



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	CLARA'S COLLEGE OF COMMERCE
• Name of the Head of the institution	Dr.Madhukar Gitte
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02226365385
• Mobile No:	9869180656
• Registered e-mail	cwchs@hotmail.com
• Alternate e-mail	madhukar.gitte13@gmail.com
• Address	Yari Road, Versova, Andheri West
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400061
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing

• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr.Mamta Rajani				
• Phone No.	9769470738				
• Alternate phone No.	02226365385				
• Mobile	9769470738				
• IQAC e-mail address	ccciqac@gmail.com				
• Alternate e-mail address	madhukar.gittel3@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://claracollegeofcommerce.edu.in/pdf/AQAR%202019-20.pdf">https://claracollegeofcommerce.edu.in/pdf/AQAR%202019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://claracollegeofcommerce.edu.in/pdf/Academic%20Calendar%20A.Y.%202020-2021.pdf">https://claracollegeofcommerce.edu.in/pdf/Academic%20Calendar%20A.Y.%202020-2021.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.66	2016	19/02/2016	18/02/2021
<b>6.Date of Establishment of IQAC</b>			21/06/2016		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			04		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>*Institution has successfully completed Energy Audit, Gender Audit ,Green Audit &amp; Environment Audit</p>		
<p>* MoU / Ties ups and Collaboration have been signed :MOU with Technoserve Business Solutions company for conducting campus to corporate careers programme, MOU with Think Monk Edu Tech Pvt. Ltd. company for providing online examination software service to conduct online Exam,MOU with Film &amp; Television Media Academy,NGO EKATA Manch ,MOU with Children Welfare Centre's Law College , MOU with Academy of Self Defence &amp; MOU with National Human Rights &amp; Social Welfare</p>		
<p>* As an initiative towards Quality Improvement institution was Awarded ISO 9001 : 2015 Certificate on 10 th August 2021.</p>		
<p>* Organised Seminars/Workshops on Use of ICT in Quality Teaching Learning :Various online Webinars &amp; workshops organized such as One Day Online National Level Webinar on Revised NAAC Accreditation Framework:Understanding &amp; Challenges, A One Day National Level Webinar on Innovative Teaching Methodology in Higher Education,A One Day National Level Webinar on Teaching -Learning Process: Learning the Unlearned</p>		
<p>To promote Research Culture college has organised International Conference:Clara's College of Commerce in association with University of Mumbai organized International Multidisciplinary e-Conference on 20 th April 2021 through zoom app from 10.30am to 5.00pm.The topic for the conference was "Impact of Covid-19 on Sustainable Development". It was a need of an hour to discuss on the difficult situation that has occurred because of Covid-19. Moreover, the academicians have to come together to discuss the sustainable</p>		

development during and after the Covid-19. With this view in mind, the college organized a conference on the said topic.

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

Plan of Action	Achievements/Outcomes
1. To encourage teachers to attend various Faculty Development Programs for enhancing their teaching learning process	Institution funded FDP's were organised to help the faculty members for transition to online teaching and enhancement of general skills. Financial Support was given for attending seminars, workshops, conferences and publishing research papers
2. To complete Renewal of ISO Certification	Institution has renewed and was awarded with ISO 9001:2015 Certification
3. To work on online admission process	Due to pandemic ,Admissions of all the classes were planned & implemented by following online procedure through Google form . Google forms were uploaded for the respective classes on the college website.
4. To focus on developing student-friendly online examination process	MOU was signed with Think Monk Edu Tech Pvt. Ltd. company for providing online examination software service to conduct online Exam
5. To organise Seminars/Workshops on Use of ICT in Quality Teaching Learning and Research Methodology for quality research work	Various online Webinars & workshops were organised such as One Day Online National Level Webinar on Revised NAAC Accreditation Framework: Understanding & Challenges, A One Day National Level Webinar on Innovative Teaching Methodology in Higher Education, A One Day National Level Webinar on Teaching -Learning Process: Learning the Unlearned

<p>6. To organize Certified Skill Development Programme for Students.</p>	<p>An Online Short Term Certificate Course on Personality Development was organised by Clara's College of Commerce on Personality Development from 5<sup>th</sup> April 2021 to 14<sup>th</sup> of April 2021. Objectives of this course were to inculcate positivity amongst students, nourish overall personality traits and to train them to join the corporate world with the confidence and knowledge. 48 students were benefited through this course. Eminent speakers were invited to take over the different sessions.</p>
<p>7. To have MoU / Ties ups and Collaboration for Student.</p>	<p>MoU with Technoserve Business Solutions company was renewed for conducting Campus to Corporate Careers (C2C) programme, MOU with Think Monk Edu Tech Pvt. Ltd. company for providing online examination software service to conduct online Exam MOU with Film &amp; Television Media Academy for students teaching &amp; learning Development, MOU with NGO EKATA Manch, MOU with Children Welfare</p>
<p>8. To promote Research Culture college will organise International Conference.</p>	<p>Clara's College of Commerce in association with University of Mumbai organized International Multidisciplinary e-Conference on 20<sup>th</sup> April 2021 through zoom app from 10.30am to 5.00pm. The topic for the conference was "Impact of Covid-19 on Sustainable Development". It was a need of an hour to discuss on the difficult situation that has occurred because of Covid-19. Moreover, the academicians have to come together to discuss the</p>

	sustainable development during and after the Covid-19. With this view in mind, the college organized a conference on the said topic.				
9. To undergo Gender Audit, Energy Audit , Green Audit	Institution has successfully undergone Green Audit, Energy Audit & Environment Audit				
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>10/03/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	College Development Committee	10/03/2022
Name	Date of meeting(s)				
College Development Committee	10/03/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>14/02/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2022	14/02/2022
Year	Date of Submission				
2022	14/02/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>Academic excellence, professional competence, basic human values and social activities are the main pillars of the vision of the college. Since college is affiliated to the University of Mumbai, it has limited freedom and flexibility in starting new courses and academic programmes. College offers more short term and skill based certificate courses and planning to offer value-added courses for the holistic development of students. Courses like FC, EVS, CSR and Governance can inculcate human values, environmental awareness, social values and responsibility among students.</p> <p>Teachers and students are motivated to undertake minor research projects and field projects in critical and contemporary issues, to publish research papers in reputed and UGC Care Journals and also to present papers in conferences and seminars. Workshops, seminars and sessions are organized on interdisciplinary topics by different departments.</p>					

**16.Academic bank of credits (ABC):**

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

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

**17.Skill development:**

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

College has organised personality development short term course, one day programmes and conducted sessions on yoga, Meditation, Stress

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

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

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

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

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

The college is committed to promote Outcome Based Education (OBE). Programme Outcomes, Course Outcomes and Programme Specific Outcomes are prepared by Teachers and are approved by the Principal in consultation with teachers and Coordinators. POs elaborate ethics, knowledge, problem analysis, project management, communication and environment. COs are at micro level and basic to advanced knowledge which students should posses after completion of their course. PSOs highlight specific skill requirements and their attainment.

College organises workshops, seminars, FDPs and SDPs and explain objectives and relevance of framing POs, COs and PSOs. Teachers and students are informed about expectations of programmes and cources at the beginning of year in Orientation Programme and Parent-



Teacher meetings. POs, COs and PSOs of students are measured and calculated on the basis of marks obtained in internal and external examinations, their performance in class tests, project assignments, field visits, viva and presentations and collecting and analysing feedback of students. POs, COs and PSOs are displayed on college website.

## 20.Distance education/online education:

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

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

Transformation of teaching and learning process from traditional mode of learning from blackboard to online digital learning. Computers, internet, wifi, led projectors, smart boards, zoom platform for teaching and learning, Teach-us software for conducting examinations, result software for preparing mark sheets and other softwares are provided. Library is well equipped with internet, e-resources like N- List, latest softwares, etc. Teachers conduct online tests, prepare e- resources, class notes, question banks and also videos of lectures. E-resources like SWAYAM, E-Pathshala, NPTEL will be created in coming years. Increased use of ICT and digital technology is one of the key aspects of the college Strategic Perspective Plan. College is well equipped with ICT infrastructure for online and offline teaching and learning.

## Extended Profile

### 1.Programme

1.1 198

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 804

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 0

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 302

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 18

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 Nil

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>198</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>804</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>0</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>302</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>18</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	Nil
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	52.56
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	64
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

For the effective curriculum, delivery teachers plan and prepare the teaching plans at the beginning of every semester. Different sessions, workshops, and activities are arranged by the teachers to give better learning opportunities to the students. These sessions and workshops are incorporated in the academic calendar, which is prepared at the beginning of the academic year. Workloads are prepared at the beginning of the semester and subjects are allotted to the teachers according to their expertise in the concerned subject, Department-wise timetables are prepared and subjects are allotted to the teachers as per their expertise. Different instructional methods are adopted by teachers -lecture method, group discussions, case study, etc. Teachers prepare PowerPoint presentations, quizzes, crosswords, tests, reading materials, and videos to develop higher-order thinking and learning skills like analyzing, reasoning, etc.

Teaching plans, Daily dairies, and syllabus completion reports are

prepared by teachers for planned timely execution of curriculum.

Periodic assessments through assignments, presentations, and online MCQs examinations are carried out.

The college adopts the choice-based credit system as per directives of the affiliating university to provide flexibility to the students to select the courses as per their interests.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://claracollegeofcommerce.edu.in/timetable.php">https://claracollegeofcommerce.edu.in/timetable.php</a>

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

The college is affiliated with the University of Mumbai. Hence, the academic calendar is taken into consideration in the evaluation process. The college also plans a complimentary internal academic calendar considering the university timing for exams. Continuous Internal Evaluations (CIE) are observed by taking and conducting internal assessments on time. The assessment of CIE with self-finance courses is conducted through project works. We, being the follower of the university timetable, stick to the projects, assignments, and internal class tests on time. We Also follow university deadlines for marks uploading and finalization of results.

The continuous evaluation process takes place through remedial lectures, mentoring sessions, and slow and advanced learners. Each department of all faculty prepares a teaching plan to complement the curriculum. The comprehensive teaching plans are prepared in the individual teacher's diaries for better knowledge imparting and enhancing continuous internal evaluation. Co-curricular activities also complement the curriculum and help students better understand the syllabi. Our academic calendar is also uploaded on the college website well in advance to enable the stakeholders for a comprehensive picture of the academic year. During a pandemic, Online project submission, online test, a virtual form of the practical and class tests, and virtual co-curricular activities

were conducted for achieving the goal.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://claracollegeofcommerce.edu.in/pdf/Academic%20Calendar%20A.Y.%202020-2021.pdf">https://claracollegeofcommerce.edu.in/pdf/Academic%20Calendar%20A.Y.%202020-2021.pdf</a>

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

48

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

The college adheres to the prescribed syllabus of Mumbai university. Catering to the diverse subject contents, we have courses like Foundation course, Environmental Studies, A Foundation Course-III Environmental Management, which helps sensitize students towards gender, human values, and environmental sustainability. The cultural committee conducts different cultural programs for the holistic development of students. Certain subjects such as Business communication and mass communication, Effective Communication helps groom students' professional ethics. The college considers its duty to help society during an adverse

situation. As a part of this, during floods, pandemics, the college serves needy people. NSS unit of the college works for environmental protection and the good health of the people. As a part of duty, the NSS Unit rendered a social service by providing masks, Arsenic Album Homeopathic medicine to the people and created an awareness in the society about pandemics. Women Development Cell (WDC) organizes guest lectures and various activities for the betterment of women. As a part of this, WDC conducted Online Quiz Competition on National Women's Day. WDC also conducted a National Level Virtual session on Gender Sensitization. Human rights issues are well discussed in Foundation course classes at all levels. Students are also sensitized toward issues like dowry, Human security by arranging guest lectures under NSS and WDC.

Moreover, Our college organizes a Blood Donation camp every year.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

3



File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

150

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://claracollegeofcommerce.edu.in/pdf/Stakeholder%20Feedback%20on%20Syllabus%20(1)%20(1)%20(1).pdf">https://claracollegeofcommerce.edu.in/pdf/Stakeholder%20Feedback%20on%20Syllabus%20(1)%20(1)%20(1).pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

2460

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The institute identified slow learners and advanced learners based on the marks they scored on their semester examination. Those students who scored more than average marks in a particular subject are identified as advanced learners. Those students who scored less than average marks in a particular subject are identified as slow learners. Class tests, semester examinations and overall class participation of students help to assess slow and advanced learners. Remedial and extra classes are conducted by the faculty for advanced and slow learners. After completion of the syllabus, subject teachers conduct revision lectures for slow learners and for students who have taken late admissions. Personal one-on-one guidance was given from time to time to slow learners. Students were also provided with scanned copies of chapters, notes, practical problems and links of e-books through Whatsapp or Google Classroom. Faculties also encourage advanced learners to participate in webinars, conferences, avishkar competition and youth competition. Faculties also prepared model question papers to help the students prepare for their examinations. The institute gives medals and certificates to the subject topper, overall topper and best student of the year award on the annual day to motivate advanced learners.

File Description	Documents
Link for additional Information	<a href="https://claracollegeofcommerce.edu.in/Awards_Achievements.php">https://claracollegeofcommerce.edu.in/Awards_Achievements.php</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
804	18

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

### Students Centric Methods:

- Students are involved in various competitions at the college and intercollegiate level .
- Students are appointed as members of the committees such as cultural committee, Women Development Cell, NSS, IQAC, sports, etc.
- As a Council of Students (COST) member, they organize and participate in various programmes like cultural activities, alumni activities, youth festival competitions and annual day.
- Different support systems are available in the college like library, computer lab, ICT based classroom.

### Participative learning

- Soft skills programme is arranged in the institution for improving their presentations and soft skills.
- Students are encouraged to participate in national and international conferences to improve their communication, presentation abilities and to learn about the latest research in their area.
- Students are encouraged to participate in the Avishkar competition to inculcate a research culture among students and also to encourage their original and novel thinking.
- Students are also encouraged to participate in cultural activities, sports and seminars/webinars arranged by the college.

**Problem-solving methodologies:**

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://claracollegeofcommerce.edu.in/">https://claracollegeofcommerce.edu.in/</a>

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://claracollegeofcommerce.edu.in/pdf/ict%20enable%20teaching%20leraning.pdf">https://claracollegeofcommerce.edu.in/pdf/ict%20enable%20teaching%20leraning.pdf</a>

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

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

106

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

Students are informed about the evaluation process at the beginning of each academic year through orientation programs. Students are made aware of the syllabus of each subject in regular online classes undertaken during the pandemic period. Internal exams are conducted as per the guidelines issued by the University of Mumbai at the college level. Internal assessment and semester-end examination circulars are circulated in the zoom classrooms, whatsapp group, displayed on the notice boards and also uploaded on the website of the college 20 days before the exam. Exam pattern is discussed in the online classes and even before the exams. Subject teacher also conducts class tests before the exam.

Students can approach subject teachers if they are having any query regarding questions asked in the exam to clear their doubt. However, additional exams are conducted for such students who fail to give regular exams due to technical or any other reason during the pandemic. If a student communicated about tabulation errors in the marksheet, necessary corrections are duly made by the

institute.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://claracollegeofcommerce.edu.in/Examination.php">https://claracollegeofcommerce.edu.in/Examination.php</a>

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

Most of the complaints related to the exam are received after the declaration of the result by the Institute. Grievances related to internal examination are resolved very well by the grievance and redressal committee level and the examination department of the institute.

Errors in their results such as internal assessment marks, attendance sheets, errors in information are promptly addressed by the examination department.

Complaints such as failure of students to give the exams on the scheduled dates during the pandemic were resolved by conducting re-examinations for such students at the departmental level. To deal with the complaint related to the attendance in the examination, the examination department prepares the attendance list of appeared and not appeared students. As per the internal practical tests, if a student points out any academic discrepancy such as the conduct of the test, the concerned teacher wholeheartedly shows their concern and the student's complaints are taken care of. Grievances related to marks of internal and external exams are resolved by the Examination Department.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.



The Institute has its own well defined learning outcomes. The vision and mission of the institution is to provide value based education with new innovative ideas through motivated trained faculty to prepare the students to accept the new challenges. The faculties and coordinators of each department of the institute contribute towards making programme specific outcomes (PSOs), programme outcomes (POs) and course outcomes (COs). Students are made aware of outcomes during the orientation program at the start of the academic year. The institute uploads programme specific outcomes (PSOs), programme outcomes (POs) and course outcomes (COs) on the college website to ready reference for the teachers and students. Teachers sensitize students about how to implement these outcomes in their professional life.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://claracollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME%2020-21.pdf">https://claracollegeofcommerce.edu.in/pdf/PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME%2020-21.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The college has a systematic process of collecting and evaluating data on programme specific outcomes (PSOs), programme outcomes (POs) and course outcomes (COs). Various components for continuous assessment are defined and used. The evaluation is rigorous. At the beginning of the academic year, the students are evaluated on the basis of their past results and performance. During the academic year, class tests, surprise tests, internal assessment tests and internal class activities such as debates, group discussions and quizzes are also used to assess how fruitfully the course has been delivered and assimilated among the students. At the end of the academic year, semester end examination marks, depending upon course type are also used to ascertain and evaluate the programme outcomes and course outcomes. PSOs are discussed in the classroom by the faculty. The placement cell of the institute also offers jobs with the association of TechnoServe organisation to make the students aware of various career options related to

their specific course. This helps the students as well as the teachers to assess the effectiveness in the teaching learning system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://claracollegeofcommerce.edu.in/pdf/TechnoServe%20on%20job%20training%20and%20list%20of%20student%20placement%20for%20the%20year%202020.pdf">https://claracollegeofcommerce.edu.in/pdf/TechnoServe%20on%20job%20training%20and%20list%20of%20student%20placement%20for%20the%20year%202020.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

281

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://claracollegeofcommerce.edu.in/Result%20Analysis.php">https://claracollegeofcommerce.edu.in/Result%20Analysis.php</a>

### 2.7 - Student Satisfaction Survey

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

[https://claracollegeofcommerce.edu.in/pdf/SSS%20%20%2020-21%20\(1\).pdf](https://claracollegeofcommerce.edu.in/pdf/SSS%20%20%2020-21%20(1).pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

NIL

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

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

NIL

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

26

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

13

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college organizes a number of extension activities each year to sensitize the students towards community needs. The students of our college actively participate in social service activities

which helps them develop holistically. The college effectively runs National Service Scheme (NSS), through this unit, the college undertakes numerous extension activities in the neighbourhood community. NSS volunteers throughout the year addressed various social issues in the institute-neighbourhood, which included tree plantation drive, a celebration of world yoga day to promote benefits of health, distribution of Arsenic Album-30 medicines, Covid- 19 awareness Campaign and Installation of Arogya Setu App, poster making and display competition on 'Gratitude Towards Corona Warriors and Covid-19 Awareness' etc. The college has conducted few activities in association with Ekta Manch(NGO) a collaborative body. Students of college performed street plays on covid awareness were organized across the city. Vaccine Centre was set up in the premises for neighboring community, student volunteered to assist the medical representatives and served the people from the community at the vaccine centre. All these mentioned activities have created positive impact on the students and it developed student - community relationship, leadership skill and self-confidence of students. It has also helped in humanizing hidden personality of students and created holistic approach towards society. Students actively participated and contributed towards the social causes undertaken by the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

**10**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**324**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**9**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

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

**Library** - Library has open access system with computerized and online library services. Library provides OPAC facility for online

search of library collection. Library has subscribed to INFLIBNET's N-LIST, Shodhganga and Shodhgangotri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ .The library also has printer and scanner facilities with Wi-Fi connectivity.

Computer Laboratory - The Institution has well equipped Computer Laboratory with WINDOWS operating system. All the computers are connected by LAN and well supported with the latest software version. The faculty and students can avail this resource for academic related work , research and other purposes.

Seminar Hall - The Seminar Hall has around 2624 sq.fts area with 300 students capacity to conduct various programs. It equipped with Audio- Video facility and internet.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

The Yoga day is celebrated every year on June 21st on occasion of International Yoga Day in the College. The Yoga session is kept for students, Teachers and Administrative Staff by specialized Yoga trainer.

Under the guidance of activity chairman students are encouraged to take part in different Cultural Activities. These activities are



carried out in Seminar Hall of 2624 Sq.fts. and in different spacious Class Rooms. Specialized choreographer, trainers, supporting staff is hired for enhancing practice, growth to come out as Best Performer. Students take part in different Intra College and Youth Fest organized by University of Mumbai

The institution has a well equipped Gymnasium with specialized physical trainer.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://claracollegeofcommerce.edu.in/pdf/4.1.2%20Photos%20of%20Activities%20Hall,Sports%20Ground,Gymnasium,Sports%20Store%20Room-converted.pdf">https://claracollegeofcommerce.edu.in/pdf/4.1.2%20Photos%20of%20Activities%20Hall,Sports%20Ground,Gymnasium,Sports%20Store%20Room-converted.pdf</a>

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

5

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

52.56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College has a well-equipped library which has a wide collection of books pertaining to various subjects. Library is partially automated using e-granthalaya (Version 3.0) library management software. It has around total number of 9536 (As on 16th March, 2022) books which includes textbooks and reference books.

The library has taken membership of N-List Database, which gives users access to 315000 e-books and 6,000 e-journals.

Library providing OPAC (online public access catalogue) facility to online searching of reading material.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://claracollegeofcommerce.edu.in/pdf/librarysoftware.pdf">https://claracollegeofcommerce.edu.in/pdf/librarysoftware.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.059

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

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college is well connected through Wi-Fi facility. A 50MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online mode of education.

The Institution has a well equipped Computer Laboratory with WINDOWS operating system and LAN where students and faculty, can avail the facility of internet and audio-visual aids. One Full time and one part time IT professionals have been appointed to look after the maintenance and up-gradations required for the computer lab and for computers used at other departments. Maintenance includes servicing of the computers, ,server, network devices, installing anti viruses in the PCs, troubleshooting network issues, providing software installation support, etc.

Administration office computers are connected by LAN and their work related to students such as Fees Collection, Receipt printing etc. is computerized. The College has installed and uses Tally ERP 9 for maintaining the accounts.

The Examination department is equipped with Internet enabled Computers, Printers, Reprographic machines for carrying out exam related work. The college uses Teach Us Cloud based Examination software for conducting online examination. The college has purchased Annual Zoom License for Online Workshops and Webinar. Also, Astute Information Management Solution software uses for Exam Results, Mark sheet printing & Eligibility Criteria.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

2.83

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

One Full time and one part time IT professionals have been appointed to look after the maintenance and up-gradations required for the overall computer lab and for computer system used at in entire institution. The college has AMC for maintenance of Website , server and lift related issues to be renewed every year.

College Building has spacious classrooms. Renovations and physical repairs such as electrical and infrastructural damages are restored as when needed every academic year. Full time electrician is appointed to have a regular check on the same. Library has subscribed to INFLIBNET'S N-LIST, Shodhganga and Shodhgangothri for the online journals, E-books for the students and faculties, it also uses open access data base DOAJ. All books bibliographically information is entered in the accession register date, Course and serial no. wise. Old syllabus books and worn out books are weeded out by keeping three copies as reference.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

16

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**127**

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

**199**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

54

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

45



File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

1

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

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

The college conducts various curricular and extracurricular activities with the help of students representative's. Students are motivated to participate in various college activities. Professional trainers are appointed to provide training to students for better performance and team work quality.

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

institute facilitate representative and engagement of students in various administrative curriculum and academic Committee, Internal Quality Assurance Cell, Students Council, National Service Scheme, Women Development Cell, Internal Complaint Committee, Cultural Committee ,Gymkhana and Sports Committee, Library Committee etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

14

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

Clara's college Alumni association conducted four meetings during the year for the smooth functioning of Association and betterment of students. The first meeting was held on 28th June, 2020, to review Blood Donation and Homeopathy immunity booster camp events and future plans and upcoming events discussion. The second meeting was conducted on 20th September 2020, again for future plans and upcoming events discussion. Later, on 14th December 2020, an association helped in conducting the Blood Donation camp smoothly and on 15th December 2020, a program was conducted on Animal cruelty. Financial they have supported by donating Rs. 5000/-. The third meeting was held on 27th December, 2020, to review the Blood donation camp and planning of upcoming activities. On 20th March 2021. The association organized Career Opportunities in Digital Marketing Session for the development of our students. The fourth meeting of the Association was conducted on 28th March 2021, for the review of "Career Opportunities in Digital Marketing" Session and future plan discussion.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Vision Statement:

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

#### Mission Statement:

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

The college focuses on the following points:

**Nature of Governance:** The institute provides participatory and democratic governance. All Stakeholders (students, teachers, HOD, management, alumni, parents) are involved in the functioning of the organization through various committees and cells, which decentralizes the decision making. Teachers have also been give full autonomy in the teaching learning process

**Perspective/Strategic Plan** - The institution has a Perspective/Strategic Plan in place to help it develop in a systematic, well-thought-out, and phased manner.

1. Improve teaching learning through use of ICT.
2. Application for grants from government and non-government sources.
3. Better planning and use and maintenance of present infrastructure.
4. Focus on knowledge and skill building of teachers.

Teachers participation - Teachers play a proactive part in decision making process and implementing the vision and mission of the college.

File Description	Documents
Paste link for additional information	<a href="https://claracollegeofcommerce.edu.in/vision-mission.php">https://claracollegeofcommerce.edu.in/vision-mission.php</a>
Upload any additional information	No File Uploaded

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

#### Institutional Context of the Key Indicator:

The institution practices decentralization and participatory management which is reflected in practices may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

#### The Ways in which Heads of Departments participate in the Management Process:

- Departmental heads oversees the Teaching Plans of his/her departmental members.
- He/she is empowered with the full functioning of the department functioning through
  - allocation of teaching and evaluation duties
  - conduct departmental meetings
  - In planning seminars, workshops, career counseling sessions, remedial measures, interdepartmental or/and inter-college exercises, departmental excursions, and study tours.
  - organizes and conducts the Parent-Teacher meetings
  - Oversees the all examination activities like paper-setting, moderation, evaluation, and determines the admission and promotion criteria of the students.
  - Conduct remedial lectures remedial classes for the students of his/her department.
  - The Head, in consultation with his/her departmental teachers enjoys total flexibility in planning and organizing seminars from the UGC sponsored level to that of students' seminars.

Through the adept handling of their department's Heads discharges their function as nodal agents. The above enumeration of features comprising participatory management points fairly conclusively in regards to decentralization which is integral to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Perspective Strategic planning for the institute includes the following areas

#### 1. Library, ICT and Physical Infrastructure -

- Focus would be on subscribing new of magazines and journals.
- Focus would also be on seeking books on donations

#### 1. Curriculum Development

- focus on developing student participation in research and to improve the quality of research
- Conduct more SDP for improving the students research aptitude.
- Conduct SDP / short term courses forpreparing the students for Corporate World.

#### 1. Teaching and Learning

- Focus on seeking regular feedback
- Focus on improving teacher's online lectures delivery

#### 1. Examination and Evaluation

- Focus on conducting quizzes and tests in the class
- Conducting / offline exams as per Mumbai University guidelines

#### 1. Research and Development

- Conduct more webinars / seminars / FDP's SDP's both at

national and college level for overall improving the research culture

#### 1. Human Resource Management

- Focus on improving the overall development of skills and knowledge of the teaching and non-teaching staff
- encourage faculties to take research and providing them necessary resources

#### 1. Industry Interaction / Collaboration

- focus to collaborate with other institutions / corporates by signing MOU's with them
- to improve the number of students getting internships and placements.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://claracollegeofcommerce.edu.in/Policies%20&amp;%20Procedures.php">https://claracollegeofcommerce.edu.in/Policies%20&amp;%20Procedures.php</a>
Upload any additional information	No File Uploaded

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

The institute has a well-defined structure to overlook its administrative and management functioning. The college functions under the aegis of Children Welfare Centre Trust which has its own managing body. Apart from the college the trust also runs seven other sections. The General Secretary of the trust interacts with college staff for providing guidance and suggestion.

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

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://claracollegeofcommerce.edu.in/pdf/organogram%20of%20claras%20college%20signed%20stamped.pdf">https://claracollegeofcommerce.edu.in/pdf/organogram%20of%20claras%20college%20signed%20stamped.pdf</a>
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures for both teaching and non-teaching staff.

Welfare measures for Teaching Staff:



- Medical advance.

#### Welfare measures for Non-Teaching Staff:

- Financial contribution by the college to the Non-Teaching Staff Association Fund.
- Festival advance.
- Medical emergency advance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

10

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

5

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

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

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

13

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Performance Appraisal is conducted at the end of academic year. All teachers need to fill self-appraisal report. The report captures the following details of the candidate which includes

1. • General Information,
2. • Academic qualification,
3. • teaching experience,
4. • University level contribution,
5. • examination contribution at college level,
6. • contribution towards innovative practices in teaching methods & Evaluation methods,
7. • Improvement of Professional Competence,
8. • research contribution,
9. • publication,
10. • attendance in seminar, workshop, membership to professional bodies,
11. • community services, other general data.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### **6.4 - Financial Management and Resource Mobilization**

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0.4983

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Clara's College of Commerce is affiliated college of Mumbai University. It is an unaided institute. The major source of funding is the College fees collected from the students. The institute is not eligible to receive grants from the university/UGC.

Following income sources are identified for the resource planning.

- Students Fees.
- Alumni Association-
- Overhead from Research Grants- The college also applies for grants from the university wherever eligible.
- Philanthropist, Well-wishers & charitable organization
- Staff Contribution- for specific social cause
- Funds Collection from Students- funds towards specific social welfare scheme supported by it
- Funds from Mumbai University -towards conduct of NSS programs.
- Funds from Management - To organize & attend conferences, seminars, workshops
- Scholarship from Government - Department of Higher Education provides various scholarships to SC, ST, NT, OBC, Minority Students

#### Some of areas of utilization of Funds

- New Infrastructure development
- Student support (scholarships and free ships etc.)
- Maintenance of Infrastructure
- Salaries and payments
- Augmentation of Infrastructure
- Extension activities
- Cultural and academic activities
- Sports promotion activities
- Library expenses Examination expenses

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

Signing of MOUs and implementation of various strategies - The IQAC has tied up with other Institutes / NGO's/ Corporates to :

- Improve the functioning of the institute
- Improve the teaching-learning process
- Improve the Co-curricular activities of the institutes

The institute has signed eight MOU's.

Sr. No

Name of Institute

1

Technoserve Business Solutions

2

Think Monk Edu Tech Pvt. Ltd.

3

Film & Television Media Academy

4

NGO EKATA Manch

5

Children Welfare Centre's Law College

6

Greenvio Solutions

7

Academy of Self Defense

8

National Human Rights & Social Welfare

Meetings and Audits conducted -To improve the quality IQAC conducts meeting, seeks feedback from all stakeholders. Suggestions given in meeting and feedback are considered in improving the qualitative aspects of institute's academic &

administrative functioning.

Workshops and Seminars conducted - The IQAC regularly conduct workshops and seminars for improving the skill and knowledge of teachers and students, which include :

- Workshop on revised NAAC accreditation
- Webinar on Innovative Teaching Methodology in Higher Education
- National Level Webinar on Teaching -Learning Process: Learning the Unlearned
- Campus to Corporate -Careers Programme for students
- National Level Workshop on "Journey from idea to Opportunity-Business Model Canvas
- Webinar on Integrating IPR

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**Norms / processes / structures implemented by IQAC for improvement of teaching learning process is as under:**

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

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

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

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

File Description	Documents
Paste link for additional information	<a href="https://claracollegeofcommerce.edu.in/pdf/Academic%20Calender%20A.Y.%202020-21.pdf">https://claracollegeofcommerce.edu.in/pdf/Academic%20Calender%20A.Y.%202020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**



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

7.1.1 Annual gender sensitization action plan

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

AREA

INFRASTRUCTURE

Safety and Security

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

COMMITTEE

WDC ( Women Development Cell)

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

ACTIVITIES

Raising Awareness

We organized "One Day National Level Webinar on Gender Sensitization" on 8/3/2021.

File Description	Documents
Annual gender sensitization action plan	<a href="https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan.pdf">https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf">https://claracollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf</a>

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**7.1.3 Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste:**

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

- Liquid waste management:**

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://claracollegeofcommerce.edu.in/pdf/7.1.3%20Waste%20Management%20Geo%20Tagged%20Photos.pdf">https://claracollegeofcommerce.edu.in/pdf/7.1.3%20Waste%20Management%20Geo%20Tagged%20Photos.pdf</a>
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

- Restricted entry of automobiles
- Use of Bicycles/ Battery powered vehicles
- Pedestrian Friendly pathways
- Ban on use of Plastic
- landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

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

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

### 7.1.8

During Covid-19 Pandemic the entire world was suffering from economical issues. Our college is always ready to work for social causes and thus for serving the people, Clara's College of Commerce in association with Ekata Manch has conducted the following activities.

Our students had helped in the following activities.

**Serial Number**

**Activities**

**Date**

**From**

**To**

**1**

**Street play at Versova**

**16-03-2021**

24-03-2021

2

Free Vaccine Centre

19-05-2021

In Continuation

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

- In order to bring the awareness about the self protection from COVID -19, to reduce the spread of COVID-19 and to develop the habit of wearing mask and using sanitizer the following initiatives were taken:

1. Face mask preparation and distribution was done from 10-06-2020 to 16-07-2020,
2. OnlinePostermaking competition on 'Gratitude towards Corona Warriors and Covid-19 Awareness' was held on 08-10-2020.

- In order to protect and create an awareness about protecting the environment the following initiatives were taken:

1. Tree Plantation Drive was held on 04-07-2020.

2. An Intercollegiate Drawing Competition on the theme "Caretakers of Nature" was held on 03-04-2021.

- In order to bring the awareness about Anti-Ragging:

1. A session was held on Anti-Ragging on 20-03-2021.

- In order to inculcate scientific temperament among students, the college encouraged them to participate in "Participation in Workshop of 15th Avishkar Research Convention" on 24-03-2021.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

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

#### 7.1.11

Annual report of the celebrations and commemorative events for the last (During the year)

We at Clara's college of commerce provide a platform for students to celebrate national and international commemorative days, events and festivals. The activities conducted during the academic year 2020-2021 are as follows:

Sr.No.

Activity

Date

Total Number of beneficiaries

1

Yoga Day

21-06-2020

18

2

Online Independence Day Celebration



15-08-2020

54

3

NSS Foundation Day

24-09-2020

20

4

Online Quiz Competition on National Women's Day

18-02-2021 to 19-02-2021

1002

5

Marathi Bhasha Diwas Celebration Essay Writing Competition

25-02-2021

28

Marathi Bhasha Diwas Celebration Expert Talk- Dr. Shrikant Susar

27-02-2021

26

6

National Level Quiz competition on World Environment Day 5 June, 2021

05-06-2021

1353

1) Yoga Day: The NSS unit of Clara's college of commerce celebrated online International Yoga Day on 21st June 2020 to

convey the message of keeping mind and body fit through asana on the Zoom platform. Total 18 students (10 male and 8 female) participated in the activity.

2) Online Independence Day Celebration: Clara's College of Commerce celebrated online independence day on 15th August, 2020 through zoom App. Total 54 (17 teachers and 37 students) participated in the activity.

3) NSS Foundation Day: the NSS unit of Clara's College of Commerce conducted an online session on 24th September, 2020 to boost up the confidence in our volunteers with great fervor and enthusiasm. Total 20 students (10 male and 10 female) participated in the activity.

4) Online Quiz Competition on National Women's Day: To create awareness about national women's day and the women achievers of India from various fields the Women Development Cell and IQAC of Clara's College of Commerce organized an online quiz competition on 18th and 19 th Feb, 2021. No. of beneficiaries were 1002.

5) Marathi Bhasha Diwas Celebration Essay Writing Competition: Clara's College of Commerce celebrated online "Marathi Bhasha Divas" on 27th February, 2021. The college conducted a Marathi Essay writing competition in order to improve writing skills of students. Total participants of the competition were 28.

Marathi Bhasha Diwas Celebration Expert Talk- Dr. Shrikant Susar: The college also organized an online guest lecture on the topic " Marathi Bhashecha Samrudhha Varasa". Dr. Shrikant Susar, from Arts, Science and Commerce College Satral, Dist. Ahmednagae was invited as a guest speaker. He talked about the valued culture of Marathi Language. Total participants for the Guest Lecture were 26.

6) National Level Quiz competition on World Environment Day 5 June, 2021: Clara's College of Commerce conducted National Level Quiz Competition on the occasion of World Environment Day 5 June, 2021 for the Students, Faculties, Researchers, and Non-Teaching staff. Total 1353 (438 male and 914 female 1 other) individuals from all over India had participated in the quiz.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 7.2 Best Practices

#### Best Practice No. 1

1. Title of the Practice: To inculcate Social Conscience among students (Roti Bhaji Yojana)

2. Objectives of Practice:

- To increase the charitable values among students.
- To aware students about their social responsibility.

1. The Context: Clara's College is situated in western Mumbai where the number of people living in slums is considerably high. Many people do not have access to proper food on a daily basis. To solve such hunger problems of underprivileged people, the college has come up with an initiative Named-Roti Bhaji Yojana. One of the goals for this practice was to make the students aware of the helping tendency to the needy.

2. The Practice: For the academic year, 2020-2021 the college was using online teaching-learning methods due to the Covid-19 pandemic. Thus, donations were not collected from the students.

3. Evidence of Success

- As no donations were collected from the students, we are unable to measure the success of this practice for the academic year 2020-2021.
- The college management has contributed Rs. 8000 to Ekata Manch for Roti Bhaji Yojana.

#### 1. Problems Encountered and Resources Required

Covid-19 pandemic was a major problem encountered by us in running this yojana.

#### Best Practice No. 2

1. Title of the Practice: An online short term certificate course on Personality Development

2. Objectives of Practice:

- To inculcate positivity amongst students
- To nourish overall personality traits
- To make them up-to-date employee for the corporate world

1. The Context: Clara's College of Commerce conducted an online short-term certificate course on Personality Development from 5th April 2021 to 14th of April 2021.

The following speakers were invited for conducting sessions from 3.00 pm to 6.00 pm (03 Hours) everyday:

Sr. No.

Date

Day

Topic

Faculty Name

1

05 April 2021

Monday

Introduction : Importance of Personality Development in Corporate World

Dr. Prashant Dharmadhikari

2

06 April 2021

Tuesday

Conversational Skills

Mr. Shripad Joshi

3

07 April 2021

Wednesday

Ways to develop positive attitude

Dr. Shrikant Susar

4

08 April 2021

Thursday

Motivation, Introspection, Self-Assessment, Self-Appraisal & Self-development

Dr. Mamta Rajani

5

09 April 2021

Friday

Decision Making skills, Conflict: Process & Resolution

Mr. Sanjay Kalekar

6

10 April 2021

Saturday

Interpersonal Relationship, Personality - Spiritual journey beyond management of change

Dr. Sachin Gadekar

7

11 April 2021

Sunday

Developing the personality

Mr. Reetesh Singh

8

12 April 2021

Monday

Stress Management Techniques

Dr. Lekha Joshi

9

13 April 2021

Tuesday

Leadership & Qualities of Successful Leader

Mrs. Jisha Varghese

10

14 April 2021

Wednesday

Time Management

Dr. Madhukar Gitte

1. **The Practice:** The course was designed to guide the students to develop their personality by covering the topics like- Importance of Personality Development in Corporate World, Motivation, Conversational Skills, Ways to develop positive attitude, Motivation, Introspection, Self-Assessment, Self-Appraisal & Self-development, Decision Making skills, Conflict: Process & Resolution , Interpersonal Relationship, Personality - Spiritual journey beyond management of change, Developing the personality , Stress Management Techniques, Leadership & Qualities of Successful Leader, Time Management. Each speaker delivered their lectures by considering the level of students and taught them the various important aspects from their topics.
2. **Evidence of Success:** Total 121 Students were registered for the course out of which 48 students (20 male & 28 female) completed the course successfully with their maximum attendance.
3. **Problems Encountered and Resources Required:.** Following problems were faced
  - Initially, more students showed their interest in joining the course as they had registered for the course but later on 73 Students, of them failed to continue the course.
  - As the course was conducted through the online platform, the network connectivity at the students' side was the major issue.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

#### 7.3.1 INSTITUTIONAL DISTINCTIVENESS OF CLARA'S COLLEGE OF COMMERCE:

The Institution has the distinctiveness of being one of the colleges in the city that focuses on students welfare as well as work towards the welfare of society. The college conducts curriculum and co-curricular activities for the holistic development of the students. For this college sponsors student's participation in conferences and incur all the expenses like participation fees, travelling allowances and trainer's fees for conducting sports and cultural activities. College also takes initiatives during natural calamities - like teachers had donated for Konkan Flood Relief.

The Institution conducts various internal activities as well as encourages students to participate in external competitions organized by Mumbai University. Some students have participated in the 53rd Inter-Collegiate / Institute / Department Youth Festival and two of them won the prizes.

Initiatives undertaken during the Covid Pandemic:

- Distributed grocery packets
- 'Fever Clinics' were set up .
- Distributed masks and gloves
- Supplied food packets (lunch and dinner) for the attendants of the Covid patients and staff of Cooper Hospital on an ongoing basis.
- Organized 'Corona Mukt Samaj' theme based street plays



- The Free Vaccination Centre for Covid -19 started in association with BMC at CWC High School.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1.To organise One Day National Multidisciplinary E- Conference on Post Covid Revival of Indian Economy.

2.To encourage the eligible faculties & recommending them for sending application for Recognition as Post graduate teacher at University of Mumbai

3.To motivate and encourage Faculty to participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations), Visit Other Institutions as Resource Persons.

4.To encourage faculty members to complete Refresher Training Programmes and Faculty Development Programmes.

5.To organise webinars for encouraging research culture among the faculties & students.

6.To organise various Training programmes for enhancing the quality of teaching & learning .

7.To strengthen Alumni Association.

8.To organise career oriented certificate courses for students.

9. To create a committee to monitor adherence to the Code of Conduct