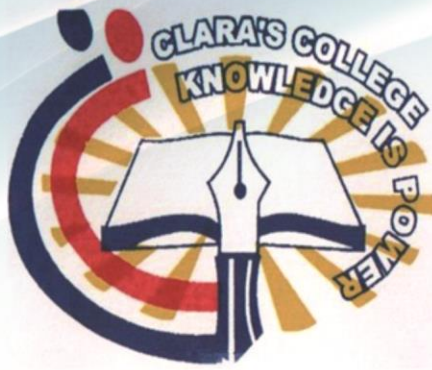




Clara's College of Commerce

**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
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions**

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

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

Mandatory Submission of AQAR by IQAC

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Clara's College of Commerce

1.2 Address Line 1

Yari Road, Versova

Address Line 2

Andheri (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

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	☒	No	☐
Autonomous college of UGC	Yes	☐	No	☒
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	☐	No	☒
Type of Institution	Co-education	☒	Men	☐
	Urban	☒	Rural	☐
Financial Status	Grant-in-aid	☐	UGC 2(f)	☒
			UGC 12B	☒
	Grant-in-aid + Self Financing	☐	Totally Self-financing	☒

1.11 Type of Faculty/Programme

Arts	☐	Science	☐	Commerce	☒	Law PEI(Phys Edu)	☐
TEI (Edu)	☐	Engineering	☐	Health Science	☐	Management	☐
Others (Specify)	BMM						

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

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

Autonomy by State/Central Govt. / University	-----		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	----	UGC-CE	-----
UGC-Special Assistance Programme	----	DST-FIST	-----

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No.

22

Faculty

07

Non-Teaching Staff

03

Students

09

Alumni

02

Others

01

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

16

International

-

National

-

State

1

Institution Level

15

(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
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.	Under progress
2.To strengthen the job placement process to benefit students.	Campus interviews were conducted
3.To organise a State level or National Level Conference for teachers or a student Led Seminar which can be coordinated by students.	One Day State Level Workshop” on Research Methodology “Introduction to Data Analysis for Beginners” was conducted.
4. To optimise E-resources for classroom teaching.	Faculty members widely use ICT to make teaching and learning more interesting, relevant and practical.
5. To strengthen Alumni Association and Parent Teacher Association.	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. 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. Alumni of the college has actively participated in Blood Donation Drive, Annual Function and Medical and Health Camp.

** 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.

01

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

02

12

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

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-----	-----	-----

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

IQAC has organised following workshops to inculcate research aptitude:

- 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. 01 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 (≥ 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 Infilbnet 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	20

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

425

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 Inffibnet 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?

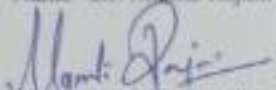
☐☒

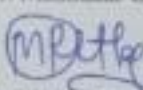
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- 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. Mamta 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 Lalde 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 Lalde
15/01/2018	SY's Result distribution (III Sem)

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

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.

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

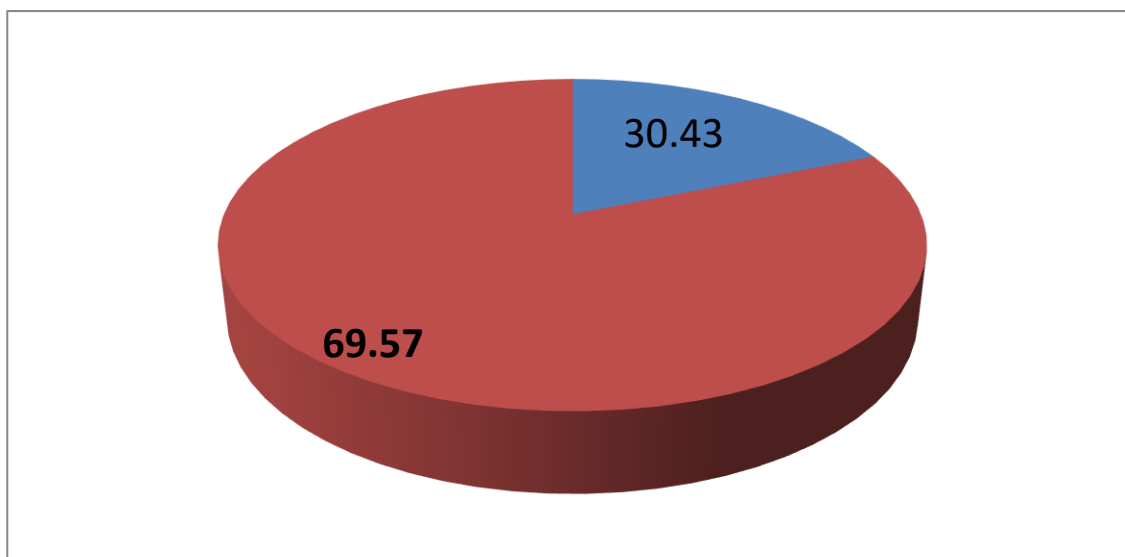
The management of the college gave unflinching support and guidance for implementing the online feedback system. Teaching and non- teaching staff and also students have supported the feedback team for smooth execution of the feedback process.

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

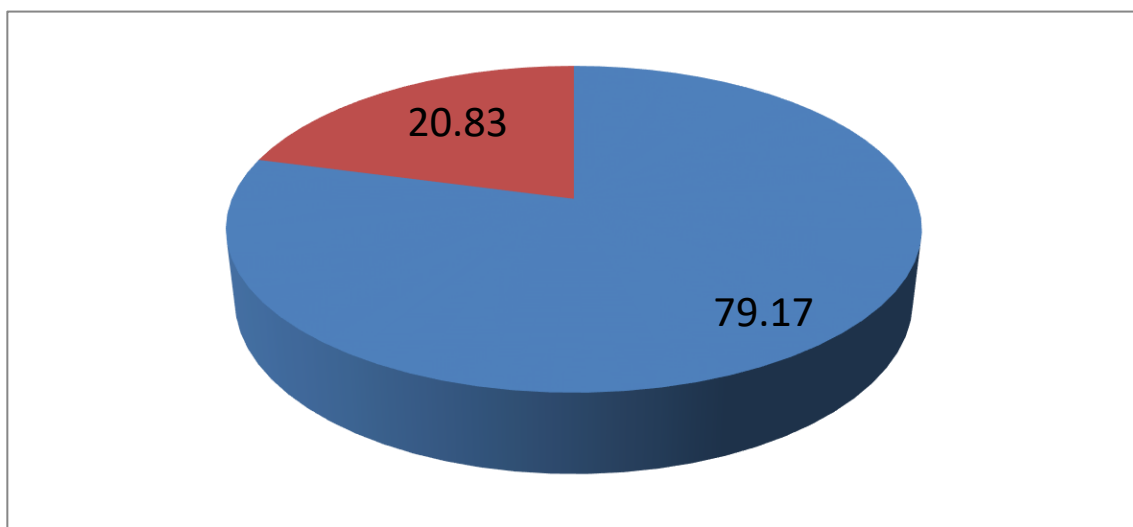
Overall Grades and Score (Semester I, III, V)

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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