YEARLY STATUS REPORT - 2022-2023

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

• Financial Status	**Self-financing**	
• Name of the Affiliating University	**UNIVERSITY OF MUMBAI**	
• Name of the IQAC Coordinator	**DR. BABITA KANOJIA**	
• Phone No.	**9699240005**	
• Alternate phone No.	**7738501186**	
• Mobile	**9699240005**	
• IQAC e-mail address	**iqac@clarascollegeofcommerce.edu. in**	
• Alternate Email address	**madhukar.gitte13@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://clarascollegeofcommerce.edu.in	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://clarascollegeofcommerce.edu.in	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.66**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC	**21/06/2016**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Add-on Course Offerings: • Cyber Security: An intensive course covering essential concepts, tools, and practices in Cybersecurity held from 20.06.2022 to 02.07.2022. • Short Film Making: Providing students with hands-on experience in scriptwriting, directing, and producing short films held from 09.07.2022 to 20.07.2022. • Website Development: Equipping students with skills in designing and developing dynamic websites dated from 25.07.2022 to 06.08.2022. • IPR: Policies and Procedures for Trademarks: Focusing on intellectual property rights, particularly in trademark policies and procedures held from 04.08.2022 to 22.08.2022. 2. Career Guidance: • Career Guidance for SY & TY students: Assisting students in making informed career choices through workshops and counselling sessions held on 18.08.2022. 3. Faculty Development Programs (FDP) and Workshops: • FDP on Blended Learning: Enhancing digital learning experiences through a blend of traditional and online teaching methods held on 23.08.2022. • Orientation Session on Civil Commando Training: Introducing students to civil commando training methodologies aimed at enhancing their physical fitness, discipline, and crisis management skills held on 12.09.2022. 4. Skill Enhancement and Awareness Programs: • Financial Literacy and Tally Courses: Empowering students with financial management skills and proficiency in Tally software organised on 10.11.2022 to 21.11.2022 and 14.11.2022 to 25.11.2022. • Job Prep Fair and Interview Techniques: Facilitating students' transition into the job market through mock interviews and brand management strategies held on 10th Jan, 2023 • Awareness Session on Government Competitive Exams: Guiding students interested in pursuing government job opportunities

through comprehensive exam preparation held on 13.01.2023. 5. Certificate Courses and Meetings: • Short-Term Certificate Course on Research Methodology: Providing practical training in research methodologies to enhance students' research skills held on 16.01.2023 to 27.01.2023. • Brain Mapping: A Tool for Effective Performance: Exploring techniques to enhance cognitive abilities and optimize performance held on 18.01.2023. • PTA Meeting and IQAC: Facilitating communication between parents, faculty, and the IQAC for continuous improvement and feedback loops.

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. Diversified Academic Offerings	• Conducted a range of short-term certificate and add-on courses catering to diverse interests and skill development needs of students. • Courses included Cyber Security, Short Film Making, Website Development, IPR: Policies and Procedures for Trademarks, Financial Literacy, Tally, Interview Techniques and Brand Management, and Research Methodology.
2. Enhanced Teaching-Learning Practices	• Organized Faculty Development Programs (FDPs) like Blended Learning workshop to upgrade teaching methodologies and foster innovation in digital education. • Other initiatives aimed at improving the quality of teaching and learning processes institution-wide
3. Promotion of Research Culture	• Encouraged active participation of both faculty and students in research activities through seminars, workshops, and resource allocation. • Aimed at fostering a research-oriented environment conducive to academic excellence and knowledge advancement
4. Career Readiness and Employability	• Organized career-oriented seminars, workshops, and a job fair to equip students with essential skills, industry insights, and job placement opportunities. • These initiatives aimed at enhancing students' employability and preparing them for successful transitions into professional careers

5. Holistic Student Development	• Conducted Student Development Programs (SDPs) covering diverse topics such as interview techniques, brand management, and effective performance strategies.
6. Participation in Sports and Cultural Activities	• Active participation in sports and cultural activities facilitated physical fitness, skill development, and cultural enrichment among students, contributing to their holistic development. • Students participated in Ball- Badminton on 10.12.2022, Archery on 09.12.2022, Football on 08.01.2023, soft ball on 31st January, 2023, Baseball on 1st Feb, 2023, tournaments organised by the University. • Students of the college have participated in various activities of 55th Youth Fest organised by the University of Mumbai, such as painting, western instrumentation- solo, skit in Marathi, one act play in Marathi, Folk dance etc.
7. Implementation of National Education Policy 2020	• NEP is being implemented in all affiliated college from the academic year 2024-25. • Principals, Teachers, Students have attended workshop on NEP policy at University of Mumbai, Fort on 17th April 2023.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	06/02/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
YES	12/01/2023

15. Multidisciplinary / interdisciplinary

Academic excellence, professional competence, basic human values and social activities are the main pillars of the vision of the college. Since college is affiliated to the University of Mumbai, it has limited freedom and flexibility in starting new courses and academic programmes. College offers more short term and skill based certificate courses and also offer value-added courses for the holistic development of students. Courses like FC, EVS, CSR and Goverence can inculcate human values, environmental awareness, social values and responsibility among students. Teachers and students are motivated to undertake minor research projects and field projects in critical and contemporary issues, to publish research papers in reputed and UGC Care Journals and also to present papers in conferences and seminars. Workshops, seminars and sessions are oraganised on interdisciplinary topics by different departments.

16. Academic bank of credits (ABC):

Since college is affiliated to the University of Mumbai, it will implement the Academic Bank of Credit (ABC) as per the guidelines of University and UGC. College has to implement the syllabus and curriculum designed by the Boards of Studies (BoS) of different courses and subjects. The guidelines of the university regarding internal and external exams and project assignments are followed. College adheres to university exam time table and on line assessment work. Internal exams are conducted by the college and Continuous Internal Evaluation (CIE) system is followed for internal assessments. Utmost transparency and secrecy is maintained in respect of conducting exams and assessment of answer books. College has been following Credit Based System stipulated by the university. As and when Academic Bank of Credit (ABC) is implemented by the university, college will take all necessary steps to implement ABC. ABC designed by the NEP is important measure to increase the Gross Enrollment Ratio and to reduce dropout rate in higher education. ABC adopts interdisciplinary/multidisciplinary approach under which lerner can learn various subjects at his/her own pace.

17. Skill development:

The college has been organising short term skill based courses for a minimum of 30 hours for holistic personality development and to

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

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

The ancient Gurukul System was multidisciplinary and holistic learning system in which students had to learn human values, ethics, science, mathematics, professional and soft skills, etc. As per university curriculum, Indian ancient knowledge is elaborated to students through subjects like FC and Indian Ethos. Hindi and Marathi Bhasha Divas are celebrated in order to promote Indian language viz, Hindi and Marathi. Though medium of instruction for all 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 courses at the beginning of year in Orientation Programme and Parent-Teacher meetings. POS, COs and PSOs of students are measured and calculated on the basis of marks obtained in internal and external examinations, their performance in class tests, project assignments, field visits, viva and presentations and collecting and analysing feedback of students. POS, COs and PSOs are displayed on college website.

20.Distance education/online education:

Apart from regular curriculum, college offers various skill based and personality development short term certificate cources in order to enhance students soft skills and employbility. These cources 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 augument physical and ICT infrastructure in order to adopt digital mode of teaching and learning. There is a transformation of teaching and learning process from traditional mode of learning from blackboard to online digital learning. Computers, internet, wifi, LED projectors, smart boards, zoom platform for teaching and learning, are used for digital teaching and learning. Teach-us software for conducting examinations, result software for preparing mark sheets and other softwares are provided. Library is well equipped with internet, e-resources like N- List, latest softwares E- granthalaya, etc. Teachers conduct online tests, prepare e- resources, class notes, question banks and also videos of lectures. E-resources like SWAYAM, E-Pathshala, NPTEL will be created in coming years. Increased use of ICT and digital technology is one of the key aspects of the college Strategic Perspective Plan. College is well equipped with ICT infrastructure for online and offline teaching and learning.

Extended Profile

1.Programme

1.1   **197**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 **509**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 **0**

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

File Description	Documents
Data Template	[View File](#)

2.3 **123**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 **16**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2 **16**

Number of sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**509**

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**123**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**16**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	16

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	98.69
4.3 Total number of computers on campus for academic purposes	73

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

Effective curriculum delivery is ensured by teachers through preparation of teaching plans for their respective subjects. Teachers prepare powerpoint presentations and make use of videos and interactive tools like google classroom for effective accomplishment of programme objectives and course objectives as prescribed by University of Mumbai.Academic calendar is prepared at the beginning of academic year for giving a comprehensive learning experience for the students. Orientations, Seminars, Workshops, Industrial visits, Examinations, etc are incorporated in the academic calendar.

Workload and departmental timetables are prepared at the beginning of every semester. Daily dairy and syllabus completion reports are prepared by teachers to ensure timely completion of portions. Assignments, projects, class-tests are conducted to ensure effective curriculum delivery. Remedial lectures are planned for the weaker students.

Being an affiliated college of the University of Mumbai, Examinations for various courses are carried out as per university guidelines.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://clarascollegeofcommerce.edu.in/timetable.php

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

To plan the curriculum in an effective manner, the academic calendar is prepared at the beginning of every year by IQAC through discussion with staff and principal. Academic calendar is prepared within the framework of the University of Mumbai academic calendar, incorporating various events and activities.

Internal and external examinations, sports day, annual day, Industrial visits, workshops, guest lectures, etc are included in the academic calendar along with gazetted holidays and term breaks for the smooth and continuous internal evaluation.

IQAC meetings are conducted on a regular basis to assess the execution of planned activities as per the academic calendar and necessary changes are incorporated if required.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/ACADEMIC%20CALENDAR%20FOR%20A.Y.2022-2023%20Final%20one.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for

C. Any 2 of the above

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

28

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

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

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

07

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

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

number of students during the year

397

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

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues into the curriculum by conducting various workshops and sessions and also through the various subject courses developed by the university.

Professional Ethics was incorporated into curriculum through -Contribution of scriptures in acting, Workshop on short film making, IPR policies and procedures for trademarks,

Gender issues are incorporated in curriculum through various gender sensitive programmes conducted by Women development cell of college , International day for the elimination of violence against women, Workshop on Self Defense , A Visit of girl students to the nearest Police Station, An exhibition of books on Women on the occasion of Women's Day, Thank You Campaign on the occasion of Women's Day

Human Values: Celebration of International Yoga day, session on anti-ragging, Rally-Paying tribute to unsung pandemic heroes, Azadi ka Amrit Mahotsav - Awareness drive on Har Ghar Tiranga, International Senior citizen's day celebration, Teachers day celebration-Greeting card making competition, Workshop on Personality development,Constitution Day - Quiz Competition, A session on Awareness of Blood Donation , Medical Camp

Environment and sustainability is included in the curriculum through -Tree plantation drive, The world nature conservation day, Beach clean up drive, Competition on making best out of waste, Collection of Waste Material

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.	View File

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

5

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

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

173

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	https://clarascollegeofcommerce.edu.in/pdf/Feedback%20of%20Stakeholders%20I-III-V-2022-23.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://clarascollegeofcommerce.edu.in/pdf/Feedback%20of%20Stakeholders%20I-III-V-2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

509

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

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

supernumerary seats)

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

0

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

2.2 - Catering to Student Diversity

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

The institute implements a system to support students at all levels. Using semester exams, class tests, and participation, they identify advanced learners (scoring above average) and slow learners (scoring below average). Faculty provide targeted support for each group. Slow learners receive remedial and extra classes, revision lectures after completing the syllabus, and even one-to-one guidance . Additional resources like scanned notes and e-books are shared through online platforms. Advanced learners are encouraged to participate in enriching activities like conferences and competitions while receiving guidance through model question papers. Finally, the institute motivates advanced learners with awards presented on the annual day. This approach ensures all students have the opportunity to thrive.

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

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

Number of Students	Number of Teachers
641	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. Students Centric Methods:

The institute goes beyond academics to offer a well-rounded student experience. Students can participate in various competitions on campus and off campus organized by other colleges. They can also gain valuable leadership experience by joining committees like the NSS, Cultural committee or the sports committee. The Student Council actively organizes events, from cultural celebrations to alum gatherings and annual day festivities. To support student success, the institute provides resources like a well-stocked library, computer lab, and modern classrooms equipped with technology.

1. Participative learning:

The institute fosters All-rounded development by offering a comprehensive program to enhance students' soft skills. This program includes workshops on presentations and communication, preparing students to excel in national and international conferences. Additionally, short-term courses address holistic development, while events like the Avishkar competition spark curiosity and original thinking. To further enrich the student experience, the institute encourages participation in cultural activities, sports, and on-campus seminars and webinars.

1. Problem-solving methodologies:

In the classroom, faculties go beyond traditional lectures by incorporating case studies and practical problems. This fosters active learning and discussion. Additionally, the institute regularly hosts quiz competitions encompassing academic and general knowledge to assess and enhance student learning. This activity emphasizes the active learning approach and combines information about case studies and practical problems. It also clarifies the purpose of the quiz competitions.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://clarascollegeofcommerce.edu.in/

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

The college embraced online learning platforms like Zoom and Google Classroom to ensure educational continuity. This shift allowed classes to continue and opened doors for enhanced learning experiences. Interaction during online lectures is highly encouraged to foster student engagement. Technology plays a central role, with computers, laptops, and mobile devices facilitating teaching and learning. The college shares crucial updates, exam schedules, and notices via SMS, WhatsApp groups, and its website. Faculty utilize Google Classroom, Drive, and Zoom for presentations and assignments and for sharing subject-specific notes. Attendance for students and faculty is conveniently tracked online via Google Drive. Recognizing the importance of continued learning, the library offers access to many electronic resources, including e-journals, e-books, Inflibnet, and e-Granthalaya. To stay updated on evolving trends, webinars were conducted regularly on Zoom.

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

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

The college employs a multi-pronged approach to ensure fair and transparent evaluation throughout the academic year. At the beginning of each year, an orientation program familiarizes students with the overall evaluation process. Regular online classes keep them updated on individual subject syllabi and assessment components. Internal exams are conducted at the college level, following university guidelines. The college frequently shares details regarding internal assessments and semester exams with our students through various channels, such as Zoom classrooms, WhatsApp groups, the college website, and physical notice boards (which we post 20 days before the exam). The college ensures our students are always well-informed and prepared for their exams. So, stay tuned and keep an eye out for these notifications. Take advantage of all critical updates that could affect your academic success!

Additionally, faculty discuss exam patterns in online classes and conduct class tests for practice. Students who miss exams due to technical issues or valid reasons can take makeup exams. The college is committed to accuracy, and students can approach subject teachers to clarify doubts and even request corrections for any tabulation errors found in their marksheets.

File Description	Documents
Any additional information	View File
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf /Exam%20Announcements%20&%20Notices/Examin ation%20Notice%202022-23.pdf

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

While most exam-related complaints arise after results are declared, the institute has a robust system for addressing them. The grievance and redressal committee, alongside the examination department, effectively resolves issues concerning internal exams, including errors in internal assessment marks, attendance sheets, or other information. During the pandemic, students who missed exams due to technical glitches or other valid reasons were offered re-examinations at the departmental level. The examination department meticulously maintains attendance records to address any discrepancies related to exam attendance. For internal practical tests, if a student raises concerns about the conduct of the test, the concerned teacher promptly addresses the issue. Finally, the examination department handles internal and external grievances related to marks.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Exam%20Announcements%20&%20Notices/Examination%20Notice%202022-23.pdf

2.6 - Student Performance and Learning Outcomes

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

The institute prioritizes clear learning goals for its students. With a vision of fostering innovative, value-based education, the institute leverages its motivated and trained faculty to prepare students for future challenges. To achieve this, faculty and departmental coordinators collaboratively define program-specific outcomes (PSOs), program outcomes (POs), and course outcomes (COs). Students are introduced to these learning objectives during their orientation program and can easily access them year-round on the college website. Furthermore, instructors actively guide students in translating these outcomes into their professional lives.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/2023-24%20PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME).pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File]()

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

The college implements a thorough system to assess student progress towards program-specific outcomes (PSOs), program outcomes (POs), and course outcomes (COs). This evaluation uses various continuous assessment tools. Rigorous evaluation begins at the year's outset, with assessments based on students' prior performance. Throughout the year, class tests, surprise quizzes, internal assessments, and class activities like debates and group discussions gauge student understanding and course effectiveness. Finally, semester-end exams (depending on the course) contribute to evaluating program and course outcomes. Additionally, faculty discuss PSOs in class, and the placement cell collaborates with TechnoServe to offer relevant job opportunities, further informing students of career paths aligned with their programs. This comprehensive approach allows both students and instructors to assess the effectiveness of the teaching and learning system.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/2023-24%20PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME).pdf

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

123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	https://clarascollegeofcommerce.edu.in/pdf/result%20analysis%202022%202023.pdf

2.7 - Student Satisfaction Survey

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

https://clarascollegeofcommerce.edu.in/pdf/SSS%202022%202023.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)	[View File]()

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

3.1.2.1 - Number of teachers recognized as research guides

02

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

00

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

3.2 - Innovation Ecosystem

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

The institution has diligently fostered an innovation-centric environment, endeavoring to stimulate the creation and exchange of knowledge.

Workshops: The College hosts various workshops focusing on important topics like finance, technology, and business methods. These workshops are designed to help students and teachers learn new skills, share ideas, and find creative solutions to problems.

Webinars: The college also organizes webinars where experts from different fields come together to share their knowledge. These online sessions are great for learning new things and connecting with people in different industries.

Participation in Avishkar Research Convention: Our students take part in the Avishkar Research Convention organized by the university. It's a chance for them to showcase their research and

connect with students from other colleges.

Well-equipped Library: We have a well-stocked library with lots of books, journals, and online resources. It's a great place for students to study and do research, and it helps foster a culture of learning.

Inspiration and Motivation Sessions: The College also hosts regular sessions to inspire and motivate students. These sessions encourage creativity, excellence, and a passion for learning and innovation in business-related fields.

Through these concerted efforts, the institution remains steadfast in its commitment to fostering an innovation ecosystem, where ideas flourish, collaboration thrives, and boundaries of knowledge and innovation are continuously pushed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Innovative%20Ecosystem%20(2022-23).pdf

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

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

08

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

3.3 - Research Publications and Awards

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

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

02

File Description	Documents
URL to the research page on HEI website	https://clarascollegeofcommerce.edu.in/pdf /Ph.d%20Guiden%20-2022-23.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

05

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

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

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

02

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

3.4 - Extension Activities

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

Clara's College of Commerce actively participated in various extension and outreach programs throughout the 2022-23 academic year. Collaborating with NSS units, NGOs, and government initiatives, these activities addressed social concerns, promoted community well-being, and aligned with national goals.

Clara's commitment to health and hygiene was evident through medical health camps, blood donation drives, and informative awareness talks. Initiatives focused on environmental and sustainability issues included tree plantation drives and beach clean-up drives conducted in partnership with organizations like the Jay Foundation and Plastoconomy Foundation.

Social awareness programs encompassed rallies celebrating Azadi ka Amrit Mahotsav, raising awareness for the Har Ghar Tiranga campaign, and celebrating Independence Day with underprivileged children. The college also championed gender equality through a dedicated Woman's Day celebration and consumer rights through a consumer awareness drive.

Additional activities included NSS Orientation and Foundation Days, a mega collection waste drive, and an Appa Pada Donation Drive.

With the variety of programs offered,magnitude of students actively participated in extension activities throughout the year. This robust engagement demonstrates Clara's College of Commerce's dedication to social responsibility and fostering student development through community involvement.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/3.4.3%20&%203.4.4%20Extension%20Activity-%20%20(2022-23).pdf
Upload any additional information	View File

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

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

10

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

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

1422

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

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

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

1422

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

3.5 - Collaboration

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

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

19

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

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

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

11

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

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

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

TheMulti-purpose hallhasanarea of approximately2624squarefeetwitha capacity for300 studentstorunvarious. Itisequipped withan audio-videoand internetinstallation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.1.pdf

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

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.2.pdf

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

22

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.3%20Data%20Template%202022-23%20%20ICT%20enabled%20Class%20Room,%20Seminar%20Hall%20&%20Master%20Time%20Table%20SemI-III-V%20&%20II-IV-VI-compressed.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

17.64

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

4.2 - Library as a Learning Resource

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

Name of Integrated Library Management System (ILMS):-KOHA Library Management Software

Version:- 22.11.00.000Rosalie

Library upgraded its earlier e-Granthalaya software with KOHA Library Management Software with effect from July 2022.

Library OPAC (Online Public Access Catalogue) facility is available to search Library catalogue.

Library subscribed N-List database through which access to e-Books and e-Journals are provided for students and staff.

Through UGC INFLIBNET N-List access to e-shodh Sindhu and Shodh Ganga also provided.

Library also provide online access to freely available online resources, question papers, course syllabus and useful links through library OPAC web page.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional Information	<u>https://clarascollegeofcommerce.edu.in/pdf /Koha%20Library%2022-23%20New.pdf</u>

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above**
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-

books Databases Remote access toe-resources

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

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

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

1.65

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

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

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

48

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

4.3 - IT Infrastructure

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

The college is well connected through Wi-Fi facility. A 100 MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online

mode of education. The Institution has a well-equipped Computer Laboratory with WINDOWS operating system and LAN where students and faculty, can avail the facility of internet and audio-visual aids. Two 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. Astute Information Management Solution software used for Exam Results, Mark sheet printing & Eligibility Criteria.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf /Policy%20for%20utilisation%20and%20Mainte nance%20of%20Infrastructure%20(1).pdf

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

46.09

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

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

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

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

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

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

same.

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

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

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

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20for%20utilisation%20and%20Maintenance%20of%20Infrastructure%20(1).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

14

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://clarascollegeofcommerce.edu.in/pdf/5.1.3%20Capacity%20Building%20,Soft%20Skill%20and%20Language.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

5

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

116

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

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

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

5.2.2.1 - Number of outgoing student progression to higher education

25

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college actively engages in a spectrum of curricular, co-curricular, and extracurricular initiatives, fostering student involvement through appointed representatives. Encouraging

participation in activities organized both internally and by Mumbai University and other colleges, our institution prioritizes the holistic development of students. Employing skilled professionals, we ensure comprehensive training sessions aimed at enhancing performance and promoting effective teamwork among students.

Furthermore, students enthusiastically contribute to commemorating national events such as Independence Day and Republic Day, while also spearheading initiatives like Blood Donation Camps, Medical Camps, and our institution's Annual Day celebrations. To ensure student welfare, a dedicated Complaint and Suggestion Box is stationed within the Library premises, providing a platform for addressing grievances promptly.

In addition to fostering student involvement, the institution facilitates active participation in various administrative, curriculum, and academic committees. These include but are not limited to the College Development Committee, Internal Quality Assurance Cell, Students Council, National Service Scheme, Women Development Cell, Internal Complaint Committee, Cultural Committee, Gymkhana and Sports Committee, and Library Committee. Such engagement empowers students to contribute meaningfully to the institutional framework and decision-making processes, enriching their overall academic journey.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20%202022-23.pdf
Upload any additional information	View File

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

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

43

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

5.4 - Alumni Engagement

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

Clara's College Alumni Association conducted four meetings during the year for the smooth functioning of the Association and the betterment of students. The first meeting was held on 02nd July 2022, Responsibilities were distributed to different individuals for the Celebration of Tree Plantation Rally held in association with Ekta Manch. The second meeting was conducted on 15th October 2022. Planning for the Blood Donation Drive and Annual Sports Day was done and distribution of duties among the members of the blood donation drive was made. Later, on 14th December 2021, an association helped in conducting the Blood Donation camp smoothly. On 29th April 2023, the third meeting was held. The old committee completed five years. New members are to be appointed and trained so that the work of the alumni association will go smoothly.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Alumni%202022-23.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The following are the vision and mission statements of institution

Vision Statement:

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

Mission Statement:

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

As stated in the vision and mission statement, the institute strives to to provide best values, skills and knowledge to each of its students, the Institution also strives to o provide good governance and environment for its teachers and students.

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

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/vision-mission.php
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.

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

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

At the department level, the HOD monitors

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Planning for the academic year focused on the seven key areas

Library, ICT and Physical Infrastructure Focus on increase Library usage and also increase in digital resource usage.

Curriculum Development – The focus would be on conducting add-on

courses on related to finance, research and general development of the students

Teaching and Learning – IQAC would be taking feedback from students for subject teachers. The college would also conduct FDP's for improving the curriculum delivery of the teachers.

Examination and Evaluation- As the students are planning to return to the traditional method of examination, stress on remedial lectures to be made.

Research and Development - To conduct a national / International Level conference. To conduct short term, course on Research paper writing.

Human Resource Management - To conduct FDP Soft Skills for teachers and on usage of Digital resources for better lecture delivery.

Industry Interaction / Collaboration - To plan for conducting a job fair. To conduct workshop for students in resume writing and attending interviews.

Cultural & Sports Activities - To organize various cultural activities in college along with indoor and outdoor sports activities for students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

The day to day functioning of the college is managed by the various statutory and non-statutory committees formed. These committees include both statutory committees like 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	https://clarascollegeofcommerce.edu.in/pdf /organogram%20of%20claras%20college%20sign ed%20stamped.pdf
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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures

- **Staff Salary is credited by first week of every month.**

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

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20On%20providing%20Financial%20Support.pdf
Upload any additional information	View File

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

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

1

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

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

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

04

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

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

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

5

File Description	Documents
IQAC report summary	*View File*
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)	*View File*

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

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

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

The report captures the following details of the candidate which includes

· **General Information,**

· **Academic qualification,**

· **teaching experience,**

· **University level contribution,**

- **examination contribution at college level,**

- **contribution towards innovative practices in teaching methods & Evaluation methods,**

- **Improvement of Professional Competence,**

- **research contribution,**

- **publication,**

- **attendance in seminar, workshop, membership to professional bodies,**

- **community services, other general data.**

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

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

6.4 - Financial Management and Resource Mobilization

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

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

In terms of Internal audit, the Accounts department head monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified immediately. At the end of

each financial year the balance sheet of all the section is merged. The college does not hold a PAN Card in its name. The external financial audit of all the institutes through its Chartered Accountant - Pradeep Chaudhary & Co at the end of every financial year. Any audit noting is for the amalgamated balance sheet, which are then replied by the accounts department accordingly.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0.479

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

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

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

Following income sources are identified for the resource planning.

- Tuition fees, development fees and other charges.
- Interest received on saving deposits and fixed deposits.
- Alumni Membership and donations.
- Fees collected for miscellaneous services, given to students such as Transcripts, Duplicate Mark Sheets, Transfer Certificates.

- **Fees collected for academic activities like Industrial Visits and training programmes**
- **Examination Fees, revaluation fees and photocopy charges.**

Some of areas of utilization of Funds

- **Salaries of all teaching, non-teaching staff and house-keeping staff.**
- **Repairs and maintenance of building, machinery and equipment's.**
- **AMCs for website, CCTVs, Library, results and other software's.**
- **Audit fees to Chartered Accountant and other Auditors**
- **Purchase of books, journals, periodicals and newspapers.**
- **Registration and travelling expenses to students for participating in sports and cultural activities.**
- **Reimbursement for paper presentations, workshops and publications**
- **Electricity, water bills and property tax.**
- **Purchase of stationery for office and departments**
- **Remuneration towards CAP moderation, revaluation and evaluation.**
- **Expenditure to organizing 7 days' rural residential camp for NSS.**
- **Expenditure incurred on organizing seminars, workshops, FDPs, SDPs, Blood Donation camp, Annual Day, sports and cultural activities.**

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

6.5 - Internal Quality Assurance System

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

IQAC improve the quality of Curriculum delivery follows the following norms

- **Preparation of Teaching Plan**
- **Portion completion update**

- **Monthly feedback from students by visiting each class for portion completion and any teaching related issues.**
- **Student satisfaction survey and feedback is taken each year**

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

- **Add on Course :- Cyber Security**
- **Seminar on Contribution of Scriptures in Acting in Collaboration in Big Bang Theaters Foundation**
- **Add on Course :- Short Film Making**
- **Add on Course :- Website Development**
- **Add on Course:- IPR: Policies and Procedures for Trademarks**
- **FDP on Blended Learning: A Stepping Stone to Enhance Digital Learning**
- **A short Term Course on Goods and Service Tax (GST) : Overview and Filing Returns**
- **Workshop on Personality Development**
- **FDP on Preparation of SSR and Documentation**
- **Awareness Programme on Code of Conduct for College Teaching and non - teaching staff**
- **Add on Course :- Financial Literacy**
- **Add on Course :- Tally**
- **Add on Course :- Interview Techniques and Brand Management**
- **A Short Term Certificate Course on Research Methodology**

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20ACTIVITES%20List%20and%20Reports-%202022-2023.pdf
Upload any additional information	**No File Uploaded**

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	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20Notice%20and%20Minutes%20AY%20-22-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. We have made the gender policy of the College and uploaded it on the College website.

INFRASTRUCTURE

Safety and Security

For safety reasons, we have installed separate staircases for male and female students. The college has developed and posted its gender policy on its website.

CCTV cameras installed in all of our school's classrooms and other conspicuous locations.

COMMITTEE

WDC (Women Development Cell)

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

ACTIVITIES

Raising Awareness

International Day for the Elimination of Violence against Women organized on 25-11-22,

Workshop on Self Defense organized on 17-01-23

A Visit of girl students to Versova Police station on 08-03-23,

Thank You Campaign on the occasion of Women's Day Celebration organized on 08-03-22,

Display of books on Women's Day organized on 08-03-23

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File Description	Documents
Annual gender sensitization action plan	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan%2022-23.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202022-2023.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

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

- **Solid waste management :**

1. **Dry waste (approx. 1 kg) and organic waste (approx. 5 kg) are collected on a daily basis except on weekends from the entire premise including canteen.**

2. **The waste produced on the campus is not segregated, on a daily basis the waste is collected in large bins (at present in the open space) and then handed over to the local municipality van every morning.**

- **Liquid waste management:**

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

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

7.1.4 - Water conservation facilities available **B. Any 3 of the above**
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

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

7.1.5 - Green campus initiatives include

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

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

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

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

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

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

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

A. Any 4 or all of the above

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

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

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

Following activities were conducted in academic year 2022-2023-

1. **"Azadi ka Amrit Mahotsav: Awareness Drive on Har Ghar Tiranaga" organisedd on from 6/08/2022 to 15/08/2022.**

2. **"Rally Highlighting the achievements of India Post-Independence & also paying Tribute to the Unsung Pandemic Heroes" organised on 10/8/2022.**

3. **Recitation of National Anthem organised on 17/08/2022.**

4. **Constitution Day - Quiz Competition organised on 26/11/2022.**

5. **Blood Donation Camp organised on 14/12/2022.**

6. **Marketing Fest Food Fiesta and Traditional Day organised on 15/02/2023.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

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

Following are the activities for inculcating constitutional values among the staff and students in the year 2022-23:

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

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

- **Many regular programs are conducted throughout the academic session to educate students about their rights through various departments of our college.**

    - **Constitution Day - Quiz Competition organised on 26/11/2022.**

    - **Appa Pada Donation Drive organised from 17/3/2023 to 22/3/2023.**

    - **Consumer Awareness Drive organised from 19/12/2022 to 28/12/2022.**

    - **Felicitation programme of Social Organisation and Meritorious Students organised on 4/9/2022.**

    - **Independence Day with Street Children organised on 15/08/2022.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://clarascollegeofcommerce.edu.in/pdf/7.1.9%20ALL%20PROOF%20MERGED%20(1).pdf
Any other relevant information	**Nil**

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Annual report of the celebrations and commemorative events for the year 2022-2023.

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

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2022-2023.

Celebration of National and International Commemoration Days

Sr. No.

Date

Days

1

June 21, 2022

International Yoga Day

2

July 11, 2022

World Population Day

3

July 28, 2022

The World Nature Conservation Day

4

August 15,2022

Independence Day

5

August 20,2022

International Senior Citizen's Day Celebration

6

September 5, 2022

Teachers' Day Celebration

7

September 14, 2022

Hindi Divas Celebration

8

September 24, 2022

NSS foundation day

9

November 26. 2022

Constitution Day

10

January 26, 2023

15-06-2024 12:50:00

Republic Day

11

February 27, 2023

Marathi Bhasha Divas

12

March 8, 2023

International Women's Day

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

7.2 - Best Practices

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

Best Practice:1

Title : Students' Holistic Development

Objectives:

- **To concentrate on the overall growth of the children.**

- **To improve the process of teaching and learning.**

- **To cultivate in students a concern for the environment.**

The Context: Vision and aim is to provide assistance, guidance to

students for fulfilling their dreams and aspirations.We focus on academics and overall development of students.

Practice:

College conducts seminars,workshops, expert talk, career counseling, add-on courses, online feedback system and provides financial assistance to needy students.

Evidence of Success: Various activities were conducted and a sum of Rs. 201570 was given as freeships to 14 students.

Problems Encountered and Resources Required:

- Students' communication difficulties in English.

- There are instances when student involvement is low.

Best Practice: 2

Title: Roti Bhaji Yojana

Objectives

- To instill in students a sense of civic duty and charity.

- To give meals to those in need.

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

The Practice: Donations were collected from the students.

Evidence of Success: The sum of Rs.15750 was collected from students.

Problems Encountered and Resources Required: Due to low student involvement, collected funds are inadequate.

File Description	Documents
Best practices in the Institutional website	https://clarascollegeofcommerce.edu.in/pdf/7.2%20Best%20Practices1.pdf
Any other relevant information	Nil

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

INSTITUTIONAL DISTINCTIVENESS OF CLARA'S COLLEGE OF COMMERCE

Ready to Serve the Society:

The institution stands out from the others because it is one of the institutions in the Mumbai suburbs that prioritizes the welfare of its students in addition to contributing to the welfare of society.During the year 2022-2023 college has conducted following activities.

- Blood Donation Drive: Blood Donation Drive has been organized on 14th December, 2022 Total number of blood units collected were 313.

- Appa Pada Donation Drive: Help the people of Appa Pada by donating clothes, sanitary items, utensils, food, dry snacks, ration, stationary, etc

- Medical Camp: College organized free medical camps on 14th April,2022

- MoUs and Collaborative Activities:

- Clara's College of Commerce has signed MoUs with-

  - Children Welfare Centre's Law College

  - Ekata Manch (NGO)

- Film and Television Media Academy

- Screenwriters Guild of India

- National Human Rights and Social Justice Commission

- Think Monk Info LLP (Teachers)

- Cosmopolitan's Valia College of Commerce

- Greenvio Solutions

- Hind Seva Parishad's Night Degree College

- M.V. Mandali's College of Commerce and Science

- Academy of Self-Defence

- Training Inbox

- VIVA Institute of Management & Research

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

Effective curriculum delivery is ensured by teachers through preparation of teaching plans for their respective subjects. Teachers prepare powerpoint presentations and make use of videos and interactive tools like google classroom for effective accomplishment of programme objectives and course objectives as prescribed by University of Mumbai.Academic calendar is prepared at the beginning of academic year for giving a comprehensive learning experience for the students. Orientations, Seminars, Workshops, Industrial visits, Examinations, etc are incorporated in the academic calendar.

Workload and departmental timetables are prepared at the beginning of every semester. Daily dairy and syllabus completion reports are prepared by teachers to ensure timely completion of portions. Assignments, projects, class-tests are conducted to ensure effective curriculum delivery. Remedial lectures are planned for the weaker students.

Being an affiliated college of the University of Mumbai, Examinations for various courses are carried out as per university guidelines.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://clarascollegeofcommerce.edu.in/timetable.php

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

To plan the curriculum in an effective manner, the academic calendar is prepared at the beginning of every year by IQAC through discussion with staff and principal. Academic calendar is prepared within the framework of the University of Mumbai academic calendar, incorporating various events and activities.

Internal and external examinations, sports day, annual day, Industrial visits, workshops, guest lectures, etc are included in the academic calendar along with gazetted holidays and term breaks for the smooth and continuous internal evaluation.

IQAC meetings are conducted on a regular basis to assess the execution of planned activities as per the academic calendar and necessary changes are incorporated if required.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/ACADEMIC%20CALENDAR%20FOR%20A.Y.2022-2023%20Final%20one.pdf

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

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

1.2 - Academic Flexibility

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

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

28

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

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

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

07

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

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

397

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

1.3 - Curriculum Enrichment

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

Institution integrates crosscutting issues into the curriculum by conducting various workshops and sessions and also through the various subject courses developed by the university.

Professional Ethics was incorporated into curriculum through -Contribution of scriptures in acting, Workshop on short film

making, IPR policies and procedures for trademarks,

Gender issues are incorporated in curriculum through various gender sensitive programmes conducted by Women development cell of college , International day for the elimination of violence against women, Workshop on Self Defense , A Visit of girl students to the nearest Police Station, An exhibition of books on Women on the occasion of Women's Day, Thank You Campaign on the occasion of Women's Day

Human Values: Celebration of International Yoga day, session on anti-ragging, Rally-Paying tribute to unsung pandemic heroes, Azadi ka Amrit Mahotsav - Awareness drive on Har Ghar Tiranga, International Senior citizen's day celebration, Teachers day celebration-Greeting card making competition, Workshop on Personality development,Constitution Day - Quiz Competition, A session on Awareness of Blood Donation , Medical Camp

Environment and sustainability is included in the curriculum through -Tree plantation drive, The world nature conservation day, Beach clean up drive, Competition on making best out of waste, Collection of Waste Material

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.	View File

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

5

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

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

173

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://clarascollegeofcommerce.edu.in/pdf/Feedback%20of%20Stakeholders%20I-III-V-2022-23.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://clarascollegeofcommerce.edu.in/pdf/Feedback%20of%20Stakeholders%20I-III-V-2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

509

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

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

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

0	

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

2.2 - Catering to Student Diversity

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

The institute implements a system to support students at all levels. Using semester exams, class tests, and participation, they identify advanced learners (scoring above average) and slow learners (scoring below average). Faculty provide targeted support for each group. Slow learners receive remedial and extra classes, revision lectures after completing the syllabus, and even one-to-one guidance . Additional resources like scanned notes and e-books are shared through online platforms. Advanced learners are encouraged to participate in enriching activities like conferences and competitions while receiving guidance through model question papers. Finally, the institute motivates advanced learners with awards presented on the annual day. This approach ensures all students have the opportunity to thrive.

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

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

Number of Students	Number of Teachers
641	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. Students Centric Methods:

The institute goes beyond academics to offer a well-rounded student experience. Students can participate in various competitions on campus and off campus organized by other colleges. They can also gain valuable leadership experience by joining committees like the NSS, Cultural committee or the sports committee. The Student Council actively organizes events, from cultural celebrations to alum gatherings and annual day festivities. To support student success, the institute provides resources like a well-stocked library, computer lab, and modern classrooms equipped with technology.

1. Participative learning:

The institute fosters All-rounded development by offering a comprehensive program to enhance students' soft skills. This program includes workshops on presentations and communication, preparing students to excel in national and international conferences. Additionally, short-term courses address holistic development, while events like the Avishkar competition spark curiosity and original thinking. To further enrich the student experience, the institute encourages participation in cultural activities, sports, and on-campus seminars and webinars.

1. Problem-solving methodologies:

In the classroom, faculties go beyond traditional lectures by incorporating case studies and practical problems. This fosters active learning and discussion. Additionally, the institute regularly hosts quiz competitions encompassing academic and general knowledge to assess and enhance student learning. This activity emphasizes the active learning approach and combines information about case studies and practical problems. It also clarifies the purpose of the quiz competitions.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://clarascollegeofcommerce.edu.in/]()

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

The college embraced online learning platforms like Zoom and Google Classroom to ensure educational continuity. This shift allowed classes to continue and opened doors for enhanced learning experiences. Interaction during online lectures is highly encouraged to foster student engagement. Technology plays a central role, with computers, laptops, and mobile devices facilitating teaching and learning. The college shares crucial updates, exam schedules, and notices via SMS, WhatsApp groups, and its website. Faculty utilize Google Classroom, Drive, and Zoom for presentations and assignments and for sharing subject-specific notes. Attendance for students and faculty is conveniently tracked online via Google Drive. Recognizing the importance of continued learning, the library offers access to many electronic resources, including e-journals, e-books, Inflibnet, and e-Granthalaya. To stay updated on evolving trends, webinars were conducted regularly on Zoom.

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

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

2.3.3.1 - Number of mentors

17

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

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

110	

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

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.

The college employs a multi-pronged approach to ensure fair and transparent evaluation throughout the academic year. At the beginning of each year, an orientation program familiarizes students with the overall evaluation process. Regular online classes keep them updated on individual subject syllabi and assessment components. Internal exams are conducted at the college level, following university guidelines. The college frequently shares details regarding internal assessments and semester exams with our students through various channels, such as Zoom classrooms, WhatsApp groups, the college website, and physical notice boards (which we post 20 days before the exam). The college ensures our students are always well-informed and prepared for their exams. So, stay tuned and keep an eye out for these notifications. Take advantage of all critical updates that could affect your academic success!

Additionally, faculty discuss exam patterns in online classes and conduct class tests for practice. Students who miss exams due to technical issues or valid reasons can take makeup exams. The college is committed to accuracy, and students can approach subject teachers to clarify doubts and even request corrections for any tabulation errors found in their marksheets.

File Description	Documents
Any additional information	<u>View File</u>
Link for additional information	<u>https://clarascollegeofcommerce.edu.in/pdf/Exam%20Announcements%20&%20Notices/Examination%20Notice%202022-23.pdf</u>

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

While most exam-related complaints arise after results are declared, the institute has a robust system for addressing them. The grievance and redressal committee, alongside the examination department, effectively resolves issues concerning internal exams, including errors in internal assessment marks, attendance sheets, or other information. During the pandemic, students who missed exams due to technical glitches or other valid reasons were offered re-examinations at the departmental level. The examination department meticulously maintains attendance records to address any discrepancies related to exam attendance. For internal practical tests, if a student raises concerns about the conduct of the test, the concerned teacher promptly addresses the issue. Finally, the examination department handles internal and external grievances related to marks.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Exam%20Announcements%20&%20Notices/Examination%20Notice%202022-23.pdf

2.6 - Student Performance and Learning Outcomes

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

The institute prioritizes clear learning goals for its students. With a vision of fostering innovative, value-based education, the institute leverages its motivated and trained faculty to prepare students for future challenges. To achieve this, faculty and departmental coordinators collaboratively define program-specific outcomes (PSOs), program outcomes (POs), and course outcomes (COs). Students are introduced to these learning objectives during their orientation program and can easily access them year-round on the college website. Furthermore, instructors actively guide students in translating these outcomes into their professional lives.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/2023-24%20PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME).pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The college implements a thorough system to assess student progress towards program-specific outcomes (PSOs), program outcomes (POs), and course outcomes (COs). This evaluation uses various continuous assessment tools. Rigorous evaluation begins at the year's outset, with assessments based on students' prior performance. Throughout the year, class tests, surprise quizzes, internal assessments, and class activities like debates and group discussions gauge student understanding and course effectiveness. Finally, semester-end exams (depending on the course) contribute to evaluating program and course outcomes. Additionally, faculty discuss PSOs in class, and the placement cell collaborates with TechnoServe to offer relevant job opportunities, further informing students of career paths aligned with their programs. This comprehensive approach allows both students and instructors to assess the effectiveness of the teaching and learning system.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://clarascollegeofcommerce.edu.in/pdf/2023-24%20PROGRAM%20OUTCOME,%20PROGRAMME%20SPECIFIC%20OUTCOME).pdf

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

123

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://clarascollegeofcommerce.edu.in/pdf/result%20analysis%202022%202023.pdf

2.7 - Student Satisfaction Survey

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

https://clarascollegeofcommerce.edu.in/pdf/SSS%202022%202023.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)	[View File](#)

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

3.1.2.1 - Number of teachers recognized as research guides

02

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

00

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

3.2 - Innovation Ecosystem

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

The institution has diligently fostered an innovation-centric environment, endeavoring to stimulate the creation and exchange of knowledge.

Workshops: The College hosts various workshops focusing on important topics like finance, technology, and business methods. These workshops are designed to help students and teachers learn new skills, share ideas, and find creative solutions to problems.

Webinars: The college also organizes webinars where experts from different fields come together to share their knowledge. These online sessions are great for learning new things and connecting with people in different industries.

Participation in Avishkar Research Convention: Our students take part in the Avishkar Research Convention organized by the university. It's a chance for them to showcase their research and connect with students from other colleges.

Well-equipped Library: We have a well-stocked library with lots of books, journals, and online resources. It's a great place for students to study and do research, and it helps foster a culture of learning.

Inspiration and Motivation Sessions: The College also hosts regular sessions to inspire and motivate students. These sessions encourage creativity, excellence, and a passion for learning and innovation in business-related fields.

Through these concerted efforts, the institution remains steadfast in its commitment to fostering an innovation ecosystem, where ideas flourish, collaboration thrives, and boundaries of knowledge and innovation are continuously pushed.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Innovative%20Ecosystem%20(2022-23).pdf

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

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

08

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

3.3 - Research Publications and Awards

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

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

`02`

File Description	Documents
URL to the research page on HEI website	https://clarascollegeofcommerce.edu.in/pdf/Ph.d%20Guiden%20-2022-23.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

`05`

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

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

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

`02`

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

3.4 - Extension Activities

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

Clara's College of Commerce actively participated in various extension and outreach programs throughout the 2022-23 academic year. Collaborating with NSS units, NGOs, and government initiatives, these activities addressed social concerns, promoted community well-being, and aligned with national goals.

Clara's commitment to health and hygiene was evident through medical health camps, blood donation drives, and informative awareness talks. Initiatives focused on environmental and sustainability issues included tree plantation drives and beach clean-up drives conducted in partnership with organizations like the Jay Foundation and Plastoconomy Foundation.

Social awareness programs encompassed rallies celebrating Azadi ka Amrit Mahotsav, raising awareness for the Har Ghar Tiranga campaign, and celebrating Independence Day with underprivileged children. The college also championed gender equality through a dedicated Woman's Day celebration and consumer rights through a consumer awareness drive.

Additional activities included NSS Orientation and Foundation Days, a mega collection waste drive, and an Appa Pada Donation Drive.

With the variety of programs offered,magnitude of students actively participated in extension activities throughout the year. This robust engagement demonstrates Clara's College of Commerce's dedication to social responsibility and fostering student development through community involvement.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/3.4.3%20&%203.4.4%20Extension%20Activity-%20%20(2022-23).pdf
Upload any additional information	View File

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

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

`10`

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

`1422`

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

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

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

`1422`

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

3.5 - Collaboration

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

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

19

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

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

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

11

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

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

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

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

TheMulti-purpose hallhasanarea of approximately2624squarefeetwitha capacity for300 studentstorunvarious. Itisequipped withan audio-videoand internetinstallation.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.1.pdf

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.2.pdf

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

22

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/4.1.3%20Data%20Template%202022-23%20%20ICT%20enabled%20Class%20Room,%20Seminar%20Hall%20&%20Master%20Time%20Table%20SemI-III-V%20&%20II-IV-VI-compressed.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

17.64

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

4.2 - Library as a Learning Resource

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

Name of Integrated Library Management System (ILMS):-KOHA Library Management Software

Version:- 22.11.00.000Rosalie

Library upgraded its earlier e-Granthalaya software with KOHA Library Management Software with effect from July 2022.

Library OPAC (Online Public Access Catalogue) facility is available to search Library catalogue.

Library subscribed N-List database through which access to e-Books and e-Journals are provided for students and staff.

Through UGC INFLIBNET N-List access to e-shodh Sindhu and Shodh Ganga also provided.

Library also provide online access to freely available online resources, question papers, course syllabus and useful links through library OPAC web page.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://clarascollegeofcommerce.edu.in/pdf/Koha%20Library%202022-23%20New.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

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

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

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

1.65

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

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

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

48

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college is well connected through Wi-Fi facility. A 100 MBPS bandwidth available of internet connection in the Institution. All classrooms are connected with internet facility to provide online mode of education. The Institution has a well-equipped Computer Laboratory with WINDOWS operating system and LAN where students and faculty, can avail the facility of internet and audio-visual aids. Two 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. Astute
Information Management Solution software used for Exam Results,
Mark sheet printing & Eligibility Criteria.
```

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20for%20utilisation%20and%20Maintenance%20of%20Infrastructure%20(1).pdf

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

46.09

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

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

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

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

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

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

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

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

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

The College has Gymkhana Facilities for students for indoor games.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20for%20utilisation%20and%20Maintenance%20of%20Infrastructure%20(1).pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

0

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

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

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

14

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://clarascollegeofcommerce.edu.in/pdf/5.1.3%20Capacity%20Building%20,Soft%20Skill%20and%20Language.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

5

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

116

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

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

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

5.2.2.1 - Number of outgoing student progression to higher education

25

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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

The college actively engages in a spectrum of curricular, co-curricular, and extracurricular initiatives, fostering student involvement through appointed representatives. Encouraging participation in activities organized both internally and by Mumbai University and other colleges, our institution prioritizes the holistic development of students. Employing skilled professionals, we ensure comprehensive training sessions aimed at enhancing performance and promoting effective teamwork among students.

Furthermore, students enthusiastically contribute to commemorating national events such as Independence Day and Republic Day, while also spearheading initiatives like Blood Donation Camps, Medical Camps, and our institution's Annual Day celebrations. To ensure student welfare, a dedicated Complaint and Suggestion Box is stationed within the Library premises, providing a platform for addressing grievances promptly.

In addition to fostering student involvement, the institution facilitates active participation in various administrative, curriculum, and academic committees. These include but are not

limited to the College Development Committee, Internal Quality Assurance Cell, Students Council, National Service Scheme, Women Development Cell, Internal Complaint Committee, Cultural Committee, Gymkhana and Sports Committee, and Library Committee. Such engagement empowers students to contribute meaningfully to the institutional framework and decision-making processes, enriching their overall academic journey.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/List%20of%20Students%20in%20Statutory%20Committees%20%202022-23.pdf
Upload any additional information	View File

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

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

43

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

5.4 - Alumni Engagement

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

Clara's College Alumni Association conducted four meetings during the year for the smooth functioning of the Association and the betterment of students. The first meeting was held on 02nd July 2022, Responsibilities were distributed to different individuals for the Celebration of Tree Plantation Rally held

in association with Ekta Manch. The second meeting was conducted on 15th October 2022. Planning for the Blood Donation Drive and Annual Sports Day was done and distribution of duties among the members of the blood donation drive was made. Later, on 14th December 2021, an association helped in conducting the Blood Donation camp smoothly. On 29th April 2023, the third meeting was held. The old committee completed five years. New members are to be appointed and trained so that the work of the alumni association will go smoothly.

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Alumni%202022-23.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The following are the vision and mission statements of institution

Vision Statement:

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

Mission Statement:

Our Mission is to instill qualities of leadership, ethics,

values of good citizenship and above all of a good human being through modern & traditional education.

As stated in the vision and mission statement, the institute strives to to provide best values, skills and knowledge to each of its students, the Institution also strives to o provide good governance and environment for its teachers and students.

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

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/vision-mission.php
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.

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

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

At the department level, the HOD monitors

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

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

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

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Planning for the academic year focused on the seven key areas

Library, ICT and Physical Infrastructure Focus on increase Library usage and also increase in digital resource usage.

Curriculum Development – The focus would be on conducting add-on courses on related to finance, research and general development of the students

Teaching and Learning – IQAC would be taking feedback from students for subject teachers. The college would also conduct FDP's for improving the curriculum delivery of the teachers.

Examination and Evaluation- As the students are planning to return to the traditional method of examination, stress on remedial lectures to be made.

Research and Development - To conduct a national / International Level conference. To conduct short term, course on Research paper writing.

Human Resource Management - To conduct FDP Soft Skills for teachers and on usage of Digital resources for better lecture delivery.

Industry Interaction / Collaboration - To plan for conducting a

job fair. To conduct workshop for students in resume writing and attending interviews.

Cultural & Sports Activities - To organize various cultural activities in college along with indoor and outdoor sports activities for students.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

The day to day functioning of the college is managed by the various statutory and non-statutory committees formed. These committees include both statutory committees like 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	https://clarascollegeofcommerce.edu.in/pdf/organogram%20of%20claras%20college%20signed%20stamped.pdf
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	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Yes, the institution has welfare measures

- **Staff Salary is credited by first week of every month.**

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

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

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/Policy%20Document%20On%20providing%20Financial%20Support.pdf
Upload any additional information	View File

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

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

1

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year
04

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

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

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year
5

File Description	Documents
IQAC report summary	[View File](#)
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)	[View File](#)

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

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

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

The report captures the following details of the candidate which includes

· **General Information,**

· **Academic qualification,**

· **teaching experience,**

· **University level contribution,**

- examination contribution at college level,

- contribution towards innovative practices in teaching methods & Evaluation methods,

- Improvement of Professional Competence,

- research contribution,

- publication,

- attendance in seminar, workshop, membership to professional bodies,

- community services, other general data.

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

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

6.4 - Financial Management and Resource Mobilization

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

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

In terms of Internal audit, the Accounts department head monitors and supervises the day to day accounting entries and transaction, any error / mistake found is rectified

immediately. At the end of each financial year the balance sheet of all the section is merged. The college does not hold a PAN Card in its name. The external financial audit of all the institutes through its Chartered Accountant - Pradeep Chaudhary & Co at the end of every financial year. Any audit noting is for the amalgamated balance sheet, which are then replied by the accounts department accordingly.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0.479

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

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

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

Following income sources are identified for the resource planning.

- Tuition fees, development fees and other charges.
- Interest received on saving deposits and fixed deposits.
- Alumni Membership and donations.
- Fees collected for miscellaneous services, given to

students such as Transcripts, Duplicate Mark Sheets, Transfer Certificates.
- Fees collected for academic activities like Industrial Visits and training programmes
- Examination Fees, revaluation fees and photocopy charges.

Some of areas of utilization of Funds

- Salaries of all teaching, non-teaching staff and house-keeping staff.
- Repairs and maintenance of building, machinery and equipment's.
- AMCs for website, CCTVs, Library, results and other software's.
- Audit fees to Chartered Accountant and other Auditors
- Purchase of books, journals, periodicals and newspapers.
- Registration and travelling expenses to students for participating in sports and cultural activities.
- Reimbursement for paper presentations, workshops and publications
- Electricity, water bills and property tax.
- Purchase of stationery for office and departments
- Remuneration towards CAP moderation, revaluation and evaluation.
- Expenditure to organizing 7 days' rural residential camp for NSS.
- Expenditure incurred on organizing seminars, workshops, FDPs, SDPs, Blood Donation camp, Annual Day, sports and cultural activities.

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

6.5 - Internal Quality Assurance System

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

IQAC improve the quality of Curriculum delivery follows the following norms

- Preparation of Teaching Plan
- Portion completion update
- Monthly feedback from students by visiting each class for portion completion and any teaching related issues.
- Student satisfaction survey and feedback is taken each year

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

- Add on Course :- Cyber Security
- Seminar on Contribution of Scriptures in Acting in Collaboration in Big Bang Theaters Foundation
- Add on Course :- Short Film Making
- Add on Course :- Website Development
- Add on Course:- IPR: Policies and Procedures for Trademarks
- FDP on Blended Learning: A Stepping Stone to Enhance Digital Learning
- A short Term Course on Goods and Service Tax (GST) : Overview and Filing Returns
- Workshop on Personality Development
- FDP on Preparation of SSR and Documentation
- Awareness Programme on Code of Conduct for College Teaching and non - teaching staff
- Add on Course :- Financial Literacy
- Add on Course :- Tally
- Add on Course :- Interview Techniques and Brand Management
- A Short Term Certificate Course on Research Methodology

File Description	Documents
Paste link for additional information	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20ACTIVITES%20List%20and%20Reports-%202022-2023.pdf
Upload any additional information	No File Uploaded

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	Nil
Upload any additional information	[View File](#)

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

File Description	Documents
Paste web link of Annual reports of Institution	https://clarascollegeofcommerce.edu.in/pdf/IQAC%20Notice%20and%20Minutes%20AY%20-22-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. We have made the gender policy of the College and uploaded it on the College website.

INFRASTRUCTURE

Safety and Security

For safety reasons, we have installed separate staircases for male and female students. The college has developed and posted its gender policy on its website.

CCTV cameras installed in all of our school's classrooms and other conspicuous locations.

COMMITTEE

WDC (Women Development Cell)

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

ACTIVITIES

Raising Awareness

International Day for the Elimination of Violence against Women organized on 25-11-22,

Workshop on Self Defense organized on 17-01-23

A Visit of girl students to Versova Police station on 08-03-23,

Thank You Campaign on the occasion of Women's Day Celebration organized on 08-03-22,

Display of books on Women's Day organized on 08-03-23

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File Description	Documents
Annual gender sensitization action plan	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Annual%20gender%20sensitization%20action%20plan%202022-23.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://clarascollegeofcommerce.edu.in/pdf/7.1.1%20Specific%20facilities%20provided%20for%20women%202022-2023.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient	**D. Any 1 of the above**

equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **Solid waste management :**

1. **Dry waste (approx. 1 kg) and organic waste (approx. 5 kg) are collected on a daily basis except on weekends from the entire premise including canteen.**

2. **The waste produced on the campus is not segregated, on a daily basis the waste is collected in large bins (at present in the open space) and then handed over to the local municipality van every morning.**

- **Liquid waste management:**

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

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

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

`B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

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

`A. Any 4 or All of the above`

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

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

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

`A. Any 4 or all of the above`

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

Clara's College of Commerce is situated in Western Mumbai, a cosmopolitan city. Students enrolled with us come from different socio-economic and geographical backgrounds, having

diverse religions and cultures. We at Clara's College believe in secularism and it is seen in our practices.

Following activities were conducted in academic year 2022-2023-

1. "Azadi ka Amrit Mahotsav: Awareness Drive on Har Ghar Tiranaga" organisedd on from 6/08/2022 to 15/08/2022.

2. "Rally Highlighting the achievements of India Post-Independence & also paying Tribute to the Unsung Pandemic Heroes" organised on 10/8/2022.

3. Recitation of National Anthem organised on 17/08/2022.

4. Constitution Day - Quiz Competition organised on 26/11/2022.

5. Blood Donation Camp organised on 14/12/2022.

6. Marketing Fest Food Fiesta and Traditional Day organised on 15/02/2023.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

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

Following are the activities for inculcating constitutional values among the staff and students in the year 2022-23:

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

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

- **Many regular programs are conducted throughout the academic session to educate students about their rights through various departments of our college.**

    - **Constitution Day - Quiz Competition organised on 26/11/2022.**

    - **Appa Pada Donation Drive organised from 17/3/2023 to 22/3/2023.**

    - **Consumer Awareness Drive organised from 19/12/2022 to 28/12/2022.**

    - **Felicitation programme of Social Organisation and Meritorious Students organised on 4/9/2022.**

    - **Independence Day with Street Children organised on 15/08/2022.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://clarascollegeofcommerce.edu.in/pdf/7.1.9%20ALL%20PROOF%20MERGED%20(1).pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code	**B. Any 3 of the above**

of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	[View File](#)

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

Annual report of the celebrations and commemorative events for the year 2022-2023.

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

Indian history has evidenced great leaders and freedom fighters who have played important roles in the freedom struggle movement. In order to remember their deeds and inspire our students to adapt to their qualities and values the following national and international days are celebrated in the year 2022-2023.

Celebration of National and International Commemoration Days

Sr. No.

Date

Days

1

June 21, 2022

International Yoga Day

2

July 11, 2022

World Population Day

3

July 28, 2022

The World Nature Conservation Day

4

August 15,2022

Independence Day

5

August 20,2022

International Senior Citizen's Day Celebration

6

September 5, 2022

Teachers' Day Celebration

7

September 14, 2022

Hindi Divas Celebration

8

September 24, 2022

NSS foundation day

9

November 26. 2022

Constitution Day

10

January 26, 2023

Republic Day

11

February 27, 2023

Marathi Bhasha Divas

12

March 8, 2023

International Women's Day

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

7.2 - Best Practices

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

Best Practice:1

Title : Students' Holistic Development

Objectives:

- To concentrate on the overall growth of the children.

- To improve the process of teaching and learning.

- To cultivate in students a concern for the environment.

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

Practice:

College conducts seminars,workshops, expert talk, career counseling, add-on courses, online feedback system and provides financial assistance to needy students.

Evidence of Success: Various activities were conducted and a sum of Rs. 201570 was given as freeships to 14 students.

Problems Encountered and Resources Required:

- Students' communication difficulties in English.

- There are instances when student involvement is low.

Best Practice: 2

Title: Roti Bhaji Yojana

Objectives

- To instill in students a sense of civic duty and charity.

- To give meals to those in need.

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

The Practice: Donations were collected from the students.

Evidence of Success: The sum of Rs.15750 was collected from students.

Problems Encountered and Resources Required: Due to low student involvement, collected funds are inadequate.

File Description	Documents
Best practices in the Institutional website	https://clarascollegeofcommerce.edu.in/pdf/7.2%20Best%20Practices1.pdf
Any other relevant information	Nil

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

INSTITUTIONAL DISTINCTIVENESS OF CLARA'S COLLEGE OF COMMERCE

Ready to Serve the Society:

The institution stands out from the others because it is one of the institutions in the Mumbai suburbs that prioritizes the welfare of its students in addition to contributing to the welfare of society.During the year 2022-2023 college has conducted following activities.

- **Blood Donation Drive:** Blood Donation Drive has been organized on 14th December, 2022 Total number of blood units collected were 313.

- **Appa Pada Donation Drive:** Help the people of Appa Pada by donating clothes, sanitary items, utensils, food, dry snacks, ration, stationary, etc

- **Medical Camp:** College organized free medical camps on 14th April,2022

- **MoUs and Collaborative Activities:**

- **Clara's College of Commerce has signed MoUs with-**

- **Children Welfare Centre's Law College**

- **Ekata Manch (NGO)**

- **Film and Television Media Academy**

- **Screenwriters Guild of India**

- **National Human Rights and Social Justice Commission**

- **Think Monk Info LLP (Teachers)**

- **Cosmopolitan's Valia College of Commerce**

- **Greenvio Solutions**

- **Hind Seva Parishad's Night Degree College**

- **M.V. Mandali's College of Commerce and Science**

- **Academy of Self-Defence**

- **Training Inbox**

- **VIVA Institute of Management & Research**

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. To conduct short-term Certificate and add-on courses for the holisitice development of students.

2. To organise FDP and other programmes for enhancing the Quality of teaching- learning.

3. To motivate teachers and students to actively involve in research activities.

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

5. To organise various SDP and seminarsfor students' academic development.

6. To participate in sports and cultural activities organised by colllege and other institiution.

7. To acquaint with National EducationPolicy2020.