

Clara's College of Commerce

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

ANNUAL QUALITY ASSURANCE REPORT

2017 -2018

**Submitted for
ACCREDITATION OF THE COLLEGE**

to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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**Guidelines for the Creation of the
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in Accredited Institutions**

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;

- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

| | |
|--------------------------------------|-----------------------------|
| 1.1 Name of the Institution | Clara's College of Commerce |
| 1.2 Address Line 1 | Yari Road, Versova |
| Address Line 2 | Andheri (West) |
| City/Town | Mumbai |
| State | Maharashtra |
| Pin Code | 400 061 |
| Institution e-mail address | cwchs@hotmail.com |
| Contact Nos. | 02226365385 |
| Name of the Head of the Institution: | Dr. GEETA BALAKRISHNAN |
| Tel. No. with STD Code: | 022-26365385 |
| Mobile: | 8657206284 |
| Name of the IQAC Co-ordinator: | Dr. Mamta Rajani |
| Mobile: | 9769470738 |
| IQAC e-mail address: | ccciqac@gmail.com |

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN22258

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)12/A&A/10.1

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

1.5 Website address:

<http://www.clarascollegeofcommerce.edu.in>

Web-link of the AQAR:

<http://www.clarascollegeofcommerce.edu.in/ClarasAdmin/BANNER/AQAR2017-18.pdf>

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY

21.06.2016

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

2017-18

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

- i. AQAR 09/09/2017 (DD/MM/YYYY)
- ii. AQAR 24/12/2018 (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

| | | | | |
|---|-------------------------------|-------------------------------------|------------------------|-------------------------------------|
| Constituent College | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Autonomous college of UGC | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Type of Institution | Co-education | <input checked="" type="checkbox"/> | Men | <input type="checkbox"/> |
| | | | Women | <input type="checkbox"/> |
| | Urban | <input checked="" type="checkbox"/> | Rural | <input type="checkbox"/> |
| | | | Tribal | <input type="checkbox"/> |
| Financial Status | Grant-in-aid | <input type="checkbox"/> | UGC 2(f) | <input checked="" type="checkbox"/> |
| | | | UGC 12B | <input checked="" type="checkbox"/> |
| | Grant-in-aid + Self Financing | <input type="checkbox"/> | Totally Self-financing | <input checked="" type="checkbox"/> |

1.11 Type of Faculty/Programme

| | | | | | | | |
|------------------|----------------------------------|-------------|--------------------------|----------------|-------------------------------------|-------------------|--------------------------|
| Arts | <input type="checkbox"/> | Science | <input type="checkbox"/> | Commerce | <input checked="" type="checkbox"/> | Law PEI(Phys Edu) | <input type="checkbox"/> |
| TEI (Edu) | <input type="checkbox"/> | Engineering | <input type="checkbox"/> | Health Science | <input type="checkbox"/> | Management | <input type="checkbox"/> |
| Others (Specify) | <input type="text" value="BMM"/> | | | | | | |

1.12 Name of the Affiliating University (*for the Colleges*)

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

| | | | |
|--|------------------------------------|----------|------------------------------------|
| Autonomy by State/Central Govt. / University | <input type="text" value="-----"/> | | |
| University with Potential for Excellence | <input type="text" value="No"/> | UGC-CPE | <input type="text" value="No"/> |
| DST Star Scheme | <input type="text" value="-----"/> | UGC-CE | <input type="text" value="-----"/> |
| UGC-Special Assistance Programme | <input type="text" value="-----"/> | DST-FIST | <input type="text" value="-----"/> |

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National State Institution Level

(ii) Themes

2.14 Significant Activities and Contributions made by IQAC

1. Prepared the Annual Plan for the Academic year 2017-2018.
2. Prepared the AQAR Report for the Academic year 2017-2018.
3. Conducted Feedback Analysis
4. Learning Resource Centre: Procured additional titles in the library
5. Orientation programme for newly admitted students in all Programmes in July 2017. The objective of the session was to bring awareness among the students about the courses, activities and their roles & responsibilities towards college at the onset of new academic session.
6. Conducted regular internal academic audit.
7. Conducted programmes based on Gender Sensitization and Women Empowerment.
8. Motivation of staff members to inculcate research aptitude and apply for research projects, participate in seminars, workshops and research paper publication ,and also organising faculty development programmes such as ‘Advanced Data analysis with Excel for research” and “Role of INFLIBNET as a resource sharing for the Academic and Research Community in the digital era”, Introduction to Data analysis for beginners” for training the teachers for research .
9. Prepared the analysis of the semester end results.
10. Revised the official website of the institution.
11. Coordinated the State level workshop organised by the College.
12. Organised staff and student development programmes.

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|---|--|
| <p>1.To start the process of setting up an Extension project, especially with the Fisher folk community in Versova so as to contribute to their social and economic development.</p> <p>2.To strengthen the job placement process to benefit students.</p> <p>3.To organise a State level or National Level Conference for teachers or a student Led Seminar which can be coordinated by students.</p> <p>4. To optimise E-resources for classroom teaching.</p> <p>5. To strengthen Alumni Association and Parent Teacher Association.</p> | <p>Under progress</p> <p>Campus interviews were conducted</p> <p>One Day State Level Workshop” on Research Methodology “Introduction to Data Analysis for Beginners” was conducted.</p> <p>Faculty members widely use ICT to make teaching and learning more interesting, relevant and practical.</p> <p>Orientation programme for the parents of newly admitted students in all Programmes in July 2017 was organised. The objective of the session was to bring awareness among the parents and students about the courses, activities and their roles & responsibilities towards college at the onset of new academic session.</p> <p>Parent-Teacher meetings of Second and Third Year students to update the parents about the scope of the subjects, future fields of education and progress of the students were conducted.</p> <p>Alumni of the college has actively participated in Blood Donation Drive, Annual Function and Medical and Health Camp.</p> |

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was discussed with the Principal, Management, and respective statutory bodies. The suggestions received from experts and management are incorporated in future plan of IQAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

| | | | | |
|-------------------|------|------|------|------|
| Interdisciplinary | ---- | ---- | ---- | ---- |
| Innovative | ---- | ---- | ---- | ---- |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 05 |
| Trimester | ---- |
| Annual | ---- |

1.3 Feedback from stakeholders* Alumni Parents Employers Students

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

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

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

Yes, as per Revision prescribed by University of Mumbai.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

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

2.2 No. of permanent faculty with Ph.D.

| | | | | | | | | | | |
|---|------------------|-----|----------------------|---|------------|---|--------|---|-------|---|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| | R | V | R | V | R | V | R | V | R | V |
| | 01 | --- | - | - | - | - | - | - | - | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

| | | | |
|------------------|---------------------|----------------|-------------|
| No. of Faculty | International level | National level | State level |
| Attended | 03 | 05 | 02 |
| Presented | 01 | 04 | NIL |
| Resource Persons | NIL | NIL | NIL |

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

- Use of ICT in teaching - learning- Teachers were encouraged to make use of ICT to enable the students to understand the subject more effectively and create interest in the subject. YouTube assisted learning is being practiced which enhances comprehension of complex concepts in some subjects.
- Student Mentoring: Enabling academically weak students to cope with the learning by providing them study notes and Question Bank.
- Fresher's Orientation: Orientation was conducted for the first year students to acquaint them with the rules and regulations, activities and events, associations and other important information about the college.
- In certain subjects, advertisements, documentaries related to topics were shown to students to give a better understanding of real life situations.
- Case Studies and discussions on them is a regular practice for different subjects.
- Industrial Visits are planned for providing practical aspects of the subjects.
- Experiential learning through social outreach programs and activities like Blood Donation Camps, Health and Medical Camp.

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

192

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

- The previous evaluation pattern is being continued (Continuous assessment, internal assessment, semester end exam, online assessment).
- We follow transparent and unbiased Examination system .Two sets of question papers are taken from the Coordinators and selection of single question paper is done by Chairperson of the Examination Committee . Selected question paper is photocopied and bundled by the Examination Committee and stored in a sealed cover and kept in a sealed cupboard.
- Time Table, seating arrangement, hall ticket issue dates, result dates, admission dates, etc., are announced prior the examination through Notice Boards, website and class room announcements.

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

2.10 Average percentage of attendance of students

62%

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

| Title of the Programme | Total no. of students appeared | Division | | | | |
|-------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| TYBCOM SEM VI (2016-17) | 265 | 1.53 | 37.69 | 60 | 0.76 | 49.05 |
| TYBCOM SEM V (2017-18) | 212 | 4.76 | 37.61 | 55.04 | 2.75 | 51.41 |
| TYBCOM SEM VI (2017-18) | 212 | 2.87 | 17.22 | 34.92 | 11.48 | 65.55 |
| TYBMS SEM VI (2016-17) | 83 | 2.40 | 24.10 | 51.81 | 2.40 | 77.10 |
| TYBMS SEM V (2017-18) | 100 | 2.00 | 29.00 | 50.00 | 3.00 | 79.00 |
| TYBMS SEM VI (2017-18) | 100 | 3.00 | 24.00 | 41.00 | 2.00 | 70.00 |
| TYBAF SEM VI (2016-17) | 56 | 7.14 | 51.79 | 28.57 | 1.79 | 89.29 |
| TYBAF SEM-V (2017-18) | 62 | 4.84 | 35.48 | 48.38 | -- | 88.71 |
| TYBAF SEMVI (2017-18) | 63 | 7.94 | 33.33 | 24.80 | --- | 65.08 |
| TYBMM SEMVI (2016-17) | 10 | NIL | 30 | 20 | NIL | 50 |
| TYBMM SEMV (2017-18) | 20 | NIL | 52.63 | 26.32 | NIL | 78.95 |
| TYBMM SEM VI (2017-18) | 20 | NIL | 30.00 | 35.00 | NIL | 65.00 |
| M.COM SEM-I (2017-18) | 12 | NIL | 66.66 | 8.33 | 8.33 | 83.33 |
| M.COM SEM-II (2017-18) | 12 | NIL | 58.33 | 16.66 | ---- | 75.00 |

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

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

1. Preparing Academic Calendar and Examination Calendar (Beginning of each term): Academic Calendar is prepared before the academic term begins. It is made available on the notice board for the students and a copy of it is handed to the Principal and Co-ordinators for them to act upon.

2. Timetable for regular lectures and computer practicals is prepared well in advance and displayed on the Notice Board.

3. Duty Allocation Chart: Before the beginning of new academic session, various committees and coordinators were proposed by the Principal in coordination with IQAC and then finalized in the faculty meeting, so that the activities of the new academic session can be planned in advance.

4. Academic performance of the students is monitored with the help of result analysis which is used in departmental meetings for initiating necessary follow up action.

5. Students and staff grievances (if any) are brought out through Grievance Committee and Internal Complaints Committee which are aptly redressed.

6. Teaching plans are prepared by respective subject teachers for all the programmes of all semesters. The copy of the teaching plan is submitted to the Coordinator within the period of one week after the reopening of each term. All the subject teachers are required to complete the syllabus as mentioned in the teaching plan.

7. Syllabus Completion status is obtained from each subject teacher at the end of semester to ensure that the entire syllabus is completed within the allotted time. If a teacher fails to complete the portion within the allotted time, extra lectures are organized.

8. Examination Schedule contains all information relating to examination time table, assessment of answer sheets, due date for mark list submission, moderation dates, posting of marks in system, result declaration dates, etc. Examination Schedule for all examinations of the concerned semester is prepared and issued by the Examination Committee as soon as semester starts. A copy of the schedule is displayed on notice board of all programmes and website. Copies are also issued to all the Principal, Co-ordinators, Librarian and office.

9. Evaluation is carried out at a centralized place, where students have no access. Papers are issued to the concerned teacher by the Examination Committee.

10. Feedback Forms are analyzed and accordingly teachers are informed and counselled.

11. Inviting Eminent Professors to conduct expert lectures for learners of T.Y.B.Com, T.Y.BAF, T.Y.BMS, T.Y.BMM and M.Com for preparing them for Semester examinations.

2.13 Initiatives undertaken towards faculty development:

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|--|
| Refresher courses | -- |
| UGC – Faculty Improvement Programme | -- |
| HRD Programmes | -- |
| Orientation Programmes | 02 + 02 (NSS) |
| Faculty exchange Programme | -- |
| Staff training conducted by the university | 01 |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | 17 |
| Others | In house Faculty Development Programmes are organized for all staff members from time to time. |

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

| |
|--|
| <p>IQAC has organised following workshops to inculcate research aptitude:</p> <ul style="list-style-type: none"> • FDP Programme :One Day workshop on “Role of INFLIBINET as a resource sharing for the academic and research community in the digital era” • FDP Programme: One Day Workshop on “ Advanced data analysis with excel for research” • One Day state level workshop on Research Methodology ‘Introduction to data analysis for beginners” • INFLIBINET is available to the teachers to access research papers. • Staff members are informed regarding seminars/ conferences periodically, and are encouraged to attend the same on duty. • Faculty members are encouraged to participate and present research papers at conferences, workshops and seminars organised by other Colleges/University with registration fees and TA facilities. |
|--|

3.2 Details regarding major projects :

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

3.3 Details regarding minor projects :

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

3.4 Details on research publications :

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 01 | 05 | --- |
| Non-Peer Review Journals | --- | --- | --- |
| e-Journals | --- | --- | --- |
| Conference proceedings | --- | --- | --- |

3.5 Details on Impact factor of publications :

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides
and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

Health and Medical Camp

Roti Bhaji Yojana

Swach Bharat Abhiyan: Awareness Drive
in local area on Garbage disposal

Session on National Voter's Day

Blood donation drive

Expert Talk on Sensitisation of women
issues

Enrolment Camp for Electoral Roll

Tree Plantation Drive

International Yoga day was observed in association with Patanjali Yoga Samiti, Mumbai by organising a Yoga Training session

Session on Self Defence Programme

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|----------|---------------|--------------------|----------|
| Campus area | 1 acre | ---- | ---- | 1 acre |
| Class rooms | 18 | ---- | ---- | 18 |
| Laboratories | 01 | ---- | ---- | 01 |
| Seminar Halls | 01 | ---- | ---- | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | ---- | ---- | College management | 3,55,888 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | ---- | ---- | ---- | ---- |
| Others | ---- | ---- | ---- | ---- |

4.2 Computerization of administration and library

Both administration and Library are computerised.

4.3 Library services:

| | Existing | | Newly Added | | Total | |
|------------------|-----------------------|----------|-------------|--------|-------|----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 3383 | 6,07,277 | 630 | 93,830 | 4013 | 7,01,107 |
| Reference Books | 1035 | 5,30,300 | --- | --- | 1035 | 5,30,300 |
| E-books | (N-List Subscription) | ---- | ---- | ---- | ---- | ---- |
| Journals | 20 | 15000 | -- | -- | 20 | 15000 |
| e-journals | 6,000 | --- | 6000 | --- | 6000 | --- |
| Digital Database | 01 (N-List) | 5900 | --- | --- | 01 | 5900 |
| CD & Video | 56 | 3000 | --- | --- | 56 | 3000 |
| Others | ----- | --- | --- | --- | --- | --- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 58 | 45 | 58 | 03 | 0 | 08 | 05 | 00 |
| Added | 06 | 00 | 00 | 00 | 0 | 01 | 02 | 03 |
| Total | 64 | 45 | 58 | 03 | 0 | 09 | 07 | 03 |

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

| |
|--|
| Training programmes were conducted for students and faculty members on Advance Excel and Inlibnet Access |
|--|

4.6 Amount spent on maintenance in lakhs :

i) ICT

| |
|----------|
| 1,05,712 |
|----------|

ii) Campus Infrastructure and facilities

| |
|----------|
| 1,40,300 |
|----------|

iii) Equipments

| |
|----------|
| 1,18,600 |
|----------|

iv) Others

25,000

Total :

3,89,600

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

- Notices are sent to the classrooms to convey information , students are encouraged to check the website. Notices are displayed on the respective notice boards etc. Major changes are also incorporated in the prospectus.
- Organising Orientation Programme and Parent-Teacher meetings to update the parents about the scope of the subjects, future fields of education and progress of the students.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 1268 | 12 | Nil | Nil |

(b) No. of students outside the state

13

(c) No. of international students

01

| No | % |
|-----|------|
| 803 | 62.7 |

 Men

| No | % |
|-----|------|
| 477 | 37.3 |

 Women

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1271 | 22 | 01 | 83 | 02 | 1379 | 1177 | 15 | 06 | 80 | 02 | 1280 |

Demand ratio 1: 1

Dropout % 7

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

NA

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Students approach the college teachers for different needs related to their personal life, academic problems, career decisions, family relationships and other problems.

Reference books and question banks for competitive exams are available in the library for reference.

The college has organised programmes for students such as Session on Management as a career option and Session on Digital Marketing as a career

No. of students benefitted

5.7 Details of campus placement

| | <i>On campus</i> | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 02 | 45 | 10 | 23 |

5.8 Details of gender sensitization programmes:

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

1. Expert Talk on sensitization of women issues .
2. Poster and collage making competition “Your ability counts, gender doesn’t”
3. Screening of short film “Nil Battey Sannatta”
4. Session on “Role of women empowerment to reduce domestic violence”.
5. Self Defence Programme for girl students was organised on 8th March, 2018. It was organised in collaboration with Cheetah Jeet Kune Do Global Sports Federation. This programme aimed at empowering the girls by training them to know how to physically protect themselves.
6. Session on “Gender Justice”

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|----------|
| Financial support from institution | 18 | 1,50,700 |
| Financial support from government | NIL | NIL |
| Financial support from other sources | NIL | NIL |
| Number of students who received International/ National recognitions | NIL | NIL |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

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

Mission

The mission of the institution is to instil qualities of leadership, ethics, values of good citizenship and above all of a good human being through both modern and traditional education.

6.2 Does the Institution has a Management Information System

Yes. All information about students and staff is stored on Computers.

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

6.3.1 Curriculum Development

The curriculum for the five courses offered is developed by Mumbai University.

Teachers participate actively in revised curriculum discussion workshops to obtain information and understand the changes.

6.3.2 Teaching and Learning:

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

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

6.3.3 Examination and Evaluation:

- As an affiliated institution of the University of Mumbai, the college follows the examination system set out by the University.
- In the orientation program conducted for F.Y.B.Com, F.Y. BMS, F. Y. BAF, and F. Y. BMM students a special presentation is made by examination committee and coordinators to explain examination system to the students.
- The examination committee of the college prepares the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules.
- Question papers set by Faculty are vetted by Principal and HOD's of respective Department to ensure that they adhere to standards.
- Revaluation and moderation of the examination papers are done as per the University rules and regulations.
- The students are sensitized well in advance on the consequences of using unfair means.
- Assessment is centralized as per the University rules.
- Meeting of the students with poor performance was conducted with their parents. They were counselled about improving their performance. They were provided with previous years question papers. There was improvement in the subsequent examination result.

6.3.4 Research and Development:

- The Research Cell was set up to promote an ambience of research among teachers and students.
- Faculty members were encouraged to conduct research studies, publish papers in peer reviewed journals and present papers in conferences and seminars.
- To foster a scientific temper and develop an aptitude for research culture among teachers, faculty development programmes such as “Advanced Data Analysis with Excel for Research,” “Role of INFIBNET as a resource sharing for the academic and research community in the digital era” were organised
- To promote research a State level Workshop on Research Methodology “Introduction to Data Analysis for beginners” was conducted for faculty and Post Graduate students.
- Library and ICT facilities are made available to all students (U.G., Post graduate) and faculty members.
- Allocating supervisors to under-graduate students of BMS for undertaking Research Projects.
- Duty leave is sanctioned to support staff for undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Workshops/ Seminars.
- The college library is a subscriber of N-LIST facility through which e-journals and e-books are made available to the researchers (both students and staff. We are members of British Council Library and have password access to their books.

6.3.5 Library, ICT and physical infrastructure/instrumentation

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

6.3.6 Human Resource Management_Development Programme:

- In order to enhance capacities and capabilities of the staff, need-based training/workshops are organised for faculty and administrative staff.
- The faculty members are encouraged to take up inter-disciplinary academic activities including research, organizing lectures, conducting national and international seminars.
- The office staffs are provided with training programmes needed for upgrading the quality of their work.

Appreciation

- Faculty members are appreciated academically as well as for other cultural activities.

Leaves:

- Casual Leaves are provided as per the University Guidelines.
- In case of medical emergency the management approves the leave.
- Study Leaves for faculties pursuing M.Phil./Ph.D.
- Necessary Increments are given at various levels.

Appraisals

- Service rules are passed under C.D.C. and reviewed from time to time so that performance appraisal system is matched with that of neighbouring institute.

Advance salary

- The emergency medical funds are provided by the management to needy employees.
- The management gives advance salary to teaching and non- teaching staff as per requirement.
- Loan facilities are given to the non- teaching staff without charging any interest.

Research/Workshops

- Opportunities are provided for development through encouraging faculty members to attend orientation programmes and refresher courses.
- Allowances for the paper presentation and for attending workshops are given to the faculty members.
- Faculty members are encouraged to conduct various workshops and take up research work.

Hiring Procedure:

- At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions.
- The management makes appointments through prescribed procedures.

6.3.7 Faculty and Staff recruitment

The College ensured that faculty recruited during the Academic year were NET /SET qualified.

6.3.8 Industry Interaction / Collaboration

The placement cell of the college collaborated with some organisations for the placement of students.

Students of all the professional courses were accompanied by teachers for the industrial visits to corporate and media houses, and other organisations. Industrial visits helps the students to interact with managers and proprietors of the companies for understanding various issues involved in production, labour problems, marketing, finance, etc., which helps in developing their entrepreneurial skills.

The College organised a Marketing Fest during the year and invited nearby colleges to participate in the same.

The alumni of the college also helped in fostering these collaborations.

6.3.9 Admission of Students

The college followed the regulations put forth by the University of Mumbai for admission of students during the academic year i.e. automation of admission procedure and introduction of online payment of fees.

6.4 Welfare schemes for

| | |
|--------------|-----|
| Teaching | --- |
| Non teaching | 01 |
| Students | 18 |

6.5 Total corpus fund generated

16,00,000

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

The alumni assist the teachers in Campus Placement, preparing the students for Intercollegiate competitions, Blood Donation Drive, Health and Medical Camp.

6.12 Activities and support from the Parent - Teacher Association

- A parent-teacher meeting is conducted every semester.
- We notify the parents well in advance, dates for the meeting to ensure their availability.
- In Parent teacher meeting parents can interact with teachers, Co-ordinators and Principal and give their feedback on the quality of teaching and any other student related problems. Corrective measures are taken, if any shortfall is found.
- Any parent can interact with Class Teacher/Co-ordinator / Principal without prior appointment during scheduled time.

6.13 Development programmes for support staff

02

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

Energy conservation: Efforts towards energy conservation like replacing all the existing lights with LED lights and regular AC servicing.

Criterion – VII

7. Innovations and Best Practices

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

The institute has always focused on the holistic development of the students. Students admitted to the institute are mostly from an economically disadvantage background, low literacy rate and first generation learners. These factors hinder the academic growth of the students. To overcome said hindrances, the institute has adopted a practice of providing remedial academic support to slow learners in the form of contact lectures, question bank and study notes.

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

One Day state level Workshop on Research Methodology “Introduction to Data Analysis for Beginners” was conducted.

Faculty members widely use ICT to make teaching and learning more interesting, relevant and practical and it has enhanced the results in BMS, BAF and BMM courses.

Orientation programme for the parents of newly admitted students in all Programmes in July 2017 was organised. The objective of the session was to bring awareness among the parents and students about the courses, activities and their roles and responsibilities towards college at the onset of new academic session. Parent-Teacher meetings to update the parents about the scope of the subjects, future fields of education and progress of the students were conducted.

Alumni of the college has actively participated in Blood Donation Drive, Annual Function and Medical and Health Camp.

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

1. Online feedback system : The College has implemented the online feedback system in which students’ responses were obtained through online with the help of a special software. As compared to conventional printed questionnaire system, the online feedback system is very convenient and beneficial in terms of both time and cost and also ensure greater accuracy in the processing of data. It aims to empower teachers to improve their teaching, enhance the students' experience of learning, contribute for monitoring and review of quality and standards, enabling a dialogue with students, and helping students reflect upon their experiences. (*Annexure-III, Best Practice -I*)

2. Student Attendance Tracking and Messaging System : The college has developed a Student Attendance Tracking and Messaging System, as part of its commitment to provide supportive learning environment . A committee in charge of student attendance tracking and messaging system is formed. System has standardised procedures and rules. (*Annexure-III, Best Practice-II*)

7.4 Contribution to environmental awareness / protection

This was done by the NSS students and concerned faculty members, especially through the programmes on cleanliness drives under Swachh Bharat Abhiyaan for creating awareness in local areas of Versova for garbage disposal, Training of students for street Plays on social causes , Tree plantation drive, Session on Environmental justice, Session on Community Mapping, etc. Faculty teaching Foundation Course and Environmental Studies make students aware of various environmental issues and protection of environment.

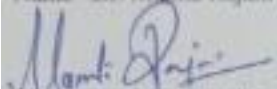
7.5 Whether environmental audit was conducted?

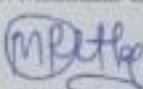
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Vibrant work culture and a learner-centric approach.
- Well qualified and dedicated teaching staff.
- As many of our students are first generation learners and coming from an economically weaker background, they require more efforts and motivation to take interest in higher education.
- College needs to put more efforts for better collaboration and consultancy with industries.

8. Plans of institution for next year :

- To conduct seminars, workshops and conferences of National and International importance.
- To strengthen the bond between the institution and the alumni.
- To enhance the quality of teaching and learning.
- To improve placements.
- To organise Motivational Talks and Career guidance sessions.

Name : Dr. Manita Rajani

Signature of the Coordinator, IQAC

Name : Dr. Madhukar Gite

Signature of the Chairperson, IQAC

Abbreviations:

| | | |
|------|---|--------------------------------------|
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission. |

ANNEXURE-I

ACADEMIC CALENDER, 2017-2018

| Date | Name of the Event |
|------------|--|
| 10/06/2017 | Teachers Orientation – Syllabus |
| 12/06/2017 | Tree plantation Drive |
| 21/06/2017 | World Yoga Day Celebration |
| 29/06/2017 | Anti-Drugs Day Awareness Programme |
| 30/06/2017 | Anti-Ragging Awareness Session |
| 07/07/2017 | FDP Programme- Personality Test for teachers by Mr. Harshad Kamat |
| 15/07/2017 | PTA Meeting |
| 21/07/2017 | FINE ARTS : Rangoli : RANG MANCH Mehendi : HEENA ON HANDS T-Shirt Painting : PICK UP YOUR BRUSHES Poster Making : POST ON YOUR POSTERS Clay modeling : PLAY MADDY Collage Making : BITS AND PAPERS Cartooning : DISNEY WORLD |
| 22/07/2017 | F.Y 's Orientation Programme |
| 24/07/2017 | LITERARY EVENTS : Elocution : BEING SPEECHY Debate : DON'T HATE, JUST DEBATE!! Quiz : UNLOCK YOUR KNOWLEDGE Poetry : THOUGHTS INTO 'WORDS' Story writing : ONCE UPON A TIME Creative Writing : MOSAIC |
| 26/07/2017 | Election of President and General and Secretary for Student Council |

| | |
|--------------------|---|
| 02/08/2017 | NSS Orientation – by Mr. Sandesh Lalge |
| 05/08/2017 | Expert Talk on ‘Sensitization of Women issues by Mrs. Fransis Vaidya |
| 09/08/2017 | Training on Street Play by Mr. Sandesh Lalge |
| 11/08/2017 | Expert Talk on Democracy & Secularism by Mr. Sandesh Lalge |
| 18/08/2017 | Foot Ball Selection Match |
| 19/08/2017 | Participation of students at Theatre and Performing Arts Competition at Patuck Gala College, Mumbai |
| 20/08/2017 | Participation of students at Theatre and Performing Arts Competition at Patuck Gala College, Mumbai |
| 21 to 24 Aug. 2017 | Internal Examination |
| 25 to 29 Aug. 2017 | Ganpati Vacations |
| 07/09/2017 | Felicitation of winners for A.Y 2016-2017 at university Club House |
| 07/09/2017 | Cricket Team Selection Match |
| 11/09/2017 | ATKT Examination begins SEM – I, II, III, IV |
| 11/09/2017 | Expert Lecture on Gender Justice for learners by Mr. Sandesh Lalge |
| 16/09/2017 | Guidance Lecture for learners on Community Mapping by Ms. Swati Rane |
| 23/09/2017 | Participation of the students in ‘ Yeh India ka Time Hai’ organized by University of Mumbai at Sport Complex, Kalina, Santacruz |
| 24/09/2017 | NSS Foundation Day Celebration |
| 27/09/2017 | Swachha Bharat Abhiyan: Awareness Garbage disposal in local areas of Versova |
| 29/09/2017 | Poster making Competition Theme : Organ Donation |
| 05/10/2017 | University ATKT Exam (Semester II) |
| 10/10/2017 | Expert Lecture for students of TYB.Com on Business Economics by Prof. Dakshada Kadam. |

| | |
|-------------------------|---|
| 16/10/2017 | Expert Lecture for students of TYBMS(HR) on Industrial Relations and Strategic Human Resource Management by Prof. Prerna Sharma Expert Lecture for students of TYBMS(Finance) on Wealth Management by Prof. Lokesh Tardalkar |
| 17/10/2017 - 07/11/2017 | Diwali Vacation |
| 08/11/2017 | College Re-opens |
| 09/11/2017 | University Examinations Begins |
| 04/12/2017 | Lectures of FY/SY/TY started |
| 11/12/2017 | Expert Talk on 'Environmental Justice' by Ms. Swati Rane and Ms. Rekha Wankhede |
| 11/12/2017 | Poster and collage making Competition "Your Ability counts , gender doesn't" |
| 13/12/2017 | Expert Talk on 'Scientific Temper' by Mr. Sandesh Lalge and Ms.Swati Rane |
| 14/12/2017 | Blood Donation Camp |
| 15/12/2017 | Swach Bharat Abhiyaan: Awareness drive in local area on garbage disposal |
| 21/12/2017 | Students Development Programme on 'Financial literacy and Awareness programme' by Mr. Kashish Manghnani |
| 22/12/2017 | Conquer the world through knowledge - Quiz competition |
| 22/12/2017 | BMC- K/W ward : Swachta App download programme |
| 23/12/2017 | Certificate Distribution of Youth fest |
| 26/12/2017 | Winter Vacations |
| 02/01/2018 | College reopens |
| 10/01/2018 | F.Y's Result Distribution |
| 11/01/2018 | Expert Talk on 'Dignity of the labour, integrity and honesty' by Mr. Sandesh Lalge |
| 15/01/2018 | SY's Result distribution (III Sem) |

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| 16/01/2018 | Student development programme: Session on Digital marketing by Mr. Heet Shah |
| 19/01/2018 | Sports Day Celebration |
| 22/01/2018 | Power point presentation competition |
| 23/01/2018 | Essay writing competition |
| 25/01/2018 | Session on National Voters Day |
| 26/01/2018 | Republic day Celebration |
| 27/01/2018 | Talent Hunt Dance : JHOOM BARABAR JHOOM Singing : TUNES AND RHYTHMS Nail Art : ARTISTICAL Hair styling : COMBS AND CLIPS Face Painting : FACE DECOR Make up :LOOK DIFFERENT ! LOOK BEAUTIFUL! |
| 29/01/2018 | Third year farewell |
| 03/02/2018 | Screening of short film ‘ NIL BATTEY SANNATTA’ for students |
| 06/02/2018 | “Hands on Training”:Short Film & Documentary making workshop for Media Aspirant |
| 07/02/2018 | FDP programme on ‘Role of Infflibnet as a resource sharing for the academic and research community in the digital era’ by Ms. Nilima Raja |
| 12/02/2018 | Workshop on “ Advanced data analysis with excel for research” by Ms. Viji Kannan and Mr. Hiren Dand |
| 15/02/2018 | Book Review competition |
| 17/02/2018 | Annual Day celebration |
| 20/02/2018 | Expert Talk on ‘Preparing print Ads and creating broadcast ads’ by Mr. Chetan Mathur |
| 21/02/2018 | Internal examination (Sem –II, IV, VI) |
| 26/02/2018 | ATKT and Additional Examination |

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| 26/02/2018 | Marathi Bhasha Divas – Essay writing competition (Marathi) |
| 27/02/2018 | Poetry Recitation (Marathi) |
| 07/03/2018 | Marketing Festival |
| 08/03/2018 | Expert Talk on– “Role of women empowerment to reduce domestic violence “ by Mrs. Anita Singh |
| 08/03/2018 | Session on “ Self Defence” for students |
| 08/03/2018 | Participation of students and faculty in Session on Women empowerment – “Let her bloom” organised by Valia college of Commerce and Arts, Mumbai |
| 10/03/2018 | Session on “ Intellectual Property Rights” by Mr. Abhishek Agnihotri |
| 10/03/2018 | Convocation Ceremony |
| 12/03/2018 | Expert Talk on GST (Goods and service tax) for Learners by Mr. Swapnil Shenvi |
| 13/03/2018 | Expert Talk on SEBI (Securities and Exchange Board of India) for learners by Mrs. Aparna Kulkarni. |
| 13/03/2018 | Orientation of students for Short term Certificate course by Mr. Anshu Kumar – ATS learning solutions, New Delhi |
| 16/03/2018 | FDP session on – Software Training for Academics (Future Tech Co.) by Mr. Ashok Memon |
| 21/03/2018 | Career Guidance session “ Management as a Career Option” by Ms. Yushka Malik |
| 23/03/2018 | Expert Lecture for students of TY.Bcom on Business Economics by Prof. Dakshada Kadam |
| 24/03/2018 | Expert lecture on Auditing by Mr. Ashok More |
| 31/03/2018 | FDP Programme by IQAC on “Software Development” by Mr. Nitin Rahalkar |
| 03/04/2018 | TYB.com University Exam – (Sem VI) |
| 06/04/2018 | Expert Lecture for students of TYBMS on Operations Research by Prof. Nitin Kulkarni |
| 07/04/2018 | Expert Lecture for students of TYBAF on Indian Economy by Dr. Nilima Bhagat. |

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| 14/04/2018 | Health and Medical camp |
| 28/04/2018 | One day state level workshop on Research Methodology- “Introduction to Data Analysis for Beginners. |
| 05/05/2018 | Result declaration for FYBCOM/BMS/BAF/BMM |
| 07/05/2018 | Expert lecture on Corporate Finance |
| 11/05/2018 | Campus Placement Drive |

ANNEXURE-II

STUDENTS FEEDBACK REPORT, 2017-18

Introduction

The College has first time implemented the online feedback system in which students' responses were obtained through online with the help of a special software. As compared to conventional printed questionnaire system, the online feedback system is very convenient and beneficial in terms of both time and cost and also ensure greater accuracy in the processing of data. Even data bank of additional questions can be created, preserved and used as and when required.

Need for students feedback

Student's feedback can have different purposes for different users. It aims to empower teachers to improve their teaching, enhance the students' experience of learning, contribute for monitoring and review of quality and standards, enabling a dialogue with students, and helping students reflect upon their experiences.

Online Feedback System

Students are an integrated part of the teaching and learning process. Students feedback has been designed, monitored and conducted by the team of Principal and two Assistant professors and one non-teaching staff. Questionnaire has been designed to obtain feedback on areas like teaching, learning and evaluation. The collected data and information through feedback has been analysed by the special Net Beans Software ensuring transparency and accurate results.

This feedback system is designed to help both staff and students to benefit from two-way feedback. The system addresses common questions and highlights the student dimension in the process of evaluation and development of teaching and learning. The online evaluation and feedback of teachers has recognised benefits for both staff and students.

Benefits of Feedback System

Students' feedback proves helpful to teachers to improve further teaching skills and to match learning to learners needs. Students also feel valued and heard and develop reflective thinking. It provides a positive teacher-students partnership which ensures high quality teaching, thereby meeting learners needs and learning objectives. Feedback is also useful for policy development, executive action, and resource allocation as part of quality assurance procedure.

Schedule

Students feedback about teachers performance in their teaching subjects of FY, SY and TYBCom, BMS, BAF and BMM for Semester I, III and V was taken during 11th to 20th

September 2017. Likewise, students feedback for Semester II, IV and VI was taken during 28th February to 12th March 2018 for different subjects and classes.

Questionnaire for Teachers' Feedback

A special questionnaire was designed by the team for conducting teachers' feedback. Questionnaire comprising ten parameters related to subject knowledge, communication skills, accessibility, teaching, sincerity, etc. Students were required to assign score on 4 point scale and give grades viz., Very good, Good, Satisfactory and Unsatisfactory. Format of Questionnaire is given below.

Name of the Teacher: _____ Semester _____ Class: _____

Subject: _____ Paper: _____

| Sr. No. | Parameters | Very Good | Good | Satisfactory | Unsatisfactory |
|---------|--|-----------|------|--------------|----------------|
| 1 | Knowledge base of the teacher (as perceived by you) | | | | |
| 2 | Communication Skills (in terms of articulation and comprehensibility) | | | | |
| 3 | Sincerity / commitment by teacher | | | | |
| 4 | Interest generated by teacher | | | | |
| 5 | Ability to integrate course material with environment / other issues to provide a broader perspective | | | | |
| 6 | Ability to integrate content with other courses | | | | |
| 7 | Accessibility of the teacher in and out of classroom | | | | |
| 8 | Ability to design quizzes/ test/ assignment/ examination and projects to evaluate students understanding about the subject | | | | |
| 9 | Provision for sufficient time for feedback | | | | |
| 10 | Overall Rating | | | | |

Note: (1) Very Good (Grade- A, Score- 3-4) (2) Good (Grade-B, Score-2-2.99)
(3) Satisfactory (Grade-C, Score-1-1.99) (4) Unsatisfactory (Grade-D, Score- 0- 0.99)

Sample Size

About 30 percent sample students were selected for feedback by adopting random sampling method. Only regular and punctual students were selected for conducting feedback survey. Sample size taken from different classes is given below.

| Sr. No. | Class | Sample Size (Semester-I/III/V) | Sample Size (Semester-II/IV/VI) |
|---------|--------------------|-----------------------------------|------------------------------------|
| 1 | FYBCOM A | 36 | 34 |
| 2 | FYBCOM B | 53 | 27 |
| 3 | SYBCOM A | 37 | 25 |
| 4 | SYBCOM B | 25 | 24 |
| 5 | TYBCOM – Export | 58 | 19 |
| 6 | TYBCOM – Computers | 11 | 9 |
| 7 | FYBMS A | 24 | 14 |
| 8 | FYBMS B | 18 | 14 |
| 9 | SYBMS – Marketing | 19 | 6 |
| 10 | SYBMS – HR | 28 | 6 |
| 11 | SYBMS – Finance | 13 | 6 |
| 12 | TYBMS – Finance | 11 | 19 |
| 13 | TYBMS – Marketing | 16 | 8 |
| 14 | TYBMS – HR | 10 | 8 |
| 15 | FYBMM | 16 | 3 |
| 16 | SYBMM | 14 | 11 |
| 17 | TYBMM | 12 | 4 |
| 18 | FYBAF | 44 | 15 |
| 19 | SYBAF | 31 | 28 |
| 20 | TYBAF | 27 | 7 |
| 21 | M.COM | -- | 9 |
| | Total: | 503 | 296 |

Overall Grades and Score

The following table shows the grades and range of actual scores of teachers.

| Sr. No. | Semester | Grade | Actual Score Achieved | No. of Teachers | Percentage of Teachers |
|----------------|----------------------------------|--------------|------------------------------|------------------------|-------------------------------|
| 1 | Semester (I, III, V) | A | 3.0 to 3.32 | 07 | 30.43 |
| | | B | 2.17 to 2.98 | 16 | 69.57 |
| | | | Total: | 23 | 100.00 |
| 2 | Semester (II, IV, VI) | A | 3.01 to 3.68 | 19 | 79.17 |
| | | B | 2.63 to 2.96 | 05 | 20.83 |
| | | | Total: | 24 | 100.00 |

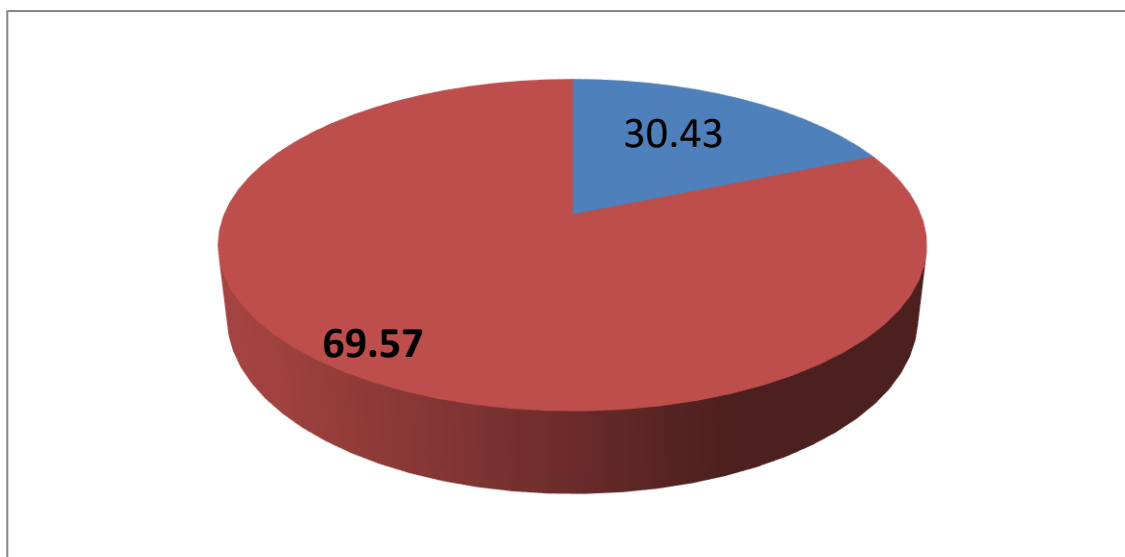
The management of the college gave unflinching support and guidance for implementing the online feedback system. Teaching and non-teaching staff and also students have supported the feedback team for smooth execution of the feedback process.

The feedback survey conducted in the First Term proved to be very useful to improve the performance of teachers. It is evident from the data that number of teachers scoring A Grade have increased from 7 in the first term to 19 in the second term and that of teachers scoring B Grade, decreased from 16 in the first term to 5 in the second term.

Pie Diagram of Students Feedback

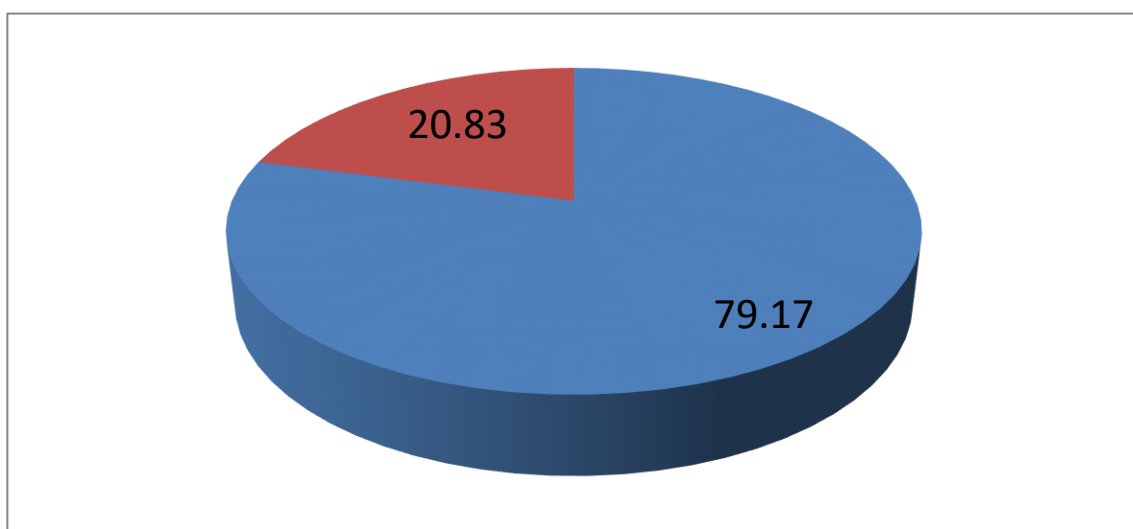
Overall Grades and Score (Semester I, III, V)

| Grade | Actual Score | No. of Teacher | Percentage |
|-------|---------------|----------------|---------------|
| A | 3.0 -3.32 | 7 | 30.43 |
| B | 2.17-2.98 | 16 | 69.57 |
| | Total: | 23 | 100.00 |



Overall Grades and Score (Semester II, IV, VI)

| Grade | Actual Score | No. of Teacher | Percentage |
|-------|---------------|----------------|---------------|
| A | 3.01-3.68 | 19 | 79.17 |
| B | 2.63-2.96 | 5 | 20.83 |
| | Total: | 24 | 100.00 |



ANNEXURE-III

BEST PRACTICES, 2017-18

BEST PRACTICES: I

1. Title of the Practice: Online Feedback System

2. Goal

In order to maintain the quality of teaching learning process at desired level, it is essential that the performance of the faculty is monitored on a regular basis. With this in view the college has adopted a **Online Feedback System** which gives scope for improvement.

3. The Context

In the context of higher education, the quality of the faculty is a determinant for the effectiveness of teaching - learning, student development and institution building. It is therefore essential that the faculty maintain high quality and capable of imparting the best.. A true evaluation of the faculty helps in improving their capability through knowledge generation, involvement in research and consultancy, personality development and the contribution to the society.

4. The Practice

Our model of faculty performance is built on a overall grade of 4 points .Student assessment is the most important part of the assessment since, this has to be done by the students in a spirit of judicious review and confidentiality. The factors considered here are regularity, punctuality, time consciousness, preparation for classes, competency in the subject, syllabus completion in time, presentation skill (voice, clarity & language), methodology adopted in teaching, interaction with the student, and accessibility with the student outside the class. The assessment is done exclusively by the students and is not affected by self or superior review.

5. Evidence of Success

This system is unique in terms of measuring the performance .The result of the assessment is discussed with each faculty independently which gives an opportunity to improve their performance against target and developing insights on their weakness. Based on introducing this system, it is noticed that, the faculty involvement has improved in developing study material, academic record keeping, administering assignments, conducting internal examinations, fair assessment of the students, preparation for classes, use of various teaching techniques, knowledge and command of the subject, and maintaining interaction with the students. The overall learning atmosphere of the institution has improved and both students

and faculty keep themselves fully busy on academic, co-curricular and extracurricular activities.

6. Problems Encountered and Resources Required

At the time of introducing this system, the following problems were encountered and necessitated the resources to implement it.

- There was apprehension that student assessment may lead to biased inferences. Retaining objectivity and confidentiality could overcome this bias.
- Student assessment data were massive to process.

BEST PRACTICE: II

1. Title of the Practice: Student Attendance Tracking and Messaging System

2. Goal

The parent and teacher interactions cannot be undermined in the education process that directly impacts each student's life. It is in this domain that messaging services can serve as a potent tool for instant communication. Attendance monitoring system can be streamlined and improved immeasurably by the use of attendance tracking and messaging platform. Using SMS is the most appropriate and convenient way to communicate with the parents and students. Hence, the goal of the messaging system is to increase the attendance of students in the classes and to improve their performance in the result.

3. The Context

Bulk SMS has increased the capacity of text messaging as a service by allowing us to easily send a large number of SMS messages to the intended recipients and feel confident that these messages are read. This system helps in sending text messages in order to send key information to their students and develop their administration, as well as to keep in contact with parents. The system is not only improving the work efficiency, students' attendance, study and development, but also is saving time and human and material resources.

4. The Practice

First an information database is prepared, after that simply we import students and parents information like phone and address and start using the integrated messaging system:

1. It is used for managing attendance.
2. It facilitates direct communication between teachers and parents. Also information such as parents- teachers meeting date can be sent to the parents.
3. It is used to send notifications about exam dates, time table, etc.
4. If there is a cancellation of class or change of college timings all that information can be quickly conveyed within fraction of seconds.

5. Evidence of Success

Bulk SMS service is a very useful communication tool for college by which management, principal, teachers and office can easily distribute vital information with their students and parents in a cost-effective manner. Initially there was a traditional method of communication such as sending a letter to mailing address, contacting parents over phone. A disadvantage of this method is all information sent by post can often be delayed. Phone

calls are also unreliable as parents are often at work or just too busy to answer the phone calls. This is the reason this system is working as the perfect communication tool. Due to introduction of this messaging system, the attendance of the students has been improving.

6. Problems Encountered and Resources Required

At the time of introducing this system, the following problems were encountered :

- College has to get parents and students to opt-in to receive messages. Some parents and students are not quick in response.
- Teachers and staff members receive lot of queries that should be handled by phone call or in-person conversation. So teachers and staff members are required to handle the queries.

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