn about the latest research in their area. The institute conducts short-term courses for students' holistic development. Students are encouraged to participate in the Avishkar competition to inculcate a research culture among students and also to encourage their original and novel thinking. Students are also encouraged to participate in cultural

activities, sports and seminars/webinars arranged by the college.

Problem-solving methodologies:

In the class, teachers give students various case studies and practical problems to solve and discuss. The Institute also conducts various quiz competitions for the students to enhance and evaluate the knowledge of the participants within academics as well as beyond academics.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/pdf/ACTIVITY%20BOOK%202021-22-14-8-23.pdf

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

The faculty of the institution used many platforms like Zoom, Google Classroom and many more to continue the process of teaching and learning for the students and also to enhance the learning experience of the students during the pandemic. To increase student active participation, students are encouraged to interact with the faculty during classroom teaching. Computers, laptops and mobile phones are used for teaching and learning processes. SMS, WhatsApp group, College website are used to make important announcements, to display timetables of exams and other general notices. Faculties use Google Classroom, Google Drive and Zoom App to make presentations, upload assignments and subject-related notes. Student attendance is received online from the students and faculty members through the Google drive platform. The library also provides access to e-journals, e-books, Inflibnet, and e-Granthalaya for the students and faculty to gain knowledge. Webinars were also conducted from time to time on Zoom to keep abreast of the changing scenario.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

19

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

3

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

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

2.4.3.1 - Total experience of full-time teachers

119

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

2.5 - Evaluation Process and Reforms

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

Students are informed about the evaluation process at the beginning of each academic year through orientation programs. Students are made aware of the syllabus of each subject in regular online classes undertaken during the pandemic period. Internal exams are conducted as per the guidelines issued by the University of Mumbai at the college level. Internal assessment and semester-end examination circulars are circulated in the zoom classrooms, WhatsApp group, displayed on the notice boards and also uploaded on the website of the college 20 days before the exam. Exam pattern is discussed in the online classes and even before the exams. Subject teacher also conducts class tests before the exam. Students can approach subject teachers if they are having any query regarding questions asked in the exam to clear their doubt. However, additional exams are conducted for such students who fail to give regular exams due to technical or any other reason during the pandemic. If a student communicated about tabulation errors in the marksheet, necessary corrections are duly made by the institute.

File Description	Documents
Any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/Examination.php

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

At the outset of each academic year, students are thoroughly briefed on the evaluation procedures through Orientation Programs. Amidst the pandemic, regular online classes serve as a platform for students to acquaint themselves with the syllabus for each subject. Internal examinations are conducted under the guidelines stipulated by the University of Mumbai, and administered at the college level. Circulars detailing Internal Assessment and Semester-End Examination protocols are disseminated via Zoom classrooms, WhatsApp groups, notice boards, and the college website, providing ample notice to students, typically 20 days before the commencement of exams. The examination pattern is elucidated during online sessions, and subject teachers conduct preparatory class tests ahead of examinations. Students encounter queries regarding exam questions to seek clarification from their respective subject teachers. For students unable to partake in regular examinations due to technical or other unforeseen reasons during the pandemic, additional exam arrangements are made. Furthermore, the institute diligently addresses any tabulation errors communicated by students concerning their mark sheets, ensuring necessary rectifications are promptly enacted.

File Description	Documents
Any additional information	View File
Link for additional information	https://claracollegeofcommerce.edu.in/Examination.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute has established clearly delineated learning outcomes, aligned with its overarching Vision and Mission of

imparting Value-based education and fostering innovative thinking among students. These objectives are realized through a dedicated and proficient faculty, committed to equipping students with the requisite skills to confront contemporary challenges. Faculty members and departmental coordinators collaboratively formulate Programme Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs) tailored to the unique characteristics of each academic program. Students are introduced to these outcomes during comprehensive Orientation Programs conducted at the onset of each academic year. Furthermore, the institute ensures accessibility to PSOs, POs, and COs by uploading them onto the college website, facilitating easy reference for both faculty and students. Teachers play a pivotal role in sensitizing students to the practical implementation of these outcomes within their future professional endeavors, thereby enhancing their preparedness for the professional landscape.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://claracollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME)%2021-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college has a structured process for gathering and analyzing data on Programme Specific Outcomes (PSOs), Programme Outcomes (POs), and Course Outcomes (COs). This evaluation is thorough and continuous, employing various components for assessment. At the beginning of each academic year, students' past results and performance are evaluated. Throughout the year, assessments such as class tests, surprise tests, internal assessments, and interactive class activities like debates and quizzes gauge how well the course content is being delivered and absorbed by students. At the end of the academic year, semester-end examination marks are also considered to assess programme and course outcomes. Faculty members actively discuss PSOs in the classroom to reinforce understanding. Additionally, the college placement cell collaborates with organizations like TechnoServe to offer job opportunities, enabling students to explore career paths related to their field of study. This comprehensive

approach aids both students and teachers in evaluating the effectiveness of the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://claracollegeofcommerce.edu.in/program.php

2.6.3 - Pass percentage of Students during the year

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

258

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://claracollegeofcommerce.edu.in/pdf/result%20analysis%202021-22.pdf

2.7 - Student Satisfaction Survey

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

<https://claracollegeofcommerce.edu.in/studentsurvey.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

College has taken proactive steps to cultivate an innovation ecosystem by organizing a series of workshops and research

conferences to serve as catalysts for knowledge creation, dissemination, and collaboration among students, faculty, and industry experts.

1. **Workshops:** The College conducted workshops focusing on emerging trends such as financial planning, technologies and methodologies relevant to commerce and business to provide a platform for students and faculty to acquire new skills, exchange ideas, and explore innovative approaches to problem-solving.
2. **Webinars:** College hosted webinar that bring together scholars, researchers, and practitioners from academia and industry for innovative research and facilitating knowledge exchange.
3. **Participation in Avishkar Research Convention:** Students from College actively participated in 16th Inter-collegiate research convention Avishkar; organized by the University. This provides opportunities to showcase their research projects.
4. **Equipped Library:** College boasts a well-equipped library with a diverse collection of resources such as books, journals and subscribed databases essential for academic and research pursuits.
5. **Inspiration and Motivation:** These sessions inspire and motivate participants to think creatively, pursue excellence, and push the boundaries of knowledge and innovation in commerce-related disciplines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/list%20of%20seminar,%20conference%20on%20IPR,%20Research%20and%20Enterpreuner%20(2).pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,

Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

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

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

02

File Description	Documents
URL to the research page on HEI website	https://claracollegeofcommerce.edu.in/pdf/ph.d%20Guide%20Letter.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

05

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

06

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

3.4 - Extension Activities

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

This criteria focuses on extension activities carried out in the neighborhood community to sensitize students towards social issues, aiming for their holistic development. The activities conducted by the National Service Scheme (NSS) throughout the year include a variety of initiatives such as tree plantation drives, virtual training programs on fire safety, quiz competitions during Mahatma Gandhi Jayanti Week and Vigilance Awareness Week, workshops on cyber security and branding, celebrations for Women's Day, Covid-19 vaccination drive, environment enrichment and conservation drives, awareness lectures on topics like drug prevention and the Protection of Children from Sexual Offences (POCSO) Act, webinars on first aid training, leadership training programs, and a beach clean-up initiative at Versova Beach. These activities aim to engage students in addressing social issues, promoting community involvement, and fostering their holistic development.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Extension%20Activity%20(2021-22).pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from**

Government/ Government recognized bodies year wise during the year

03

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

432

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

432

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

13

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has created well-developed infrastructure & physical facilities for an effective teaching learning environment that helps to provide value based education with innovative ideas.

The institution has 19 Classrooms for teaching and learning. All the classrooms are spacious with provisions of receiving ample natural light and proper ventilation equipped with water cooler and purifier. Comfortable seating arrangements are given to students with Wi-Fi facility, Projectors, CCTV cameras and Smart boards in classrooms.

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

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

Theseminarroomhasanarea of approximately2624squarefeetwitha capacity for300 studentstorunvarious. Itisequipped withan audio-videoand internetinstallation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.1%20The%20Institution%20has%20adequate%20facilities.pdf

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

The institution has a spacious play ground of area of 3383.40 Sq. mts. beside it where these sports activities and practices are carried out throughout the year. The institution has appointed specialized Physical instructor to guide, nurture and practice different sports such as Badminton, Cricket, Football, Chess etc. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. They are trained and encouraged to participate in various level of competition including intra college events, inter-university events, National events and international events. The Yoga day is celebrated every year on June 21st on occasion of International Yoga Day in the College. The Yoga session is kept for students, Teachers and Administrative Staff by specialized Yoga trainer. Under the guidance of activity chairman students are encouraged to take part in different Cultural Activities. These activities are carried out in Seminar Hall of 2624 Sq.fts. and in different spacious Class Rooms. Specialized choreographer, trainers, supporting staff is hired for enhancing practice, growth to come out as Best Performer. Students take part in different Intra College and Youth Fest organized by University of Mumbai The institution has a well equipped Gymnasium with specialized physical trainer.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.2%20The%20Institution%20has%20adequate%20facilities%20for%20cultural,sports,games,yoga.pdf

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

22

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.1.3%20no%20of%20classrooms%20&%20seminar%20hall%20with%20ict%20facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

19.76

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

4.2 - Library as a Learning Resource

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

The college has a well equipped and well ventilated Library. Total collection of the library is around 9735 (As on 31st May 2022) which include textbooks and reference Books.

Library subscribed N-List database through which users can access e-books and e-journals.

Library is automated using E-Granthalaya Library Management Software for functioning of day to dayworks.

Library providing OPAC (Online Public access catalog) facility to online searching of library collections.

Library software is used for cataloguing of books, issue return of books and generate various report related to library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://claracollegeofcommerce.edu.in/pdf/E-granthalaya%20Software%20screenshort.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

0.6331

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

09

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

4.3 - IT Infrastructure

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

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.3.1%20Institution%20frquently%20updates%20IT%20facilities.pdf

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

11.09

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

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

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

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

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

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

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

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

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

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/4.4.2%20Established%20procedures%20for%20foe%20maintainig%20and%20utilizing%20physical,academic%20and%20support%20facilities%20lab,lib.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

10	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://claracollegeofcommerce.edu.in/pdf/Capacity%20Building%20softskill%20language%20&%20communication,%20life%20skills,%20ICT%20tools.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
333	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
333	

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

one) during the year

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college conducts various curricular, co-curricular, and extracurricular activities with the help of student representatives. Students are motivated to participate in various activities conducted by our college, other institutions, and Mumbai University. Professional trainers are appointed to provide training to students for better performance and teamwork quality.

Students also actively participate in the celebration of Independence Day, and Republic Day and organizing Blood Donation Camp, Medical Camp, Annual Day, and other programs. A Complaint and suggestion box is kept in the Library to resolve complaints and grievances of students.

The institute facilitates representatives and engagement of students in various administrative, curriculum, and academic committees such as the Internal Quality Assurance Cell, Students Council, National Service Scheme, Women Development Cell, Internal Complaint Committee, Cultural Committee, Gymkhana and Sports Committee, Library Committee, etc.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/5.3.2%20%20list%20of%20Students.%20in%20Statutory%20%20Committees.pdf
Upload any additional information	View File

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

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

10

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

5.4 - Alumni Engagement

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

Clara's College Alumni Association conducted four meetings during the year for the smooth functioning of the Association and the betterment of students. The first meeting was held on 28th June 2021, Responsibilities were distributed to different individuals for the Celebration of National Doctor's Day - Seminar on Health and We. The second meeting was conducted on 9th October 2021. Planning for the Blood Donation Drive was done and distribution of duties among the members of the blood donation drive was made. Later, on 14th December 2021, an association helped in conducting the Blood Donation camp smoothly. The third meeting was held on 27th December 2021, to review the Blood donation camp and planning of upcoming activities. On 19th March 2022, the

fourth meeting was held. The old committee completed five years. New members are to be appointed and trained so that the work of the alumni association will go smoothly.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Alumni%20Notice%20Minutes%2021-22.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The following are the vision and mission statements of institution

Vision Statement:

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

Mission Statement:

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

As stated in the vision and mission statement, in order to provide best values, skills and knowledge to the students, the Institution needs to provide good governance and environment to

its teachers and students.

Thus the institute provides participatory and democratic governance. All Stakeholders (students, teachers, HOD, management, alumni, parents) are involved in the functioning of the organization through various committees and cells, which have been given decentralized the decision making power. Teachers have also been give full autonomy in the teaching learning process, where each teacher plans the method of curriculum delivery.

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

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

The institution believes decentralized decision making and participatory management practices. The responsibilities are delegated to various departments and committees.

In consultation with all the faculty member the academic calendar is prepared. The academic calendar includes curricular and co-curricular both all key events that have been planned

At the department level, the HOD monitors

- Implementation of teaching plan
- Portion completion
- Conducting of exams as per University guidelines
- Evaluation and Declaration of results with the stipulated time frame
- Planning Remedial lectures

For key events planned (seminars/ workshop/ expert talk / FDP's/ SDP's).All related work is delegated amongst the teaching and non-teaching staff which includes

- Inviting the resource person
- Preparing the documents and Honorarium payment

- Deciding the flow of the event
- Seeking feedback on the session

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Committee%20list%2021-22.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective/Strategic Plan - The institution prepares a perspective plan for the year based upon the gaps and needs identified with the aim to improve the overall governance & effectiveness. For perspective planning of for Academic Year 2021- 2022 the focus was on the following areas

1. Library, ICT and Physical Infrastructure

2. Curriculum Development

3. Teaching and Learning

4. Examination and Evaluation

5. Research and Development

6. Human Resource Management

7. Industry Interaction / Collaboration

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://claracollegeofcommerce.edu.in/Policies%20&%20Procedures.php
Upload any additional information	No File Uploaded

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

As shown in the College Organogram Clara's College of Commerce under the aegis of Children Welfare Trust which has its own managing body. Apart from the college the trust also runs seven other sections. At present the General Secretary of the trust operates from the Institutes premises and regularly interacts with college staff by providing guidance and suggestions.

The principal oversees the functioning of the key Governing committees, College Development Committee. The CDC of the college has been formed as per university guidelines. This committee meets on a quarterly basis looking into all areas of the college functioning and development. It is the main policy making and guiding body which looks into various procedures, rules and regulations. The college also active and functioning IQAC which works towards improving the quality of curriculum delivered.

The day to day functioning of the college is managed by the various statutory and non-statutory committees formed. These committees include both statutory committees like WDC, Students Council, Anti-Ragging Cell, CDC, and other committees like (sports committee, cultural committee, R&D cell) to organize circular and extra-curricular activities. The Principal ensures smooth functioning of the institutes through various departments coordinators and head of Committees.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures

- Staff Salary is credited by first week of every month.
- Provident Fund is given to non-teaching staff and Class IV employees.
- All leaves including casual leaves, medical leaves and maternity leaves are granted to the staff as per norms.
- Registration fees and Travel Allowance for attending conferences, seminars and workshops is paid / reimbursed to the staff.
- The institute sponsors research publications in various UGC Care Journals, referred and peer reviewed journals and foreign publications.
- Fee concession is provided to wards of staff studying in the institute or sister institute.
- Third year subject teachers who get cent percent passing results in University Exams are felicitated on annual day.
- Interest free loan in the form of advance salary is provided to the staff members during emergency and their request.
- Preference in employment is given to deserving and qualified ex-students and wards of the staff.
- Uniforms and other accessories are given to Class IV employees at regular intervals.
- Canteen facility at subsidized rate is available to all staff members.
- Free/ subsidized medical facilities are provided to staff members at Kalsekar Hospital.
- All teachers and staff members are felicitated each year on

Teachers Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****8**

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****16**

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

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

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

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance Appraisal is conducted at the end of academic year. All teachers need to fill self-appraisal report.

- Performance appraisal of teaching and non-teaching staff is

conducted at the end of each academic year.

- The teachers and staff are rated on the basis of student's feedback and class feedback which is taken by IQAC each month.
- Staff are appraised basis, their contribution towards to organization, their teaching performance, research and the results.
- Feedback from students and performance appraisal are communicated to teaching and non-teaching staff.
- As per NAAC requirement, Students Satisfaction Survey is conducted every year.

The report captures the following details of the candidate which includes

- General Information,
- Academic qualification,
- teaching experience,
- University level contribution,
- examination contribution at college level,
- contribution towards innovative practices in teaching methods & Evaluation methods,
- Improvement of Professional Competence,
- research contribution,
- publication,
- attendance in seminar, workshop, membership to professional bodies,
- community services, other general data.

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

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/performance_appraisal_forms.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The accounting for the institute along with the other sister educational institutes is maintained centrally, there is no separate accounting department of the institute. The accounting of the Children Welfare trust and all the institutes which includes the following section 1. nursery 2. primary school, 3. secondary school, 4. Junior College (Versova), 5. Degree College, 6. Law College (Malad), 7. Junior College (Malad) is maintained and updated centrally.

In terms of Internal audit, the Accounts department head monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified immediately. At the end of each financial year the balance sheet of all the section is merged. The college does not hold a PAN Card in its name. The external financial audit of all the institutes through its Chartered Accountant - Pradeep Chaudhary & Co at the end of every financial year. Any audit noting is for the amalgamated balance sheet, which are then replied by the accounts department accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

10900

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

Following income sources are identified for the resource planning.

- Tuition fees, development fees and other charges.
- Interest received on saving deposits and fixed deposits.
- Alumni Membership and donations.
- Fees collected for miscellaneous services, given to students such as Transcripts, Duplicate Mark Sheets, Transfer Certificates.
- Fees collected for academic activities like Industrial Visits and training programmes
- Examination Fees, revaluation fees and photocopy charges.

Some of areas of utilization of Funds

- Salaries of all teaching, non-teaching staff and house-keeping staff.
- Repairs and maintenance of building, machinery and equipment's.
- AMCs for website, CCTVs, Library, results and other software's.
- Audit fees to Chartered Accountant and other Auditors
- Purchase of books, journals, periodicals and newspapers.
- Registration and travelling expenses to students for participating in sports and cultural activities.
- Reimbursement for paper presentations, workshops and publications
- Electricity, water bills and property tax.

- Purchase of stationery for office and departments
- Remuneration towards CAP moderation, revaluation and evaluation.
- Expenditure to organizing 7 days' rural residential camp for NSS.
- Expenditure incurred on organizing seminars, workshops, FDPs, SDPs, Blood Donation camp, Annual Day, sports and cultural activities.

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/Policy%20Document%20on%20Resources%20Mobilization%20(1).pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

IQAC conducts various seminars / workshops/ FDP's / SDP's . Few of the work shops and add-on course conducted as follows

- Intercollegiate Webinar under SDP- Preparing for National Accounting Talent Search Exam 2021-22
- Add On Course: Business Accounting and Taxation
- One Day National Level Webinar on " Digital Teaching & Learning Environment"
- A National Webinar on NAAC related Quality Enhancement Techniques
- One Day National Webinar on "Intellectual Property Rights- A Key Aspect for Economic Development"
- FDP on - SSR and NAAC Related Quality Enhancement Techniques
- Webinar on Build Forward Stronger (A Future Vision for Physical Fitness and Health) on Account of National Sport Day
- Add On Course -Banking - A world of Oppurtunities
- National Level Faculty Development Programme on Managing Online Classes
- A Short Term Certificate Course on Research Techniques
- Add On Course: E-Commerce

- Intercollegiate Webinar on Efficiency at workplace
- One Day National Multidisciplinary E-Conference on Post Covid Revival of Indian Economy
- Add On Course Digital Marketing
- FDP on How to Manage Stress & live your Potential
- FDP on Effective Documentation for NAAC
- Three Days FDP on NAAC's New Framework for Accreditation & Assessment: Opportunities & Challenges
- SDP- Intellectual Property Rights Online Session by CS Bhumi Tolia

File Description	Documents
Paste link for additional information	https://claracollegeofcommerce.edu.in/pdf/list%20of%20IQAC%202021-22.pdf
Upload any additional information	View File

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

Academic Calendar for the college is prepared based upon the circular issued given by the university. Teachers contribute towards planning of various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series, Industrial Visit, etc.

Teachers are also to submit the teaching plan at the start of the semester and at the end of the semester they are required to submit syllabus completion status. Teachers are also required to maintain the daily dairy which records the syllabus completion. Principal monitors quality of lectures by attending it.

Students are also free to approach the Management of the Institute for feedback and suggestions. Students suggestions are invited during the student council meetings.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities.

Students are made aware of the academic requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://claracollegeofcommerce.edu.in/pdf/list%20of%20IQAC%202021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity refers to "Fairness of treatment for women and men, according to their respective needs", whereas gender equality refers to "when people of all genders have equal rights, responsibilities and opportunities". Women empowerment and gender

sensitization are one of the important priorities at Clara's College of Commerce. We try to inculcate the caring, responsible attitude among the stakeholders of the college towards all genders. We have made the gender policy of the College.

AREA

INFRASTRUCTURE

Safety and Security

We have separate stairs for male and female students and to ensure safety provisions we have installed CCTV cameras in all classrooms and prominent areas of our institution.

COMMITTEE

WDC (Women Development Cell)

The Women Development Cell conducts awareness programmes on women empowerment, self-reliant and independent women.

ACTIVITIES

Raising Awareness

Virtual Session on Domestic Violence on 17-09-2021

Women's Day Celebration on 08-03-22

A National Level Online Webinar on 'Moral Values Sustaining Code of Conduct" on 7-04-2022

Virtual Workshop - Being Mindful with Yoga 11-02-2022

National Level Webinar on Branding Yourself 5-03-2022

File Description	Documents
Annual gender sensitization action plan	https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20Gender%20Sensitization%20Action%20Plan%2021-22.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202021-2022.docx.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- Solid waste management :**

- Dry waste (approx. 1 kg) and organic waste (approx. 5 kg) are collected on a daily basis except on weekends from the entire premise including canteen.**
- The waste produced on the campus is not segregated, on a daily basis the waste is collected in large bins (at present in the open space) and then handed over to the local municipality van every morning.**

- Liquid waste management:**

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

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

Following activities were conducted in academic year 2021-2022

1. Mahatma Gandhi Jayanti Week- Quiz Competition was conducted on 02-10-2021 to 04-10-2021
2. Intercollegiate Quiz Competition on The Constitution Day was conducted on 26-11-2021
3. Blood Donation Drive was conducted on 14-12-2021
4. Online Webinar on Swami Vivekanand: An Inspiring Youth Icon was conducted on 14-1-2022

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

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

Following are the activities for inculcating constitutional values among the staff and students in the year 2021-22:

- Measures for Sensitizing Citizens towards Constitutional obligations: Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum and various activities.
- Measures for Sensitizing Towards Rights, Values and Duties of Citizens:
- Many regular programs are conducted throughout the academic session to educate women about their rights through various departments of our college.
 - 'Online Quiz on Legal Awareness conducted from 13-7-2021 to 14-7-2021
 - An Online Session on One Day National Webinar on "Intellectual Property Rights" organized on 20-8-2021
 - Virtual Session on Domestic Violence organized on 17-09-2021
 - A Covid-19 Vaccination Drive in the local area organized from 21-9-2021 to 11-12-2021
 - Vigilance Awareness Week observed from 26-10-2021 to 1-11-2021
 - Blood Donation Campaign held on 14-12-2021
 - One Day National Multidisciplinary E-Conference held on "Post Covid Revival of the Indian Economy" on 18-12-2021

- Students Development Program (SDP) organized on Intellectual Property Rights on 1-2-2022

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://claracollegeofcommerce.edu.in/pdf/7.1.9%20(ANY%20OTHER%20PROOF%20COMPRESSED)%20Sensitization%20of%20students%20and%20employees%20of%20the%20Institution%20to%20the%20constitutional%20obligations_%20values,%20rights,%20duties%20and%20responsibilities%20of%20citizens_.pdf
Any other relevant information	Nil

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

B. Any 3 of the above

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

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

Annual report of the celebrations and commemorative events for the year 2021-2022.

7.1.11-Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2021-2022.

Celebration of National and International Commemoration Days

Sr. No.

Date

Days

1

June 5, 2021

World Environment Day

2

June 21, 2021

International Yoga Day

3

July 1, 2021

National Doctors' Day

4

July 11, 2021

World Population Day

5

August 15,2021

Independence Day

6

September 24, 2021

NSS foundation day

7

October 2, 2021

Birth Anniversary of Mahatma Gandhi

8

January 12, 2022

National Youth Day

9

January 26, 2022

Republic Day

10

February 27, 2022

Marathi Bhasha Divas

11

March 8, 2022

International Women's Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

7.2

Best Practice:1

Title : Students' Holistic Development

Objectives::

- To focus on students' holistic development.
- To upgrade the teaching and learning process.
- To develop an environmentally friendly attitude among students.

Context: Vision and aim is to provide assistance, guidance to students for fulfilling dreams and aspirations. We focus on academics and overall development of students.

Practice: College conducts seminars, workshops, expert talk, career counseling, develops environmentally friendly attitude, upgrades teaching learning process, hases online feedback system, student attendance tracking and messaging system

Evidence of Success:

- Growth in Academic Performance
- Participation in Activities

- Financial Assistance

Problems Encountered and Resources Required:

- Students' difficulty in English communication.
- Students' participation in activities is sometimes less.
- Many students need financial support.

BEST PRACTICE: 2

Title: Roti Bhaji Yojana

Objectives :

- To inculcate charitable values and to aware students about social responsibility.
- To provide food to poor people.

Context:. To solve hunger problems of the poor, college initiated -Roti Bhaji Yojana in 2018.

Practice:

Due to Covid-19 pandemic donations were not collected from students.

Evidence of Success:

College management contributed Rs. 12000 to Ekata Manch for Roti Bhaji Yojana.

Problems Encountered and Resources Required:

Covid-19 pandemic was a major problem in running yojana.

File Description	Documents
Best practices in the Institutional website	https://claracollegeofcommerce.edu.in/pdf/7.2%20BEST%20PRACTICES%20%202021-2022.pdf
Any other relevant information	https://claracollegeofcommerce.edu.in/pdf/7.2%20(ANY%20OTHER%20PROOF%20COMPRESSED)%20BEST%20PRACTICE.pdf

7.3 - Institutional Distinctiveness

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

7.3.1 INSTITUTIONAL DISTINCTIVENESS OF CLARA'S COLLEGE OF COMMERCE

Ready to Serve the Society:

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

During the year 2021-2022 college has conducted activities for the welfare of the society as under:

- **Blood Donation Drive:** Blood Donation Drive has been organized on 14th December, 2021
- **Medical Camp:** Saving life is an immense job. CWC Trust and our college organized free medical camps on 14th April, 2021
- **Activities Conducted during COVID -19 Pandemic:** During COVID-19 Pandemic the college organized several activities
-Free Vaccination Centre: Covid-19 Vaccination Drive:
- **MoUs and Collaborative Activities:** Clara's College of Commerce has signed MoUs with-

- Children Welfare Centre's Law College
- Ekata Manch (NGO)
- Film and Television Media Academy
- Screenwriters Guild of India
- National Human Rights and Social Justice Commission
- Think Monk Info LLP (Teachers)
- Cosmopolitan's Valia College of Commerce
- Greenvio Solutions
- Hind Seva Parishad's Night Degree College
- M.V. Mandali's College of Commerce and Science
- Academy of Self-Defence

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for A.Y. 2022-23

1. To conduct short-term certificate and add-on courses for the academic and professional development of students.

2. To organise FDPs and other programmes for enhancing the quality of teaching- learning.

3. To motivate teacher and students to actively participate in

research activities.

4. To organise career-oriented seminars and workshops and also job fair for campus placement of students.

5. To organise various SDPs and seminars for students' academic and holistic development.

6. To participate in sports and cultural activities to be organised by the Mumbai University:

7. To take initiatives regarding the implementation of National Education Policy 2020.

ReplyForward