

# **Clara's College of Commerce**

**Yari Road, Versova, Andheri (West), Mumbai-400061**

**NAAC**

**Self Study Report (SSR) 2015**

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## **NAAC Steering Committee**

Sr. No.	Name	Designation
1.	Mr. R. V. Pangam	Co-ordinator
2.	Mr. Vijay Kumaar Makwana	Member
3.	Mr. Jude Richard D'souza	Member
4.	Mrs. Babita Kanojia	Member
5.	Miss. Aksha Memon	Member
6.	Mr. Faisal Tanwar	Member
7.	Mr. Anish Desai	Member

## Preface

Clara's College of Commerce is established in the year 1999 in the memory of Late Smt. Clara Kaul- an eminent educationist, who had a missionary zeal to take learning to every strata of the society. Strategically located in the heart of western suburbs, the college is fully equipped with the state-of-art facilities and well qualified teachers and professors. The college is affiliated to University of Mumbai and has received Hindi Linguistic Minority status.

The aim of the college is to continuously enhance the teaching methods in order to provide students with an opportunity for their all-round development. It also strives for excellence in academics and makes an effort to create an aura that induces passion for learning along with the inspiration for decisive thinking and assessment; and thereby helping them to become the best professionals in the chosen careers.

The student centric approach of the college helps in exploring the potential and skills of the students to help them face the competitive and challenging global market.

Besides academics, students are promoted in the field of co-curricular activities and sports. A conducive atmosphere is provided for exploring their innate talents.

### **The Institution offers the following courses:**

1. Bachelor of Commerce ( B.Com)
2. Bachelor of Management Studies (BMS)
3. Bachelor of Mass Media (BMM)
4. Bachelor of Commerce ( Accounting and Finance) [B.Com(A/F)]

The college has a proven track record of excellent academic results over the years along with coveted awards and prizes at different levels, and this indeed has made the college stand with pride in the field of education.

**Message from the Managing Trustee**

amongst the best.

Education has changed its phases with times and has evolved into a multifaceted impetus that equips the youth with the armor of knowledge and skills required in the practical world beyond the realm of a classroom. Progress is never a destination but a journey. There was no red carpet on the voyage, but we have surpassed all the rough roads and accomplished the pride of being

Children Welfare Centre (CWC) is meticulous stride of the eminent citizens of the city, who felt and understood the need of having an advanced educational institution in the vicinity. The institution is strategically located amidst the rapidly developing locale of Andheri with full fledged operative Pre-Primary, Primary, High School and a Junior College. At the turn of the century, in response to the demands of the local community, the CWC started a degree college of commerce, along with BMS, BMM and BAF programs as well. Today Clara's College of Commerce due to its emphasis on discipline, value centric education and extra-curricular activities is a popular institution of higher education in the western suburbs. Through our activities, we wish to offer such opportunities to our learners so that they grow into citizens of tomorrow with compassion, character and good human values.

It calls for quality education which implies bench marking our processes against best in the sector, comparable with well established and acclaimed colleges. Therefore, it is decided that we go in for an external evaluation of our quality mechanism in the college through the NAAC accreditation process.

My sincere gratitude to our trustees, principal, teachers, staff members, students and parents for their unstinted support and contribution for the incessant growth of the institution.

Mr. Ajay Kaul,

Managing Trustee & Gen. Secretary

Children Welfare Centre Trust

**Message from the Principal Desk**

The process of globalization brings millions of people closer with an increase in the worldwide network of socialization and exchange of ideas and opinions. The socio-economic development and the transformation of society can be achieved only through the tools of education. Education, learning and acquiring of knowledge help in attaining the welfare of mankind. But in this era of challenges and crises, only the value-oriented education can bring out peace and progress in the society.

In order to make education meaningful and purposive, our institution plays a very significant role in providing help in nurturing the character building, self control and other moral values. The main motto of our institution is to offer holistic education to the students for their all round development and to make them responsible citizens and good human beings through their positive and constructive contribution towards national development and service to society.

With this clear vision, we march forward to offer our institution for NAAC accreditation. Our college being located in a suburban area and students coming from the middle class background and from different communities, some from first generation learners, it is important that we impart quality education to maintain the academic standard. We are aware that it is a challenging task but with our passion and dedication, we hope to achieve this.

In this pursuit of knowledge and excellence, we are extremely pleased to submit this Self-Study Report (SSR) of our college for NAAC accreditation. This is indeed a self-reflecting process, which has enabled us to identify our strength and weaknesses and has given an insight in adopting future plans of action.

This SSR is the result of the teamwork and the combined efforts of all the teachers particularly the Steering Committee, the Internal Quality Assurance Cell (IQAC), the library and non-teaching staff. I thank each person for their active involvement and participation in documenting this report directly or indirectly. I owe my sincere thanks and gratitude to the Managing Trustee Mr. Ajay Kaul, without whose whole-hearted support it would not have been possible to bring out this SSR. I also thank all our friends and well-wishers whose moral support gave us strength and confidence to complete this task.

Dr. Zahida Shaikh  
Principal

## Executive Summary

Clara's College of Commerce, affiliated to the University of Mumbai was established in June 1999 with the introduction of Bachelor of Commerce (B.Com) degree course. Subsequently it also added in the year 2007, Bachelor of Mass Media (BMM) degree course and in the year 2010, Bachelor of Management Studies (BMS) and Bachelor of Commerce – Accounting & Finance (BAF) degree courses. Today we have three divisions of B.Com, 2 divisions of BMS and one division each of BAF & BMM degree courses. All these courses are self-financing. Majority of the students belong to the middle & lower middle class and a sizeable number of students come from the Fisher folk community. The college has an approved principal along with 20 experienced and well-qualified faculty. Following are the highlights of the college.

### Criterion I: Curricular Aspects

The institution has four different degree courses with semester system. The admissions to the courses are on a transparent and well organized manner complying with all the norms of the affiliating University. Since a large number of students are from lower strata of society, they come from vernacular background. At the beginning of the academic year, an orientation programme is conducted course wise for all students along with their parents. They are familiarized with the University norms and evaluation procedures. Students from vernacular medium are given special attention to improve their language skills.

Our vision, as enumerated in the College prospectus is to provide value based education and our mission is to instill qualities of leadership, ethics and values of good citizenship for the all round development of our students personalities and mold them into good human beings .The curriculum, as prescribed by the University is transformed into more useable form by adopting the Outcome Based Education(OBE) approach, which focuses on student centric education. To implement this curriculum the college has developed a manual, course wise, called **Quality Hand Book(QHB)** which gives a micro as well as a macro design of the implementation of the academic programme. It contains the Course objectives and outcomes as well as detailed chapter wise teaching plan and scheme of evaluation. For effective implementation of the curriculum various committee have been formed such as Academic Monitoring committee, Review Committee, Examination Committee, Feedback Committee etc.

The curriculum implementation is also supplemented by organizing guidance lectures by eminent faculty from other colleges on various topics from the syllabus. For effective implementation of the curriculum the college has appointed mentors class wise and coordinators, course wise. The class room learning is supplemented by field and industrial visits, expert lectures, workshops, projects and assignments. The curriculum monitoring and implementation is undertaken in view of insuring attainment of Programme Educational Objectives (PEO) and Learning Outcomes. For an effective feedback on curriculum development, our faculty is actively involved in University workshops on syllabus revision and evaluation pattern. For effective delivery of curriculum the college has adopted both formal and informal feedback mechanism.

## Criterion II: Teaching, Learning & Evaluation

The students enrolled in this institution belong to different strata of society including linguistic minority, economically and educationally backward class. The college in the beginning of the academic year conducts orientation programme for the new entrants along with their parents. Through a process of mentoring the needs of the students are identified among the slow learners, persons with disabilities and advanced learners. Accordingly remedial teaching as well as expert lectures by renowned faculty from outside is organized. These expert lectures include workshops on Tally ERP 9, lectures on journalism, guidance lectures on capital market and introduction to research methodology.

An academic calendar for all the courses in the college is drawn up at the beginning of the year in consultation with the Principal, Vice Principal, Course Co-ordinators, conveners of the exam committee and extra-curricular activities committee. Each degree course is headed by a course co-ordinator and each class has a class teacher. Every teacher is responsible for completing the course and takes care of the internal evaluation. At the beginning of the semester, every teacher has to give a study plan of the courses which is developed in the form of Quality Hand Book (QHB). Besides the chalk & duster, the faculty also uses other methods, which include PPT, assignments, group presentations, and project based learning. At the end of the semester every teacher is required to submit a written report to the principal about the completion of the course. The principal visits every class and takes a feedback at the end of the semester on teaching & learning process.

We have young and dynamic faculty with good subject knowledge. They practice innovative methods of teaching and are actively involved in research. They have presented over 30 academic papers at national and international conferences and have published 12 research articles in reputed journals during the last 3 years.

The evaluation process along with reforms introduced by the university has been implemented by the college in its true spirit. These include progressive/internal assessment and semester end examination in the pattern of 25:75. Those students who fail a semester end exam are given an opportunity to appear in additional exams to be held at the end of the academic year as per University norms. The college conducts the University examination at the TY level for both the semesters. It also organizes Central Assessment Programme (CAP) for the teachers who teach at the TY level to assess the answer books sent by the University.

Inspite of admitting students with 35 to 40% marks at standard XII, the college is able to produce a good pass percentage at T.Y. level. In the last 3 years the exam pass percentage has been:

<b>Year</b>	<b>B. Com</b>	<b>BMM</b>	<b>BMS</b>	<b>BAF</b>
2011-12	70%	91%	67%	-
2012-13	75%	100%	68%	92%
2013-14	62%	61%	60%	85%

This has been made possible due to the dedication of the faculty members and individual attention given to weak students.

### Criterion III: Research, Consultancy & Extension

With a view to **promote research** culture on the campus, the college has set up a ‘Research Committee’ . This committee has taken various steps to encourage research. During the academic year 2014 – 2015, a number of research related workshops (5 for teachers and 8 for students) including one regional level workshop were conducted in the college by inviting research scholars. These workshops include “SPARK” master series for teachers and learner series for students. Besides, the research committee has also taken steps to augment the Library resources by subscribing to research related books and journals.

As a result of these efforts, 2 of our teachers have been awarded Ph.D during this academic year and another teacher plans to register for Ph.D. Our faculty have also presented over 30 research papers at national and international conferences and have 12 articles published in the last 3 years in peer reviewed journals with ISBN numbers. Our students too have participated in the university research festival AVISHKAR and were also deputed to participate in the National Conference organized by P.D. Lions College, Mumbai during Feb 2015.

A large component of our activities is dedicated to community involvement in extension **programmes**. The college has entered into MOUs with 4 NGOs/organizations for extension and community based programmes. These include Lions Club of Bombay Oceanic, Mohalla Committee, Ekta Manch and Kalsekar Hospital. The extension activities include literacy programme, girl child & Sr. citizen awareness programme, Medical & Health camps, Blood donation camps, fund raising for flood victims, Swachh Bharat Abhiyan, peace rallies, communal harmony programmes and NSS activities of rural camp, adoption of a village, tree plantation etc.

To organize these programmes on a large scale, the college has a full time “Activity chairman” which is quite unique. These activities held year after year form part of “Best Practices” of the college. The above activities are held on a large scale, e.g. health camp where over 1500 people are the beneficiaries along with more than 100doctors & paramedical staff involvement. A large number of our students and staff actively participate in these programmes. Such involvement has not only given our students exposure for harnessing their leadership skills but also channelize their energies for constructive social cause. It has also helped in developing their personality and enhances their leadership qualities and has contributed to the desired graduate attributes as agents for social good. Such experience of “service learning” has ensured the realization of our vision of molding our students to be good human beings.

### Criterion IV: Infrastructure & Learning Resources

Good infrastructure facilities are important for effective & efficient conduct of educational programme.

- The college has 17 well furnished classrooms and also has separate wash rooms for men and women students on each floor.
- It also has AV Room with Projector, Screen & LCD Facilities
- An air conditioned auditorium with a seating capacity of 250 people
- Well equipped air-conditioned Computer / IT Lab with Projector & Screen and has 35 Desk top P.C. with internet connection and Wi-Fi facility. .
- Well equipped gymnasium and canteen facilities
- For maintenance and upkeep of the infrastructure, the college has appointed a regular staff for cleaning and upkeep of the premises. It has also appointed a full time electrician on the campus for any emergency as well as for regular maintenance.
- It also has well-maintained and clean corridors and classrooms.
- All the classrooms & corridors are equipped with CCTV and public address system. It also has 24 hours security guard services. Besides regular electricity supply & water supply the college also has a bore well facility.
- The college has implemented office automation and has efficient administrative staff.

The Library has good learning resources. It has subscribed to current journals & newspapers. It has several text and reference books. These include approximately 3548 titles. The library also has CDs and other digital resources. The computer lab with internet facility is another source of online learning resources available to students and staff.

### Criterion V: Student Support & Progression

Clara's College of Commerce with approximately 1200 students is the preferred choice among colleges in the locality mainly for its discipline and good and competent teaching staff. The college prospectus brought out every year contains updated information on various programmes and courses and guidelines on admission, examination pattern, norms of discipline and other facilities such as well equipped gymnasium, good canteen etc.. The college provides fee concessions & free ships to economically weak students. Besides academics and the extension activities listed above, the college has given much importance to sports and extra-curricular activities. Our students perform well at college level and at University level. During the last 2 years, our students have won 3 zonal level awards for Photography, painting and music while a large contingent of our students took part in the University cultural competitions. The college bears all financial expenses towards costumes, equipments, registration fees, transport charges & refreshments. All our students are insured against accidents under the “**Yuva Raksha**” insurance scheme. The College has a Students’ Grievance Redressal Cell, a Women’s Development Cell, Anti Ragging Cell to look into complaints and issues related to students and take steps to solve their problems. It also has an active Students’ Council which promotes and protects the interest of the students.

The College organizes from time to time expert guidance lectures by inviting renowned faculty from outside. Due to the efforts & commitment of our teachers, the annual results are comparatively good. It also organizes career counseling by inviting eminent personalities from industry. 4 such workshops on career guidance were held during the last 2 years where our students were guided on preparing for CPT for C.A., CAT for MBA, workshop on Journalism, Capital & Money market and stock exchange etc. Our students have been selected by Ceat Tyres and Tata Trents through campus placement. A large number of our students seek employment, while some of them opt for entrepreneurship, and some others pursue their post graduation while few enroll for C.A. & C.S. courses.

### Criterion VI: Governance and Leadership

The college management under the dynamic leadership of our managing trustee Shri Ajay Kaul, who is an acclaimed educationist himself, has been student centric. The vision, mission and objectives of the college as communicated in the college prospectus is to provide value based education and contribution to national development. The principal along with the vice principal and the coordinators of various programmes manage the day-to-day activities of the college. An induction programme is conducted at the beginning of the academic year programme wise for all the students along with their parents, to communicate the policy norms and requirements of the academic programme for the year. The academic design of teaching –learning has been developed and documented in a manual called **Quality Hand Book(QHB)**. This QHB gives a micro as well as macro plan of implementation of the curriculum which is prepared course wise. The academic calendar for the year is drawn up and displayed at the beginning of the year and is implemented accordingly. The organizational structure that elaborates the delegation of authority from the Managing Trustee and General Secretary to the Principal, to the HOD/ Coordinators and the faculty has laid down each ones role in clear terms. It has also helped in grooming new leadership and encourages participatory management.

The up gradation of infrastructure and generous allocation of resources has enabled the college to adopt different types of teaching aids including ICT methods. The formal and informal feedback systems adopted in the college has contributed immensely to the improvement of teaching methods. At the end of each semester, the Principal takes a formal feedback with respect to every teacher by visiting each class and interacting with students. The Management through its financial allocation has been encouraging various staff development programmes and has given a thrust towards research culture among the faculty. During the last 2 years the college organized 5 research based workshops including one at Zonal level by inviting renowned research scholars as resources persons. It has also encouraged and supported the staff initiatives for attending conferences and presenting papers and publishing research articles in journals. Due to its sound financial policies the college has been able to attract and retain qualified faculty.

The management puts great emphasis on Service Learning and has appointed a full time Activity Chairman, who co-ordinates various student activities and extension programmes. The IQAC established in September 2014, has external experts who have recommended many quality mechanisms. As part of its perspective plan for development, the college intends to move, in the near future, to an independent campus nearby with a separate new building and in due course introduce post graduate as well as more skill oriented courses.

## Criterion VII: Innovation and Best Practices

The college with its special focus on community involvement and service learning has been contributing actively for environment consciousness among its students, faculty and the general public. It has a fulltime activity chairman who is dedicated to curricular and extension programmes of the college. These include undertaking cleanliness drive, social forestry and campaign against ill effects of tobacco and drugs along with community based programme. On the campus, the college has taken measures for energy conservation and clean surroundings.

The college's best practice is involving local community. The college organizes "**Health Camp**" on a large scale every year with over 100 doctors & paramedical staff. More than 1500 local people participate and benefit from such programme. Besides this, twice a year the college organizes "**Blood Donation Camp**" in co-operation with "**Mahatma Gandhi**" blood bank. The second major activity organized by the college every year is a programme on "**Communal Harmony**" where representatives of every religion are included and their scripture and religious practices are highlighted with a message that all the religions advocates peace & brotherhood among communities. The involvement of the NGO, i.e. Ekta Manch, Mohalla Committee, Lions club along with our faculty and students over the years have not only generated a lot of goodwill for the institution but also has contributed for peaceful co-existence in the area which is a step towards "**National integration**".

The concept of quality Handbook that is being brought out by our faculty at the beginning of the academic year for each course is quite unique and one of our best practices. These handbooks contain curriculum and its implementation process. It also gives a clear road map for pattern of evaluation. This enables the faculty and the students to follow the curriculum scheduled as planned.

### **Strengths –**

1. Supportive management with experienced educationist as a managing trustee
2. An experienced, well-qualified & approved principal
3. Spacious and Well Ventilated Class Rooms
4. Hygienic and Clean Campus Environment
5. Three Classrooms, well equipped with a LCD Projector, a good sound system, a desktop with 2G Internet
6. Computer Laboratory with 40 desktops with 2G Internet facility in it, it also has an LCD Projector in it.
7. Playground to encourage outdoor sports such as Cricket, Football, Hockey etc

8. Gymkhana to encourage indoor sports such as Chess, Carom, Table Tennis
9. Well equipped gymnasium for students
10. Canteen offers wholesome food at affordable prices.
11. CCTV cameras and public address systems in all the class rooms and all over the campus.
12. Free ship and concessions to the financially weak and academically excelling learners.
13. Well qualified and experienced counselor to guide and counsel learners with behavior problem.
14. Well-qualified, well experience approved teachers who are always ready to adopt new techniques of knowledge sharing.
15. Inspite of many students coming from educationally weak background, good academic performance is maintained.
16. Active participation of a large number of students and faculty in outreach community development programmes.
17. All co-curricular & extra-curricular activities co-ordinated by Activity Chairman.
18. Involvement of the college in various nation-building programmes such as Communal Harmony, Disaster Relief etc.
19. Campus free from ragging and use of Tobacco related products.

#### **Weaknesses -**

1. Students with weak educational background need to develop language skills.
2. Library & learning resources to be augmented.
3. College location being far away from the railway station, students from distant places face difficulty in commuting.
4. Being an un-aided college opportunity for Government financial research schemes is not available.

#### **Opportunities -**

1. To bring the institution under the 2F & 12 B of UGC Act.
2. Plan to introduce new degree courses and other skill oriented diploma courses.
3. Possibility for grant-in-aid and more qualified and stable faculty.
4. To introduce Wi-Fi facility on the campus.
5. To motivate the faculty to involve more in research activities.

#### **Challenges -**

1. Financial constraints.
2. To improve the English language skills among the students.
3. Being an unaided college, inspite of fee waiver & concession many of our poor students find the education expensive.
4. Students coming from the 1<sup>st</sup> generation learners need a lot of dedication and attention from faculty.
5. Retaining experienced staff is difficult in view of employment scope in aided colleges with more incentives.
6. To draw attention of industries for placement services & training
7. Increasing opportunities in IDOL (Distance learning) is a challenge to retain students in the college for regular courses.

**Future plans-**

1. Plan to move to a new bigger, better & independent campus in the vicinity with a separate building and spacious campus
2. Introduction of new UG and PG courses
3. To take up more Community Development Projects
4. Infrastructural development

## SECTION B: PREPARATION OF SELF-STUDY REPORT

### 1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	Clara's College of Commerce	
Address :	Yari Road, Versova, Andheri (West), Mumbai.	
City :	Pin : 400 061	State : Maharashtra
Website :	<a href="http://www.childrenwelfarecentre.in">www.childrenwelfarecentre.in</a>	

2. for Communication:

Designation	Name	Telephone with STD code	Mobile	Email
Principal	Dr. Zahida Shaikh	O: 022-26365385	9821565746	<a href="mailto:zahidashaikh66@gmail.com">zahidashaikh66@gmail.com</a>
Vice Principal	Mrs. Rita Singh	O: 022-26365385	9820191915	<a href="mailto:ritasaurabh@yahoo.co.in">ritasaurabh@yahoo.co.in</a>
Steering Committee Coordinator	Mr. R. V. Pangam	O: 022-26365385	9819832733	<a href="mailto:vaibhavpangam@yahoo.com">vaibhavpangam@yahoo.com</a>

3. Status of the Institution:

Affiliated College Constituent College

Any other (specify)

<input checked="" type="checkbox"/>

4. Type of Institution:

A. By Gender

- i. For Men
- ii. for Women
- iii. Co-education

<input checked="" type="checkbox"/>

b. By Shift

- i. Regular
- ii. Day
- iii. Evening

<input checked="" type="checkbox"/>

5. It is a recognized minority institution?

Yes

<input checked="" type="checkbox"/>

No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. Linguistic (Hindi) Minority

## 6. Sources of funding:

Government  
Grant-in-aid  
Self-financing  
Any other

✓

7. a. Date of establishment of the college: June 1999 (dd/mm/yyyy)  
 b. University to which the college is affiliated /or which governs the college (If it is a constituent college) University of Mumbai  
 c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	----	----
ii. 12 (B)	----	----

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) --N. A.

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes  No

If yes, has the College applied for availing the autonomous status?

Yes  No

9. Is the college recognized?

a. by UGC as a College with Potential for Excellence (CPE)?

Yes  No

If yes, date of recognition: ..... (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes  No

If yes, Name of the agency \_\_\_\_\_ and

Date of recognition: \_\_\_\_\_ (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
------------	-------

Campus area in sq. mts.	1 Acre
Built up area in sq. mts.	2968.80

(\* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities :

**Available**

- Sports facilities

- play ground
- swimming pool
- gymnasium

<input checked="" type="checkbox"/>
--
<input checked="" type="checkbox"/>

- Hostel

- Boys' hostel

No

- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities)

- Girls' hostel

No

- i. Number of hostels
- ii. Number of inmates
- iii. Facilities (mention available facilities)

- Working women's hostel

No

- i. Number of inmates
- ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available— cadre wise)

No

- Cafeteria —

Yes

- Health centre —

First aid, Inpatient, Outpatient, Emergency care facility,  
Ambulance is available within 500 meters

Health centre staff –

Qualified Doctor	Full Time <input checked="" type="checkbox"/>	Part-Time <input checked="" type="checkbox"/>
Qualified Nurse	Full Time <input checked="" type="checkbox"/>	Part-Time <input checked="" type="checkbox"/>

- Facilities like banking, post office, book shops - **Available Close by.**
- Transport facilities to cater to the needs of students and staff – **Available on Demand.**
- Animal house – **Not required.**
- Biological waste disposal – **Carried out by BMC after segregation is being done in the college.**
- Generator or other facility for management/regulation of electricity and voltage – **Yes.**
- Solid waste management facility– **Carried out by BMC.**
- Waste water management – **No.**
- Water harvesting – **Yes.**

12. Details of programmes offered by the college (Give data for current academic year) 2014-15

Sr. No .	Program me Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned approved Student strength	No. of students admitted
1.	Under-Graduate	B. Com	3 Years	H. S. C	English	840	821
		B. M. S	3 Years	H. S. C	English	240	219
		B. A. F	3 Years	H. S. C	English	180	130
		B. M. M	3 Years	H. S. C	English	180	50
	Post- Graduate	--	--	--	--	--	--
	Integrated Program mes PG	--	--	--	--	--	--
	Ph.D.	--	--	--	--	--	--
	M.Phil.	--	--	--	--	--	--
	Ph.D	--	--	--	--	--	--
	Certificat e courses	--	--	--	--	--	--
	UG Diploma	--	--	--	--	--	--
	PG Diploma	--	--	--	--	--	--

Any Other (specify and provide details)	--	--	--	--	--	--	--
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13. Does the college offer self-financed Programmes?

Yes  No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts	BMM	1		
Commerce	B. COM, B. M. S, B. A. F	3		
Any Other (Specify)				

16. Number of Undergraduate Programmes offered under (Programme means a degree course like BA, BSc, MA, and M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

Credit Based Semester and Grading System

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes  No

If yes,

a. Year of Introduction of the programme(s).....-.....

(dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: .....-..... (dd/mm/yyyy)

Validity:.....-.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately? Yes  No

19. Does the college offer UG or PG programme in Physical Education?

Yes  No

If yes,

a. Year of Introduction of the programme(s).....-..... (dd/mm/yyyy)

and number of batches that completed the programme --

b. NCTE recognition details (if applicable)

Notification No.: .....

Date: .....-..... (dd/mm/yyyy) Validity:.....-.....

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately? Yes  No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technica l staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*
Sanctioned by the UGC / University / State Government <i>Recruited</i>		<b>01</b>			<b>01</b>	<b>03</b>				
<i>Yet to</i>										
Sanctioned by the Management/ society or other authorized					<b>09</b>	<b>07</b>	<b>02</b>	<b>03</b>	<b>01</b>	
<i>Yet to</i>										

\*M-Male \*F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							

D.Sc./D.Litt.							
Ph.D.		<b>1</b>				<b>2</b>	<b>3</b>
M.Phil.					<b>2</b>	<b>2</b>	<b>4</b>
PG					<b>4</b>	<b>4</b>	<b>8</b>
Temporary teachers							
Ph.D.							
M.Phil.					<b>1</b>		<b>1</b>
PG					<b>4</b>	<b>1</b>	<b>5</b>
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College. 03

23. Furnish the number of the students admitted to the college during the last four academic years.

<b>Categories</b>	<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>		<b>Year 4</b>	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	<b>02</b>	<b>03</b>	<b>02</b>	<b>02</b>	<b>01</b>	<b>03</b>	<b>05</b>	<b>03</b>
ST	--	--	<b>01</b>	<b>03</b>	--	--	--	--
OBC	<b>26</b>	<b>34</b>	<b>11</b>	<b>13</b>	<b>14</b>	<b>19</b>	<b>13</b>	<b>09</b>
General	<b>290</b>	<b>152</b>	<b>252</b>	<b>130</b>	<b>249</b>	<b>117</b>	<b>246</b>	<b>137</b>
Others	--	--	--	--	--	--	--	--

24. Details on students enrollment in the college during the current academic year: 2014-15

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	597	--	--	--	597
Students from other states of India	8	--	--	--	8
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	605	--	--	--	605

25. Dropout rate in UG and PG (average of the last two batches)

UG 10%

PG N/A

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

**(a) Including the salary component**

Rs. 11,220/-

**(b) Excluding the salary component**

Rs. 3,863/-

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes   No ✓

If yes,

- a) Is it a registered centre for offering distance education programmes of another University

Yes   No ✓

- b) Name of the University which has granted such registration.

---

- c) Number of programmes offered

---

- d) Programmes carry the recognition of the Distance Education Council.

Yes   No ✓

28. Provide Teacher-student ratio for each of the programme/course offered

Course	Teacher- Student Ratio
B.Com	1:82
BMS	1:55
BMM	1:25
BAF	1:43

29. Is the college applying for

Accreditation : Cycle 1  Cycle 2  Cycle 3   
 Cycle 4

Re-Assessment:

**(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re- accreditation)**

30. Date of accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only): **N.A**

Cycle 1: ..... (dd/mm/yyyy) Accreditation  
 Outcome/Result..... Cycle 2: ..... (dd/mm/yyyy)  
 Accreditation Outcome/Result..... Cycle 3: .....  
 (dd/mm/yyyy) Accreditation Outcome/Result.....

\* *Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.*

31. Number of working days during the last academic year.

**235**

32. Number of teaching days during the last academic year

*(Teaching days means days on which lectures were engaged excluding the examination days)*

**180**

33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC  
13/09/2014 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to  
 NAAC. -N A--

AQAR (i) ..... (dd/mm/yyyy)  
 AQAR (ii) ..... (dd/mm/yyyy)  
 AQAR (iii) ..... (dd/mm/yyyy)  
 AQAR (iv) ..... (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

**Criteria I****Curricular Aspects****1.1 - Curriculum Planning & Implementation**

**1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

**Vision:** - 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.

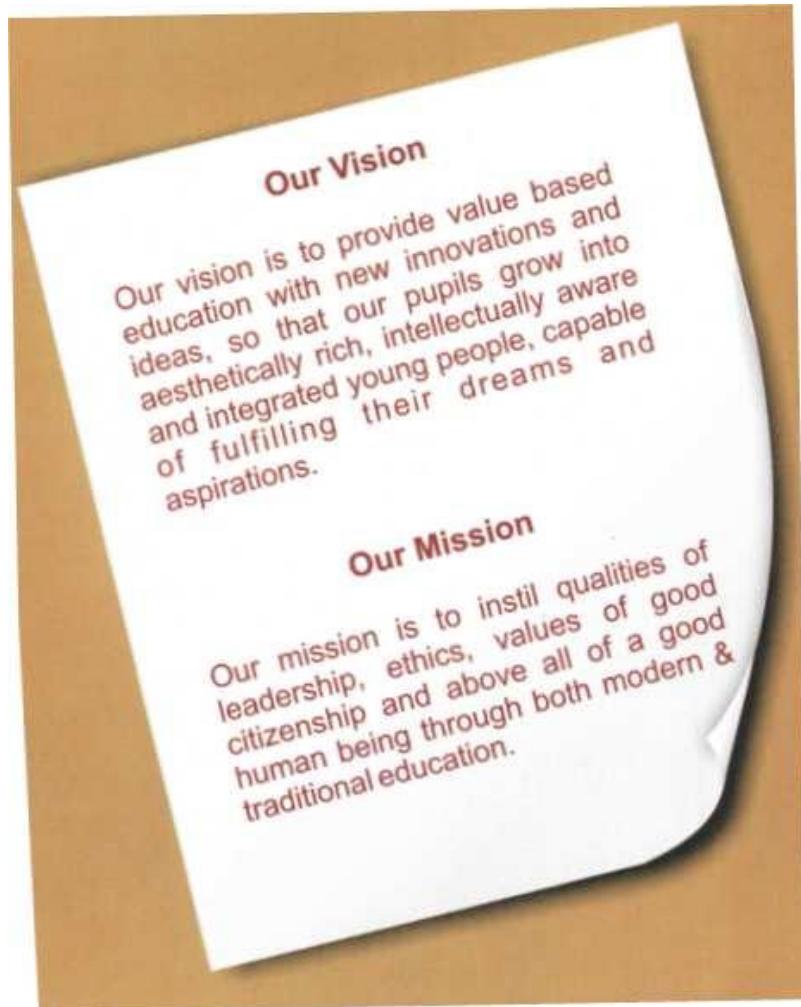
**Mission:** - Our mission is to instill qualities of leadership, ethics, and values of good citizenship and above all of a good human being through both modern and traditional education.

**Objectives:**

- ❖ To cater to the needs of society & nation by keeping in mind the importance of liberalization & globalization.
- ❖ To work for the achievement of holistic approach towards all round development of students' personalities through curriculum interventions, employability courses and career guidance & mentoring system.
- ❖ To ensure active participation of students, teachers and other stakeholders for, academic, co-curricular & extra- curricular activities for their professional development.
- ❖ To provide opportunities to the staff & students to synergize their efforts & energies for the progress of the Institution through continuous faculty development interventions.
- ❖ To maintain transparency in all the academic & non academic matters.
- ❖ To motivate the students to achieve the higher goals in their academic career &to secure better job opportunities in their lives.
- ❖ To provide advanced infra-structural facilities for the benefit of the students.
- ❖ To impart value-based education to the students.
- ❖ To provide equal access & opportunities to the underprivileged groups like the linguistic minority & socially, educationally, economically & physically disadvantaged strata of society.
- ❖ To promote communal harmony in the society & by celebrating different festivals & various social functions in order to promote the same.
  
- ❖ To arrange programs in the cause of National Integration by uniting the youths & cultivating a spirit of nationalism and patriotism in their minds.

The institute has developed a strategic approach to disseminate / create awareness amongst the students, staff and stakeholders. The following actions are taken:

- a. Publication of Mission, Vision and Objectives on the institute's website.
- b. Display of these statements at prominent places such as entrance, library, staff room, conference hall and corridors.
- c. Discussing the institute's vision & mission during inaugural program of each event including the induction program.
- d. Publishing mission & vision statement in the institute's brochure.
- e. Publishing the statements on institute's mementos
- f. Displaying the statements on "Display stand".
- g. Printing the statements on institutions' letter head/stationary
- h. Display of statements in local language at some prominent places in the institute



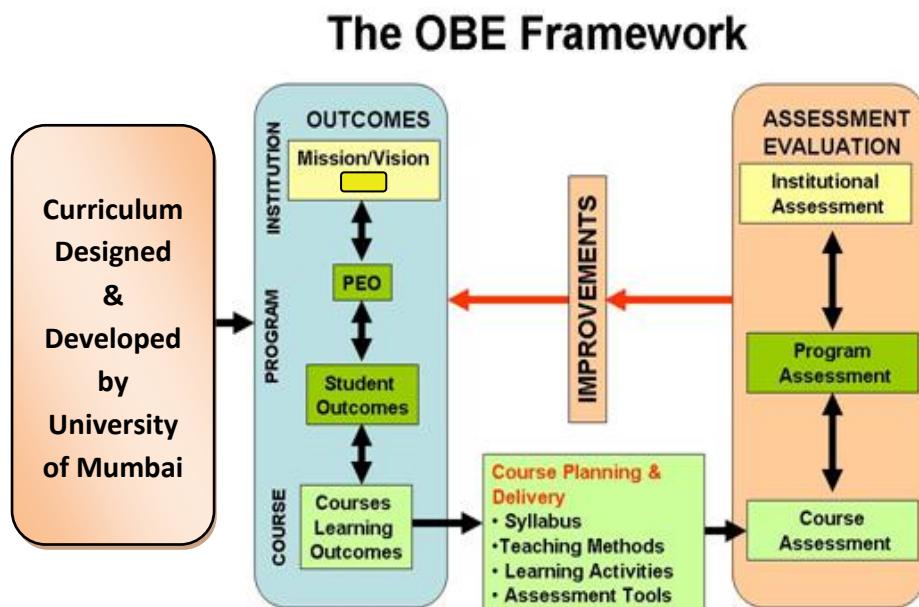
**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process & substantiate through specific example(s).**

Curriculum is the total plan of intent designed and implemented with predetermined goals. The curriculum designed by the Mumbai University is comprehensive and student centric. The teaching - learning process adopted provides a key to development of knowledge, skills and attitudes amongst the

students. This section elaborates the philosophy adopted in Curriculum Design, the mechanism for curriculum implementation and approach for assessment of student's performance.

The institute has followed the "Student Centric Approach" and curriculum is transformed in to more usable form by adopting "OUTCOME BASED EDUCATION (OBE) APPROACH".

The OBE approach has been diagrammatically shown in figure below.



The institution further develops a "Quality Handbook (QHB) in support to the philosophy of the curriculam. The document facilitates the uniformity and objectivity along with the Student Centric Approach. The elabratative example of the QHB is given below:

**Quality Handbook**  
*Commerce-III Management: Functions and Challenges*  
*S.Y.B.Com. Sem II*

**Preamble**

*This Hand book provides an insight into the B.Com Programme. It describes the programme objectives and outcomes; course objectives and outcomes; teaching and learning methods used, course contents and instructional plan.*

*B.Com is a three year graduation course which offers a graduate degree in commerce to the students. In the duration of programme, the students is required to study subjects like Accountancy, Business Communications, Commerce I (Introduction to Business), Economics, Environmental Studies, Law, Management, Financial Management etc.*

### **Vision**

*The Vision of Clara's College of Commerce is as follows:*

*"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**

*The mission of Clara's College of Commerce is as follows:*

*"Our mission is to instil qualities of leadership, ethics, values of good citizenship and above all a good human being through both modern & traditional education."*

### **Programme Educational Objectives**

*B.Com programme aims to cultivate in students, virtues of commerce professionals to effectively contribute to the needs of the society with commitment and integrity. It intends to provide a strong foundation level understanding of functioning of business organisations and various transactions in the fields of accounting, finance, marketing, human resource management through a comprehensive curriculum.*

*The educational objectives of the program are as follows:*

1. *To prepare students to get employment in corporate sector or start their own business organisations.*
2. *To encourage students to undertake higher studies and research in commerce and related disciplines.*
3. *To develop necessary professional knowledge and skills in the fields of Finance, Accounting, Mathematics & Statistics, Taxation, Marketing, Export Import Management etc. by adopting students centric pedagogy.*
4. *To prepare students to get employment in public or private organisations.*
5. *To develop professional skills and attitude in students to become successful entrepreneurs.*

### **Program Outcomes**

*Programme outcomes are the set of competencies graduates will acquire at the end of graduation. On successful completion of this course the graduates will:*

- a. *Have fundamental knowledge of Accountancy, Auditing, Taxation, Management, Finance, Mathematics, Law, Statistics, Business Communication, Advertising and Economics.*

- b. Be critical and creative scholars who apply research skills to produce innovative solutions to problems in business and apply research skills to business challenges.
- c. Be able to communicate their ideas effectively and perceptively.
- d. Have comprehensive understanding of their discipline and be able to provide discipline-based solutions relevant to the business, professional and public policy making authorities.
- e. Be able to construct conceptual frameworks and use these to analyse complex issues in the corporate, government and private sector
- f. Have the ability to work individually as well as at inter-disciplinary department level as a team.
- g. Be able to integrate latest technology in the working of their organisational system.
- h. Have skills required to develop strategic business models which would help them to gain a competitive edge on their competitors.
- i. Be able to use mathematical and statistical tools to analyse data and apply these interpretations to solve organisational problems and research activities.
- j. Be responsible and effective global citizens who engage successfully in the international world, exhibit cross-cultural competent behaviour, and demonstrate ethical values.

**Course Objectives:**

The students should be able to understand:

1. The nature of managerial work in organisations.
2. Principles and theories of management.
3. Contemporary issues and practices relating to managing people and organisations.
4. Key factors in the organisation's environment that impact the performance of managers and organisations.
5. Application of management principles in the daily working of organisations.

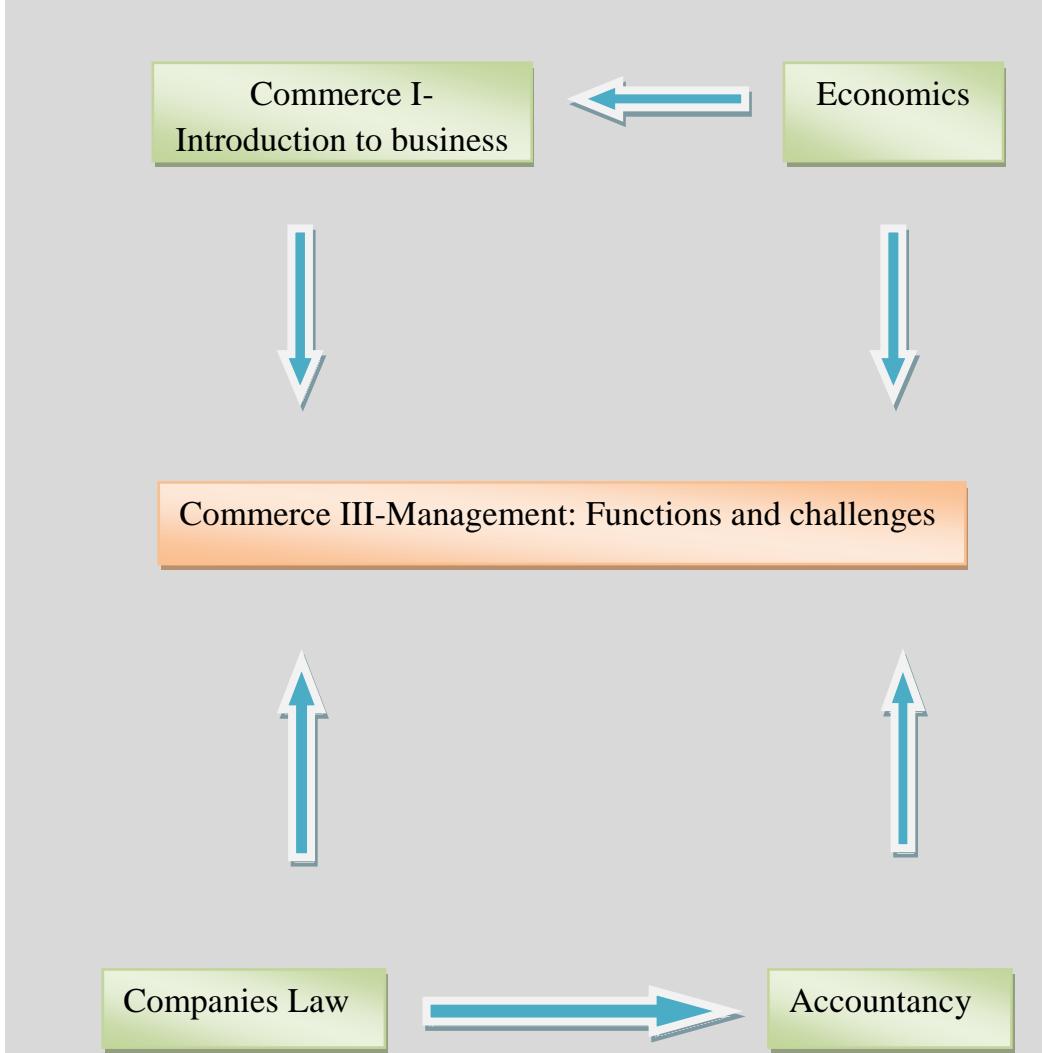
**Course Outcomes**

On completion of this course, students would be able to:

- a. Define management; identify different principles of management and apply these principles in organisational working.

- b. Summarise the evolution of management theories and their applications in achieving organisational goals.*
- c. Evaluate contextual factors in organisations' environment that impacts interaction of people, managers and organisations.*
- d. Describe various management functions like decision-making, planning, leading, organising and controlling that influence activities in organisations.*
- e. Examine the impact of contemporary issues in management viz., Corporate Social Responsibility, Ethical Behaviour, Knowledge Management etc, on individuals and organisations.*

### ***Linking Diagram***



### ***Instructional Plan for the course***

*The Commerce-III course (Management: Functions & Challenges) comprises of four sets of modules –*

*Module I – Introduction to Management*

*Module II – Planning and Decision Making*

*Module III – Organising*

*Module IV – Management Challenges in Competitive Environment*

*Total number of lectures allotted by Mumbai University is 45. Distribution of lectures from module I to IV is 11 lectures, 10 lectures, 12 lectures and 12 lectures respectively.*

<b>Ch. no.</b>	<b>Instructional Objective</b>	<b>Content</b>	<b>Instructional Methods</b>	<b>Teaching Methods</b>	<b>Learning Material</b>
1	<i>Make students understand the concept and characteristics of management. They should be able to define management on their own and also analyse the definitions given by experts.</i>	<i>Meaning and definition of Management</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Lecture-Discussion Method</i>	<i>Notes</i>
2	<i>Students should be able to discuss 14 principles of management and identify functions of management on the basis of various activities of</i>	<i>Henry Fayol's principles of management and functions of management</i>	<i>Case study and Classroom lecture using chalk and board method.</i>	<i>Collaborative learning method</i>	<i>Notes</i>

	<i>organisation.</i>				
3	<i>Students should understand the latest developments in the field of management and Management Skills and competency in 21<sup>st</sup> century.</i>	<i>New horizons in management like virtual organization, knowledge management, six sigma technique of quality control, and management skills like conceptual skills, human skills and technical skills etc</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Lecture Method</i>	<i>Notes</i>
4	<i>The students should be able to define and explain management information system, and its features</i>	<i>Management Information System and its features.</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Lecture Method</i>	<i>Notes</i>
5	<i>The students should be able to define and explain Management by Exception and its advantages.</i>	<i>Management by Exception and its advantages</i>	<i>Case study and Classroom lecture using chalk and board method.</i>	<i>Lecture and Collaborative Learning</i>	<i>Notes</i>
6	<i>The students</i>	<i>Planning ,</i>	<i>Power-point</i>	<i>Collaborati</i>	<i>Notes</i>

	<i>should understand the concept of planning, its various components, steps in planning process and the concept of Management by Objective and its advantages.</i>	<i>steps and components and MBO(Management by Objective)</i>	<i>presentations and Classroom lecture using chalk and board method.</i>	<i>ve and Lecture Method</i>	
7	<i>The students should be able to comprehend and discuss the Decision-making process, steps in decision making process and different types of techniques used to take an effective decisions</i>	<i>Definition of Decision – making, essentials of a good decision, various steps of decision-making process and different techniques of decision-making</i>	<i>Classroom lecture using chalk and board method</i>	<i>Lecture Method</i>	<i>Notes</i>
8	<i>To develop an understanding about Organisation structure and Organisation function in the students</i>	<i>Classification of Organisations on the basis of structure and function; Formal and Informal</i>	<i>Power Point Presentation and Classroom lecture using chalk and board method</i>	<i>Lecture Discussion Method</i>	<i>Notes</i>

		<i>organisation; Line &amp; Staff, and Matrix forms of organisation</i>			
9	<i>Students should be able to define span of control and explain the various factors that determine span of control ,develop an understanding of Concept of delegation, barriers to delegation and principles of effective delegation, Departmentation and various bases on which departmentation is done in an organisation.</i>	<i>Span of Control and factors that determine span of control; Delegation , Barriers to delegation &amp; principles of effective delegation , Meaning and bases of Departmentation</i>	<i>Classroom discussion and lecture using chalk and board method.</i>	<i>Lecture and Collaborative Method</i>	<i>Notes</i>
10	<i>Students should develop an understanding of Corporate Social Responsibility</i>	<i>Corporate Social Responsibility, Scope and advantages;</i>	<i>Classroom discussion and Classroom lecture using chalk and board</i>	<i>Lecture-Discussion Method</i>	<i>Hand-outs and notes</i>

	, its scope and advantages; Knowledge Management and its Features	Knowledge Management and features	method.		
11	Students should be able to define Management of change, Corporate Governance and Stress Management. They should be able develop a sound understanding of the working of these concepts in the real world.	Management of Change, its Process and barriers to change; Meaning and need for Corporate Governance; meaning and Effects of Stress Measures of Managing Stress at workplace	Classroom discussion and lecture using chalk and board method.	Lecture-Discussion Method	Hand-outs.

### ***Evaluation Plan***

*In accordance with the evaluation rules issued by Mumbai University, Credit Based Evaluation System has been adopted to assess the performance of the students:*

#### ***Scheme of Examination***

*The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-*

***Internal Assessment -25% (25 Marks)***

**For Courses without Practical**

Sr. No	Particulars	Marks
1	<i>One class test*</i>	20 Marks
2	<i>Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities</i>	05 Marks

**For Courses with Practical**

Sr. No	Particulars	Marks
1	<i>Semester End Practical Examination</i>	20 Marks
	<i>Journal</i>	
	<i>Viva</i>	
	<i>Laboratory Work</i>	
2	<i>Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities</i>	05 Marks

**b) Semester End Examinations – 75% (75 Marks)**

- i) Duration—These examinations shall be of 2 ½ Hours duration  
ii) Theory question paper pattern
- There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

*Passing Standard - The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.*

**Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

1.	<i>Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)</i>	05 Marks
2.	<i>Answer in One or Two Lines (Concept based)</i>	05 Marks

	<i>Questions) (1 Mark each)</i>	
3.	<i>Answer in Brief (Attempt Any Two of the Three) (5 Marks each)</i>	<i>10 Marks</i>

***Instructional/Learning Material***

<i>Ch. no.</i>	<i>Content</i>	<i>Instructional Methods</i>	<i>Learning Material</i>
1	<i>Meaning and definition of Management</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Notes</i>
2	<i>Henry Fayol's principles of management and functions of management</i>	<i>Case study and Classroom lecture using chalk and board method.</i>	<i>Notes</i>
3	<i>New horizons in management like virtual organisation, knowledge management, six sigma technique of quality control, and management skills like conceptual skills, human skills and technical skills etc</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Notes</i>
4	<i>Management Information System and its features.</i>	<i>Classroom lecture using chalk and board method.</i>	<i>Notes</i>
5	<i>Management by Exception and its advantages</i>	<i>Case study and Classroom lecture using chalk and board method.</i>	<i>Notes</i>
6	<i>Planning , steps and components and MBO(Management by Objective)</i>	<i>Power-point presentations and Classroom lecture using chalk and board method.</i>	<i>Notes</i>
7	<i>Definition of Decision – making, essentials of a good decision, various steps of decision-making process and different</i>	<i>Classroom lecture using chalk and board method</i>	<i>Notes.</i>

	<i>techniques of decision-making</i>		
8	<i>Classification of Organisation on the basis of structure and function; Formal and Informal organisation; Line &amp; Staff, and Matrix forms of organisation</i>	<i>Power Point Presentations and Classroom lecture using chalk and board method</i>	<i>Notes</i>
9	<i>Span of Control and factors that determine span of control; Delegation , Barriers to delegation &amp; principles of effective delegation, Meaning and bases of departmentation</i>	<i>Classroom discussion and lecture using chalk and board method.</i>	<i>Notes</i>
10	<i>Corporate Social Responsibility, Scope and advantages; Knowledge Management and features</i>	<i>Classroom discussion and Classroom lecture using chalk and board method.</i>	<i>Hand-outs and notes</i>
11	<i>Management of Change, its Process and barriers to change; Meaning and need for Corporate Governance; meaning and Effects of Stress Measures of Managing Stress at workplace</i>	<i>Classroom discussion and lecture using chalk and board method.</i>	<i>Hand-outs.</i>

For effective implementation of the curriculum an action plan is drawn up at the beginning of the academic year with the involvement of the management, the faculty and the non teaching staff.

#### **Allocation of the Duties & Responsibilities to the Teaching & Non Teaching Staff:**

##### **❖ Management**

For effective implementation of curriculum the management ensures selection of quality staff to maintain academic standards.

- Conscious efforts are made through necessary incentives to retain the experienced quality staff.
- Providing and sustaining good infrastructure and other facilities.
- Providing Financial Assistance, free-ships as well as various

scholarships to students from socially & economically backward communities.

❖ **Teaching Staff:**

- Allotment of subjects & workload, regarding the Academic Obligations with reference to syllabus.
- Preparing & sharing of the College Time Table for each Section (B.Com, B.M.S, B.M.M, B.A.F,) and ensuring a seamless movement of lecturers for every subject from one class to another.
- Conducting various Conferences, workshops, seminars, events & meetings to enhance the Qualitative standard of the students for their overall development.
- Inviting speakers of eminence from Industry to provide a real time & realistic eye opener to the students and providing them with opportunities for their future careers.
- Counselling of weaker students & budding them with brighter students to enhance their Academic progress & all-round development.
- Preparing Audio visual Teaching aids, power point presentations, short films, & other alternative teaching aids by the teachers.
- Conducting unit test & semester examination at the end of each semester.
- Organizing Industrial visits & excursions to nearby companies or organizations.
- Conducting & attending college, inter collegiate & university level meetings, events & conferences for academic & co-curricular activities.
- Co-curricular Activities (Internal & Intercollegiate & Mumbai University based programs)- Cultural & Sports
- College participation in NSS
- Other community based activities such as a Medical Camp & Blood Donation Camp are carried out at local level, during the Academic year.

❖ **Non Teaching Staff:**

i. **Library Staff:**

Stocking of Appropriate text, reference books & teaching aids- (CD / DVD's) Etc. from various publishing houses, as well as constant updating of the college library each year with reference books pertaining to each department from every stream is undertaken.

ii. **Administrative (Office) Staff:**

Maintaining office records, (Admission, enrollment, examination), University records, Teachers' profile, students' record etc.

iii. **Administrative Services:**

Ensuring the use and maintenance of the college facilities such as clean, well lit & ventilated classrooms, fully functional classroom audio systems, fully functional computer lab, well equipped audio visual room.

**(A) Meeting Records:**

For the effective implementation of the curriculum, frequent meetings with the teaching and non-teaching staff are held.

Sample List of meetings held and their outcomes (2014-2015)				
Sr. No	Date	Committees	Main Agenda of the Meeting	Outcomes
1	05/06/2014	Staff meeting	Welcome and orientation of staff, formation of committee and duties allocation	Allocation of duties and responsibilities on the basis of formation of committees
2	20/06/2014	Cultural committee	Discussion regarding cultural activities, allocation of duties and responsibilities	Schedule made and duties and responsibilities assigned
3	27/06/2014	Staff meeting	Discussion regarding academic curriculum completion , regular performance	Strategies discussed and formulated
4	31/07/2014	Examination Committee	discussion about internal and external examination, discussion regarding submission, assessment process	Schedule made for examination, submission and assessment.
5	06/08/2014	Cultural Committee	Providing guidelines regarding internal and external activities.	Guidelines and code of conduct have been discussed
6	13/09/2014	Internal Quality Assessment	Importance of IQAC, introduction of	Allocation of different duties to the members

		Cell (IQAC)	members, need of IQAC in NAAC, assigning of duties	of IQAC
7	06/11/2014	Staff meeting	Discussion about the University exam duties and responsibilities	Assigned the duties and responsibilities to teachers regarding university exam

**(B) Academic Procedure :**

- a. **Pre admission:** As per University prescribed schedule, the admission process is announced with a detailed notice of days for issuing admission forms, merit list and payment of fees. A help desk is set up in the college for counseling and guiding students in making a choice between courses that are offered.
- b. **Post- admission:** during the days of admission a scheduled is announced for induction/orientation program for the new students along with their parents. These sessions are addressed by the Principal and the Vice-Principal along with course coordinators. The new students and their wards are briefed on various requirement including pattern of evaluation, study plan and attendance norms.
- c. **During teaching learning process:** At the beginning of the academic year every teacher is required to prepare course quality handbook/ study pack which includes teaching plan.
- d. **Examinations and Evaluation:** the examinations are conducted as prescribed by the University and as scheduled in the academic calendar of the college for the year. These include formative and summative types of evaluation. Flexibility is maintained through additional examination and different modes of evaluation.
- e. **Review committee meeting:** After the evaluation process the results of the students are reviewed subject wise and course wise. The following is the review committee for 2014-15 :

Review Committee		
1	Dr Zahida Shaikh	Coordinator
2	Mrs Rita singh	Co Coordinator
3	Ms Daina Rayen	Member
4	Mr Faisal Tanwar	Member
5	Mr Vijay Kumar Makwana	Member
6	Mrs. Seema Petkar	Member

**1.1.3What type of support (procedural & practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The institution has adopted the student centric approach in curriculum and

teaching practice on the basic of “OUTCOME BASED EDUCATIONAL APPROACH.” The educational procedures are developed at the institutional level.

- ❖ The University of Mumbai provides continual support to its mentors in all colleges affiliated to the Mumbai University (across Mumbai & its various satellite towns & cities).
- ❖ The University constantly Organizes Meetings, Seminars, Events & Conferences throughout the year to develop a liaison with the institute and the students.
- ❖ The University provides trainings based on Best Teaching Practices, various other methodologies & invites faculty members to attend different orientation programmes and refresher courses to enhance the teaching experience for the students.

Sr. No	Name of the Teachers	Name of the Workshops/Seminars	Date
1	Mrs Radha Iyer	a) Seminar on credit and grading system	26/06/2011
		b) BMS Syllabus revision	14/12/2010
		c) Seminar on business Economics III T.Y.B.COM	03/02/2010
2	Mrs Babita Kanojia	a) Workshop on educational Research “Avishkar(2014-2015)	15/07/2014
		b) Workshop on Revised syllabus and question paper pattern in financial accountancy and auditing	July, 2014
		c) Workshop on “ Roadmap to NAAC Accreditation Process, For Quality Assurance In Academic Institutions	12/7/2014
3	Ms Aksha Memon	a) Workshop on “ Roadmap to NAAC accreditation Proces, for quality assurance in Academic Institutions	12/7/2014
4	Ms. Diana Rayen	a) “One day seminar on culture, community and Sexuality”	21/11/2014
		b) One day workshop on Educational Research	15/07/2014
		c) Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and	21/06/2014

		M.CoM	
		d) Workshop on “ Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions	12/7/2014
		e) Workshop on Women Development cell	21/11/2014
5	Mr Surinder Rana	a) Workshop on “ Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business economics	13/07/2013
		b) Workshop of revised syllabus of S.Y.B.Com.	July 2014
6	Mr. Vijay Kumar Makwana	a) One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM	09/08/2012
		b) Workshop on effective implementation of grading / credit and semester system in the faculty of commerce	07/07/2012
		c) One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.COM Accounting paper I	14/07/2012
		d) National level seminar Global financial crisis Indian Scenario	01/12/2012
		e) Workshop on Enhancing the quality of Education	14/08/2014
		f) NAAC sponsored One Day Awareness Programme on “ NAAC’s process of Assessment and Accreditation for non Accredited colleges”	28/02/2015
		g) Workshop on “Question Paper Pattern under 75:25 evaluation scheme of Mathematical & Statistical Techniques”	19/07/14
7.	Mr. Surendara. Chaudhary	h) Workshop on revised syllabus and paper pattern of “ S.Y.B.Com – Accounting Semester III &	30/07/14

		IV	
8.	Mr.Anish Desai	i) Workshop on revised paper pattern for Computer System & Applications for TY B.Com  j) Workshop on revised paper pattern for Computer System & Applications for TY B.Com	09/09/2014  20/11/2014
9.	Mr. R. V. Pangam	a) Participated and presented paper entitled 'Web Enabled Collective Intelligence in Education-SOLE' (ISBN 978-81-924684-3-3)  b) Participated in the Symposium on 'Remedial Justice: An Interdisciplinary Approach in the Indian Context' organized by Department of Education, University of Mumbai.  c) Presented a paper with title 'Peace Education through <i>Adhyatma</i> ' in the in State level seminar on Peace Education held in N.S.S. in college of education.  d) NAAC sponsored One Day Awareness Programme on "NAAC's process of Assessment and Accreditation for non Accredited colleges"	17-18/04/2013  14-15/03/2013  25-26/02/2011  28/02/2015

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

The institute has adopted the student centric approach in curriculum and teaching practice on the basis of “OUTCOME BASED EDUCATIONAL APPROACH”. The educational procedures are developed at the institutional level. The following initiatives have been taken up by the institution for the effective implementation of the curriculum.

- a. Created facilities in three class rooms for interactive sessions
- b. Setting up of computer facilities for internet based learning
- c. Procurement & creation of learning resources including Video/CDs, Case study, PPTs, Specimen, etc.

- d. Faculty development programs on use of Learning Resources & Development of Learning Resources.
- e. Creation of learning resources utilization.

For effective delivery of curriculum the college endeavors to adopt different innovative & alternative methods such as, project based learning, assignment & presentations by the students.

**(Innovative Teaching Method)**



**Student Presentation**

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

The institute follows the guidelines issued by the university through the workshops conducted by the university. The institute in support to the university philosophy has developed the mechanism for the benefit of the stakeholders. The quality handbook designed for effective curriculum implementation, monitoring, assessment & evaluation has been designed in due consultation with the stakeholders.

- ❖ Inviting speakers from industry and reputed organizations from the various sectors- Corporate, Government, Semi Government, Private and NGO's to enable the students to gain first hand information & knowledge about the various trends in industry.

The following subject experts of University of Mumbai, eminent personalities from industries and research experts have been invited to guide the students:

Subject Experts of Mumbai University		
SR. No.	Name of Resource Person	Subject Matter
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkan	Guidance lecture on ‘understanding, analysis and interpretation of financial statements and schedules ‘to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of ‘Brand Building and Consumer Behavior’ to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of ‘Advertising in Contemporary Society’ to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

Eminent Personalities from Industries		
SR. No.	Name of Resource Person	Subject Matter
1.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
2.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
3.	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.
4.	Ms. Nadia Motani	Guidance lecture on “Role of capital and money market in India to T.Y.BAF students.

Research Experts		
SR. No.	Name of Resources Person	Subject Matter
1.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
2.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
3.	Mrs. Chani Khedwaal	Conducted lecture on ‘ICT in research’

4.	Dr. Arvind S. Luhar	Workshop on Research Content
5.	Mrs. Babita Kanodia	Guidance lecture on Research Paper Presentation
6.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"



### Seminar on Mass Media



### Workshop on Journalism

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

Our Faculty members attend syllabus revision workshops and contribute by providing feedback & suggestions. The teachers concerned also attend workshops on the examination pattern organized by the University. They also go for question paper setting, assessment and moderation of answer books.

The following is the list of teachers who have undertaken the above mentioned works:

Name of Teacher	Year	Paper Setter	Examiner	Moderator
<b>Diana Rayen</b>	2010 -11	-	T.Y. B.Com	MHRA
			T.Y. BMS	Advertising in Contemporary/Spec ial Studies in Marketing
			T.Y.B MM	Agency Management
	2011 -12	-	T.Y. B.Com	MHRA
			T.Y. BMS	Special Studies in Marketing/ Advertising in Contemporary
			T.Y.B MM	Agency Management
	2012 -13	-	T.Y. B.Com	MHRA
			T.Y. BMS	Special Studies in Marketing/ Advertising in Contemporary
			T.Y.B MM	Agency Management
	2013 -14	-	T.Y. B.Com	MHRA
			T.Y. BMS	Special Studies in Marketing/ Advertising in Contemporary
			T.Y.B MM	Agency Management
	2014 -15	-	T.Y. B.Com	MHRA
			T.Y. BMS	Special Studies in Marketing/ Advertising in Contemporary
		Yes*	T.Y.B MM	Agency Management
	2011 -12	-	T.Y.B MS	Business Ethics & /CSR

<b>Faisal Tanwar</b>				Entrepreneurship & SME International Marketing Elements of Logistics & SCM & HRM		-
		T.Y.B MM		Advertisement Market Research The Principles & Practice Direct Marketing	-	-
	2012 -13	-	T.Y.B MS	Business Ethics & /CSR Entrepreneurship & SME International Marketing Elements of Logistics & SCM & HRM	-	-
		-	T.Y. BMM	Advertisement Market Research The Principles & Practice Direct Marketing	-	-
		-	T.Y.BA F	Principles of Management & Application II	-	-
	2013 -14	-	T.Y. BMS	Business Ethics & /CSR Entrepreneurship & SME International Marketing Elements of Logistics & SCM & HRM	-	-
		-	T.Y. BMM	Advertisement Market Research The Principles & Practice Direct Marketing Copy writing Media Planning	-	-
		-	T.Y.BA F	Principles of Management & Application II	-	-
<b>Minaz</b>	2012	-	T.Y.B.	Financial		

<b>Khoja</b>	-13		Com	Accounting & Auditing paper (VI) Taxation		
		--	T.Y. BMM	International Finance Investment Analysis & Portfolio Management		
	2013 -14	-	T.Y.B. Com	Financial Accounting & Auditing paper (VI) Taxation	-	-
		-	T.Y. BMM	International Finance Investment Analysis & Portfolio Management	-	-
	2014 -15	-	T.Y.B. Com	Financial Accounting & Auditing paper (VI) Taxation Financial Accounting & Auditing paper (V)	-	-
		-	T.Y. BMM	International Finance Investment Analysis & Portfolio Management	-	-
		-	T.Y.BA F	Taxation Financial accounts VII	-	-
<b>Surinder Rana</b>	2011 -12	-	T.Y.B. Com	Economics	-	-
	2012 -13	-	T.Y.B. Com	Economics	-	-
	2013 -14	-	T.Y.B. Com	Economics	-	-
	2014 -15	-	T.Y.B. Com	Economics	-	-
<b>Anish Desai</b>	2014 -15	-	T.Y.B. Com	Computer Systems & Applications for	-	-
<b>Makwana Vijaykum</b>	2011 -12	-	T.Y.BA F	Financial Accounting &	-	-

ar				Auditing Paper-I		
<b>Babita Kanojia</b>	2012 - 2013	-	T.Y.B. Com	Financial Accounting & Auditing paper (V)	-	-
	2013 -14	-	T.Y.B. Com	Financial Accounting & Auditing paper (VI) Financial Accounting & Auditing paper (IX)	T.Y. B.Com	Financial Accounting & Auditing paper (VI)
	2014 -15	-	T.Y.B. Com	Financial Accounting & Auditing paper (VI) Financial Accounting & Auditing paper (VII)		Financial Accounting & Auditing paper (IX & X)

\*Diana Rayen was a paper setter for T.Y.BMM for the subject Advertising Contemporary Society in the year 2014-2015

**1.1.7 Does the institution develop curriculum for any of the courses offered (Other than those under the purview of the affiliating university) by it? If = yes', give details on the process (=Needs Assessment, design, development and planning) and the courses for which the curriculum has been developed.**

At present only the courses offered by the affiliating university are conducted by Clara's College of Commerce, however, the institution intends to introduce short term certificate / diploma courses in due course.

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The institute has created a mechanism to facilitate the curriculum implementation. A systematic procedure has been developed and implemented to ensure effective implementation, monitoring and assessment. The institute through IQAC and Departmental mechanism ensures the curriculum implementation/monitoring at macro & micro level.

The following is the mechanism created for implementation of the curriculum:

**Institutional level:**

1. Principal through IQAC develops the plan of implementation for all the disciplines and follows uniform procedures.
2. Principal through IQAC analyses the feedback given by stakeholders and take remedial measures.
3. Principal arranges training programmes for faculty and staff so that

curriculum implementation is effective.

**Departmental level:**

1. Head of the Departments/coordinators prepare yearly plan of implementation and take review of the progress once in a month.
2. Head of the Departments/coordinators ensure that the faculty prepares plans for classroom instructions.
3. Head of the departments/coordinators maintain all the records of implementation and assessment.
4. Head of the Departments/coordinators analyses the performance of students in respect of progressive test, progressive skill test and term end Examinations. Suitable actions for improving the overall performance are taken by the departments.

**Individual (teacher) level:**

1. The subject teachers (regular / visiting) prepare the yearly plan for class room sessions and practical sessions
2. The subject teacher selects appropriate methods of instructions to ensure meaningful learning.
3. The subject teachers follow the philosophy of Curriculum Design and implement it in the same spirit.
4. The subject teachers use feedback proforma for improving instructional methods and self-development.

**Monitoring through IQAC**

IQAC follows the plans to review the progress of curriculum implementation.

1. The members of IQAC maintain the follow up of suggestions made for a period of three years.
2. IQAC shall prepare its Annual Quality Assurance Report (AQAR) and submit it to NAAC every year.
3. The members of IQAC have to focus on observing the curriculum implementation process.
4. The members of IQAC are expected to follow the norms of monitoring and record the planning process and the extent of various methods used by teachers.
5. Members of IQAC provide guidance to the faculty in improving the process.

<b>IQAC: Internal Quality Assurance Cell Structure:</b>		
<b>1</b>	<b>Principal</b>	Dr. Mrs. Zahida Shaikh
<b>2</b>	<b>Vice Principal &amp; Coordinator</b>	Mrs. Rita Singh
<b>3</b>	<b>Head of Dept./ Coordinator Commerce</b>	Ms. Diana Rayen
<b>4</b>	<b>Coordinator: B.M.S.</b>	Mr. Faisal Tanwar
<b>5</b>	<b>Coordinator: B.A.F.</b>	Mr. Vijaykumar Makwana
<b>6</b>	<b>Coordinator :B.M.M.</b>	Mrs. Seema Petkar
<b>7</b>	<b>Internal Members/ Staff representatives</b>	Mr. R. V. Pangam Mrs. Babita Kanojia Ms. Neeta Wadhwani
<b>8</b>	<b>External Members</b>	Mr. Chandresh Kakkar Dr. Mr. Abilash Kasabwala

**Monitoring through Mentors:**

The following is the list of the mentors (Class teachers) who follow up the academic performance and assist in personal guidance of students.

<b>Clara's College of Commerce Mentors Structure:</b>	
<b>F.Y.B.Com - A</b>	▪ Ms. Aksha Memon
<b>F.Y.B.Com - B</b>	▪ Mrs. Mamta Rajani
<b>F.Y.B.Com - C</b>	▪ Mr. Surendra Chaudhary
<b>S.Y.B.Com - A</b>	▪ Mr. Jude R. D'Souza
<b>S.Y.B.Com - B</b>	▪ Mrs. Shalini Shashidharan
<b>T.Y.B.Com - A</b>	▪ Mr. Surinder Rana
<b>T.Y.B.Com - B</b>	▪ Mrs. Babita Kanojia
<b>F.Y.BMS</b> -	▪ Ms. Aarti Ahuja
<b>F.Y.BMS</b> -	▪ Mr. Amit Bansod
<b>S.Y.BMS</b> -	▪ Mr. Faisal Tanwar
<b>T.Y.BMS</b> -	▪ Ms. Diana Rayen
<b>F.Y.BMM</b> -	▪ Ms. Aarti Ahuja
<b>S.Y.BMM</b> -	▪ Mrs. Dimple Kakkar
<b>T.Y.BMM</b> -	▪ Mrs. Seema Petkar
<b>F.Y.BAF</b> -	▪ Mr. Shahid Ansari
<b>S.Y.BAF</b> -	▪ Mr. Anish Desai
<b>T.Y.BAF</b> -	▪ Mr. Vijaykumar Makwana

**Academic Monitoring through Examination Committee and Review Committee:**

The examination committee along with the review committee monitors the academic performance of the students:

<b>Examination and Result Committee</b>		
1.	Mrs. Rita Singh	Convener
2.	Ms. Diana Rayen	Member
3.	Mr. Vijay Makawana	Member
4.	Mr. Faisal Tanwar	Member
5.	Dr. Seema Petkar	Member
6.	Mr. Surinder Rana	Member
7.	Mrs. Babita Kanojia	Member
8.	Mr. Anish Desai	Member

After the evaluation process the results of the students are reviewed subject wise and course wise.

<b>Academic Monitoring Committee</b>		
1	Dr Zahida Shaikh	Coordinator
2	Mrs Rita singh	Co Coordinator
3	Ms Daina Rayen	Member
4	Mr Faisal Tanwar	Member
5	Mr Vijay Kumar Makwana	Member
6	Mrs. Seema Petkar	Member
<b>Review Committee</b>		
1	Dr Zahida Shaikh	Coordinator
2	Mrs Rita singh	Co Coordinator
3	Ms Daina Rayen	Member
4	Mr Faisal Tanwar	Member
5	Mr Vijay Kumar Makwana	Member
6	Mrs. Seema Petkar	Member

Result analysis is the most important tool to understand the students' performance. The examination committee and the review committee analyze the results and suggest measures to enhance the students' performance. Review is undertaken through these committees and they verify whether the performance is in line with set benchmarks. \

**The following is the result analysis of last four academic years.**

<b>Academic Year</b>	<b>Name of the Program</b>	<b>No of Students appeared</b>	<b>No of Students Passes</b>	<b>Pass Percentage</b>
<b>2013-14</b>	<b>B.Com</b>	242	150	62 %
	<b>BAF</b>	20	17	85 %
	<b>BMS</b>	57	34	60 %
	<b>BMM</b>	18	11	61.10 %
<b>2012-13</b>	<b>B.Com</b>	268	201	75 %
	<b>BAF</b>	38	35	92 %
	<b>BMS</b>	76	52	69 %
	<b>BMM</b>	18	18	100 %
<b>2011-12</b>	<b>B.Com</b>	266	186	69.93 %
	<b>BAF</b>	-	-	-
	<b>BMS</b>	55	37	67 %
	<b>BMM</b>	11	10	90.90 %
<b>2010-11</b>	<b>B.Com</b>	197	134	68.02%
	<b>BAF</b>	-	-	-
	<b>BMS</b>	47	37	78.72 %
	<b>BMM</b>	11	08	72.72 %

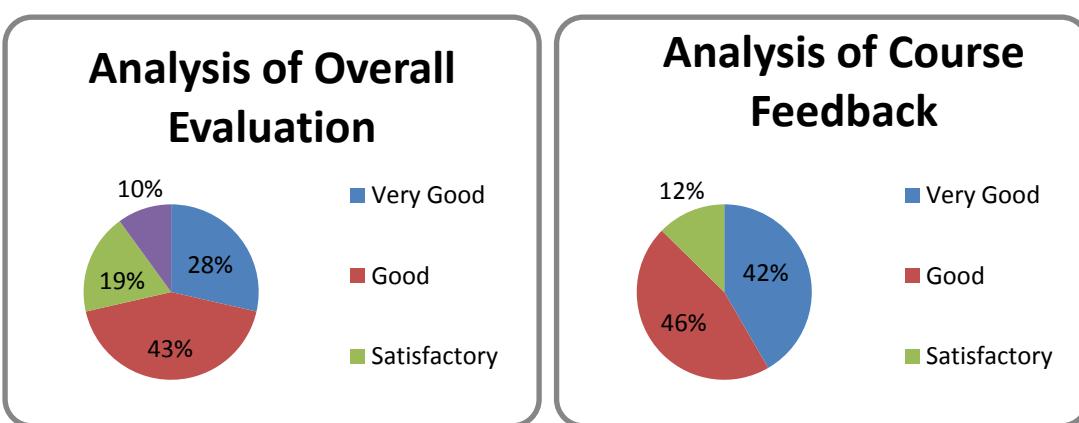
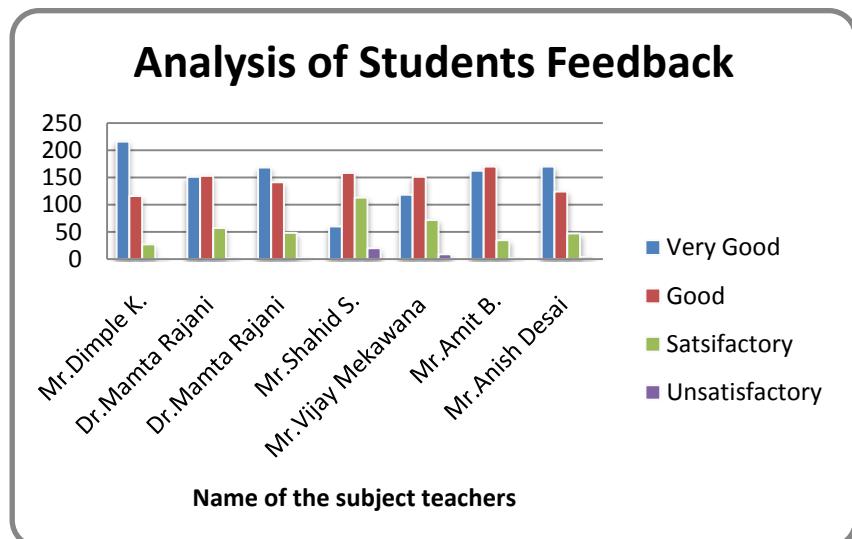
#### **Monitoring through Feedback Mechanism:**

##### **I. Feedback From Students:**

The college has taken regular feedbacks from students. The college uses University of Mumbai's feedback forms to collect feedbacks from the students. These feedbacks are analyzed by feedback committee and suggestions are given to the Principal and the Management. On the basis of the feedback analysis and suggestions from feedback committee, management takes necessary steps to enhance teachers' performance.

The sample of this feedback is given below:

**F.Y. B.A.F. Year: I, Sem.: I - Feedback for year 2014-15**



## II. Feedback from parents:

The college organizes a Parent-Teacher Meeting twice a year to communicate each student's progress & development as well as deficiencies & short comings to every parent individually.

This ensures academic success, as well as a fruitful & productive outcome to the efforts put in by teachers towards each student throughout the academic year.

### Orientation Programme for Students with Parents



## **1.2 - Academic Flexibility**

### **1.2.1 Specifying the goals & objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.**

The degree courses offered by the college are reframed in to the skill development/ability/ competency development by following the OUTCOME BASED EDUCATION (OBE) APPROACH. The new framework itself includes the skill development and career oriented learning amongst the students.

**The following are such courses offered as under-graduate programs:**

- |   |
|---|
| ● Bachelor of Commerce                        |
| ● Bachelor of Management Studies              |
| ● Bachelor of Mass Media                      |
| ● Bachelor of Commerce {Accounting & Finance} |

e.g. The objectives of under-graduate program in Commerce are as stated below:

### ***Programme Objectives for B.M.M.***

- a. To develop necessary skills and competency in learners to make them employable.
- b. To encourage students to be entrepreneurs.
- c. To provide fundamental knowledge in the field of mass media.
- d. To cultivate virtues to enable the learners to contribute in the development of society.

### **1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If='yes', give details.**

There are no dual degree courses offered as yet however Clara's College of Commerce is keen in offering dual degree courses in future.

### **1.2.3 Give details on the various institutional provisions with reference to academic flexibility & how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies & improved potential for employability.**

Range of Core /Elective options offered by the University and those opted by the college

#### **Core Options:-**

##### **Bachelor of Commerce: - {B.Com.}**

- Financial Accounting & Auditing
- Commerce
- Foundation Course,
- Business Communication,
- Business Economics,

- Environmental Studies,
- Advertising.

**Bachelor of Management Studies {B. M. S.}**

- Foundation Course,
- Management Studies
- Business Law
- Business Economics,
- Business Environment,
- Business Communication,
- Business Statistics & Mathematics,

**Bachelor of Accounting & Finance {B. A. F.}**

- Foundation Course,
- Business Economics,
- Commerce
- Business Law
- Business Environment,
- Taxation
- Business Communication,
- Information Technology
- Business Statistics & Mathematics,

**Bachelor of Mass Media {B. M. M.}**

- Economics
- Effective Communication
- Principles of Management
- Introduction to Computers
- Introduction to Psychology
- Introduction to Political Science
- Introduction to History
- Introduction to Sociology
- Introduction to Advertising
- Introduction to Journalism

**Elective Options:-**

**Bachelor of Commerce: - {B.Com.}**

- Taxation
- Computer Systems & Application.

**Bachelor of Management Studies {B. M. S.}**

- There is no Elective Option Available

**Bachelor of Accounting & Finance {B. A. F.}**

- There is no Elective Option Available

**Bachelor of Mass Media {B. M. M.}**

- Advertising

**Choice based credit system & range of subject options:-**

- The institute follows the “Credit Based Semester Grading System (CBSGS)”

**Courses offered in Modular form:-**

- Not Applicable

**Credit transfer and accumulation facility:-**

- No

**Lateral and vertical mobility within and across programmes and courses:-**

- Not Applicable

**Enrichment courses:- Tally workshop Two days program for :**

❖ F.Y.B.Com.	❖ S.Y.B.Com.	❖ T.Y.B.Com
❖ F.Y. B.M.S.	❖ S.Y.B.M.S.	❖ T.Y.B.M.S.
❖ F.Y.B.A.F.	❖ S.Y.B.A.F.	❖ T.Y.B.A.F.

**1.2.4 Does the institution offer self-financed programmes? If =yes‘, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, etc.**

All courses offered by the college are under the self financing scheme.

The courses such as Bachelor of Commerce:- {B.Com.}, Bachelor of Management Studies{B. M. S.}, Bachelor of Accounting & Finance {B. A. F.} & Bachelor of Mass Media {B. M. M.} are offered to cater to the growing & emerging national & global needs in today's economy.

Course	Admission	Curriculum	Fee Structure	teacher qualification
F.Y.B.Com.	As Prescribed by the University Of Mumbai		14,100	The qualification of the teachers are similar
S.Y.B.Com.			13,700	
T.Y.B.Com.			15,700	
F.Y.B.M.S	As Prescribed by the University Of Mumbai		24,450	The qualification of the teachers are similar
S.Y.B.M.S			22,550	
T.Y.B.M.S			25,400	
F.Y.B.A.F.	As Prescribed by the University Of Mumbai		24,450	The qualification of the
S.Y.B.A.F.			22,700	
T.Y.B.A.F.			22,900	

			teachers are similar
F.Y.B.M.M.		24,500	
S.Y.B.M.M.		22,750	
T.Y.B.M.M.	As Prescribed by the University Of Mumbai	25,250	The qualification of the teachers are similar

The College is located at Yari Road in Versova. Therefore the courses offered are in line with some of the most popular & the most relevant to the youth, which helps them to meet the local employment needs of the youth of today.

The Institution constantly strives for the betterment, upliftment, overall development & continual improvement of all its stake holders.

**1.2.5 Does the college provide additional skills oriented programs, relevant to regional and global employment markets? If 'Yes' provide details of such programs and their beneficiaries.**

The courses offered by the college in itself are skill oriented programmes however these are supplemented by the following additional activities for the benefits of our students to make them relevant to the regional and global employment market.

- ❖ The institute organizes following activities:
  - Field Visits/Industrial visits:

**Field Visits/Industrial visits during 2014-15**

Sr. No.	Programme	Dates	Location	No. of Beneficiaries
1.	F.Y/S.Y./T.Y. B.M.S.	24/02/15	Lonavla: 1. Maganlal Chikki 2. Monex Lubricants 3. Cooger Paints	103
2.	F.Y/S.Y./T.Y. B.A.F.	24/02/15	Lonavla: 1. Maganlal Chikki 2. Monex Lubricants 3. Cooger Paints	92
3.	F.Y/S.Y./T.Y. B.M.M.	24/02/15	Pune: 1. Film Archives 2. Printing Press: Kesari Newspaper	35

- Expert lectures ( for details refer to criterion1.1.5)
- Workshops:

- Soft skill development:
  - The college has introduced the soft skills courses in Tally ERP 9 and Photography
- Industry based projects
- Assignments

### **Industrial Visit to Kesari Printing Press (Pune)**



**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice If =yes‘, how does the institution take advantage of such provision for the benefit of students?**

- Clara's College of Commerce is recognized by the University of Mumbai.
- The University of Mumbai has its own Distance Education course, which helps many students who are unable to continue their academics through regular colleges, pursue their further studies through this institute.
- Several Students take advantage of this facility and pursue a degree. The distance learning programme helps those who leave their UG & PG education due to financial and family constraints. This gives them an excellent opportunity to pursue their further studies without disrupting their professional financial or personal lives.
- The provision of providing a smooth & timely transition of a student's transfer certificates & other required transcripts from Clara's College of Commerce to the IDOL (Institute of Distance & Open Learning) Mumbai University is undertaken to facilitate and encourage students who are forced to drop out of college, yet acquire their educational degrees.

### **1.3 - Curriculum Enrichment**

**1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?**

- Curriculum is designed and developed by the Board of Studies {University of Mumbai}. To supplement the curriculum, the college accepts prompt feedback from its students, teachers, academic peers, alumni and colleagues.
- The college organizes an orientation program for its students along with their parent to integrate college goals & objectives & to highlight the curriculum.
- The curriculum has transformed in to the OBE framework. The institute further developed a “Quality Handbook (QHB)” in support to the philosophy of the curriculum. The document facilitates the uniformity and objectivity along with the Student Centric approach.

**1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?**

The institution has adopted the following measures to enrich and organize the curriculum in order to cater to needs of the dynamic employment market:

- Collection of data analysis on job opportunities and job functions from the stakeholders and searching the published documents.
- Aligning the institute's mission with management/society's mission statement.
- Identification, listing & validation of program educational objectives.
- Identification & validation of graduate attributes.
- Aligning course to graduate attributes.
- Course development to ensure pre-defined outcomes.
- Development of course implementation, monitoring & assessment mechanism.
- Development of Quality Hand Book.

**In support of these,**

- The college engages in providing guest lectures by experienced professionals in order to enrich the curriculum from a vocational & practical point of view.
- The College takes special care to try and explain the curriculum in languages like Hindi and Marathi to clarify doubts that students have.

**1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

- ❖ The College engages guest lecturers to impart value and reality based trainings towards women (Empowerment, self defense & protection of

women's rights & dignity), Environmental Awareness, Human rights, Etc.

Following are the activities undertaken by the college to develop the curriculum.

**A. Gender Equality**

1. Women Development Cell formed
2. Women's Day celebration at college
3. Appointing women faculty & staff
4. Programs like Self Defense Programme (conducted by Sharif Bapu) for women
5. Save a Girl child by poster making, painting and essay writing competition

**Self- Defense for Girls****B. Climate Changing and Environmental Education**

1. The institute organizes various programmes and activities to promote green environment.
2. The institute has initiated the innovations such as Rain water Harvesting, Energy Audit, Save Energy-Save water, etc at college level as well at community level
3. Tree Plantation
4. Annual Day with the theme 'Global warming'

**Tree Plantation****Go Green Day****C. ICT**

1. Web site development of the institute
2. Computerization of students records
3. Computer laboratory
4. Internet facilities at the institute
5. Promoting use of multimedia in teaching
6. Procurement of hardware like LCD projector and software
7. Developing e-learning platform at institute's level
8. Introduction to Tally

**1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students? Moral and ethical values, employable and life skills, better career options, community orientation.**

- ❖ Our College invites speakers from Industry, Government, Public Sector Undertakings (PSU's) and Private Enterprises.



### Guest Lecture

- ❖ These eminent personalities through their lectures impart professional, vocational, moral and ethical value based lessons.
- ❖ In house faculty also conducts workshops & extra sessions on moral and ethical values, better career prospects with brighter career options, student's role in community development & nation building.

#### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

The following are the initiatives taken up by the institute based on the feedback from stake holders:

- Final year projects were design based on the field requirement
- Industry based projects
- Organization of Expert lectures
- Arranging field/industry visits
- Use of teaching methods like, case study, group discussions, assignments, seminar, etc
- Implementing course content through scientific models like OBE

The college through the principal collects feedback from stakeholders at regular intervals for all the courses offered by the college. It also has in place a mechanism on feedback from students' responses.



### Industrial Visit to Monex Lubricants

#### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

- ❖ The institution monitors and evaluates the quality of its enrichments programmes by taking feedbacks and suggestions from the participants.
- ❖ This method of performance-evaluation helps in gaining good academic

standards.

- ❖ The data so collected is analyzed and evaluated and appropriate changes are made/ incorporated at appropriate levels.

### Feedback Form of an Enrichment Programme

#### CLARA'S COLLEGE OF COMMERCE

National Symposium on "Emotional Intelligence and Teaching-Learning Process"

#### Feedback Form

Date: 28.02.2015

Speaker: Shri.Vipul Vyas

Name of the Participant : Prayanki Desai

Name of the Institution : National Group Institute of IT & Management SURAT.

SCALE: 1 - STRONGLY AGREE; 2 - AGREE; 3 - NEUTRAL

1	2	3
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1. The information regarding symposium was clear and readily available.

2. The speaker responded to questions in an informative, appropriate and satisfactory manner.

3. Please rate this symposium on the following basis (Put a tick):

- a. Registration Process
- b. Content
- c. Creating Interest in the topic
- d. Use of Instructional aid
- e. Quality of Food
- f. Facilities
- g. Overall organisation

Very Good	Good	Fair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Any suggestions

*Keep doing workshops !!!*

Thank you!

### **1.4 - Feedback System**

#### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

Curriculum is designed & developed by the University of Mumbai after receiving feedback from its stakeholders.

The college through its faculty participates in various syllabus revision workshops conducted by the university & gives feedback.

The following teachers have attended the workshops organized by the university on syllabus revision and other academic matters:

Sr. No	Name of the teachers	Name of the Workshops/ Seminars	Date
1	Mrs Radha Iyer	a) Seminar on credit and grading system	26/06/2011
		b) BMS Syllabus revision	14/12/2010
		c) Seminar on business Economics III T.Y.B.COM	03/02/2010
2	Mrs Babita Kanojia	a) Workshop on educational Research “Avishkar(2014-2015)	15/07/2014
		b) Workshop on Revised syllabus and question paper pattern in financial accountancy and auditing	July, 2014
		c) Workshop on “ Roadmap to NAAC Accreditation Process, For Quality Assurance In Academic Institutions	12/7/2014
3	Ms Aksha Memon	a) Workshop on “ Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions	12/7/2014
4	Ms. Diana Rayen	a) “One day seminar on culture, community and Sexuality”	21/11/2014
		b) One day workshop on Educational Research	15/07/2014
		c) Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and M.CoM	21/06/2014
		d) Workshop on “ Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions	12/7/2014
		e) Workshop on Women Development cell	21/11/2014
5	Mr Surinder Rana	c) Workshop on “ Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business economics	13/07/2013

		d) Workshop of revised syllabus of S.Y.B.Com.	July 2014
6	Mr. Vijay Kumar Makwana	a) One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM	09/08/2012
		b) Workshop on effective implementation of grading / credit and semester system in the faculty of commerce	07/07/2012
		c) One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.COM Accounting paper I	14/07/2012
		d) National level seminar Global financial crisis Indian Scenario	01/12/2012
		e) Workshop on Enhancing the quality of Education	14/08/2014
7	Mr. Surendara. Chaudhary	a) Workshop on "Question Paper Pattern under 75:25 evaluation scheme of Mathematical & Statistical Techniques"	19/07/14
		b) Workshop on revised syllabus and paper pattern of " S.Y.B.Com – Accounting Semester III & IV	30/07/14
8	Mr. Anish Desai	c) Workshop on revised paper pattern for Computer System & Applications for TY B.Com	09/09/2014
		d) Workshop on revised paper pattern for Computer System & Applications for TY B.Com	20/11/2014
9.	Mr. R. V. Pangam	a) Participated and presented paper entitled 'Web Enabled Collective Intelligence in Education- SOLE' (ISBN 978-81-924684-3-3)	17-18/04/2013
		b) Participated in the Symposium on 'Remedial Justice: An Interdisciplinary Approach in the Indian Context' organized by Department of Education, University of Mumbai.	14-15/03/2013
		c) Presented a paper with title 'Peace Education through <i>Adhyatma</i> ' in the in State level seminar on Peace Education held in N.S.S. in college of education.	25-26/02/2011
		d) NAAC sponsored One Day Awareness Programme on " NAAC's process of Assessment and Accreditation for non Accredited	28/02/2015

		colleges”	
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**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If =yes‘, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

The institute obtains the student’s feedbacks in the following ways:

- ❖ The principal goes to each class and takes a feedback from the students in each semester about the completion of the curriculum & the performance of teachers & reports it to management. The feedback form is developed to obtain the comments of students on the academic activities.
- ❖ We also take feedback from parents at the PTA meetings & work on their suggestions.
- ❖ At the end of academic year feedback is also taken on institutional facilities and effectiveness.
- ❖ The feedback related to the institution is discussed with the stakeholders and authorities during the meetings. On the basis of their suggestions the management improves the facility if required.

**Sample of Feedback Form**

<b>CLARA'S COLLEGE OF COMMERCE</b>					
Student Feedback on Teachers					
Department: <u>management</u> Semester/Term/Year : <u>I</u>					
Please rate the teacher on the following attributes using the 4-point scale shown					
 4.00      3.00      2.00      1.50      0.0					
Name of the Teacher: <u>Nalibha Pangam - [B+C]</u>					
Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory	
1. Knowledge base of the teacher (as perceived by you)	✓	✓			
2. Communication Skills (in terms of articulation and comprehensibility)	✓	✓			
3. Sincerity / Commitment of the teacher	✓	✓			
4. Interest generated by the teacher	✓	✓			
5. Ability to integrate course material with environment/other issues, to provide a broader perspective	✓	✓			
6. Ability to integrate content with other courses	✓	✓			
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	✓	✓			
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course	✓	✓			
9. Provision of sufficient time for feedback	✓	✓			
10. Overall rating	✓	✓			

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?**

The total numbers of programmes introduced during last few years are:

- ❖ Bachelor of Management Studies (B. M. S.) in June 2007
- ❖ Bachelor of Accounting & Finance (B. A. F.) in June 2010
- ❖ Bachelor of Mass Media (B. M. M.) in June 2007

**Rationale:**

- ❖ In response to the feedback from stakeholders, it was decided to introduce the above new courses due to their popularity & demand as these courses are job oriented.

**Criterion II****Teaching Learning & Evaluation****2.1 - Student Enrolment & Profile****2.1.1 How does the college ensure publicity and transparency in the admission process?**

- ❖ The admission cell is formed and functions till the end of the entire admission process.
- ❖ The guidance and counseling facility is provided to potential learner with respect to entire admission process and programmes offered by the institute.
- ❖ Admission Notices are displayed prominently on the college notice boards for the students of regular & Self-financed programmes. Admissions are open to all.
- ❖ Preference is given to the students from the minority communities. If minority seats aren't filled, students from the general category are offered admissions.
- ❖ The admission information is published on the institute website along with all related information.
- ❖ The institute publishes prospectus every year. The prospectus provides information such as, programmes, eligibility criteria, broad curriculum, fee structure, admission process, reservations (if any), disciplinary rules, etc. The prospectuses are provided to students along with the application forms.
- ❖ The admission schedule is displayed on the notice board and website.

**2.1.2 Explain in detail the criteria adopted and process of admission ( Ex.**

**(i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programs of the institution.**

Admissions are done as per the guidelines of Government of Maharashtra and University of Mumbai.

**Allocation of Seats for Admission to First Year Degree Program**

Category	% of Seats
Minority	50%
Management Quota	15%
Reserve Category	17.5%
General Category	17.5%

- ❖ Admissions are open to all & are offered on the basis of Standard XII (HSC) marks obtained by the students.
- ❖ List of eligible students is displayed prominently on the college notice boards and students are required to confirm their admission by payment of their fees.
- ❖ An Admission Cell is formed consisting of the Principal, Vice Principal & all

the Coordinators of the programs {B.Com, B.M.S, B.A.F, B.M.M}.

- ❖ The institution provides prospectus with all the required information about the programs to the students.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

- ❖ Admissions are open to all those who fulfill the minimum eligibility conditions, as there is no cut-off percentage fixed.

The college admitted the students in the academic year 2014-15 with the minimum and maximum percentage as given below:

<b>Academic Year 2014-2015</b>		
<b>Programs</b>	<b>Minimum %</b>	<b>Maximum %</b>
<b>B.Com</b>	35%	81.23%
<b>B.M.S</b>	45%	88.00%
<b>B.A.F</b>	45%	81.69%
<b>B.M.M</b>	45%	75.85%

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If=Yes ‘what is the outcome of such an effort and how has it contributed to the improvement of the process?**

- ❖ Yes, the Admission Cell of the college conducts the overall review of the admission process & scrutinizes the profiles of the students yearly.
- ❖ The students of STD-XII are given an orientation, explaining the scope for every degree course that is available in the college & its job potential, thereby resulting in increased number of applications.
- ❖ The variety of decisions on publicity, dissemination of information, fee structure, facilities are taken based on the experience.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion.**

<b>Academic Year 2014-2015</b>				
<b>Category</b>	<b>FYB.Com.</b>	<b>B.M.S.</b>	<b>B.A.F.</b>	<b>B.M.M.</b>
<b>SC/ST</b>	03	04	03	---
<b>OBC</b>	13	01	04	---
<b>Women</b>	122	35	27	8
<b>Differently Abled</b>	01	01	---	---
<b>Economically weaker sections</b>	115	23	8	5
<b>Minority community</b>	125	33	17	5
<b>Any Other</b>	-	-	1	2

The College is located in an area which has a large presence of persons belonging to the economically and educationally backward sections (Koli / Fishermen Community) & minorities. Hence the college has admitted a large no. of students from these segments.

**2.1.6 Provide the following details for various programs offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

<b>2011-2012</b>			
<b>Programs</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand ratio</b>
<b>B.Com</b>	<b>301</b>	<b>301</b>	<b>1:1</b>
<b>B.M.S</b>	<b>75</b>	<b>68</b>	<b>1.10 : 1</b>
<b>B.M.M</b>	<b>25</b>	<b>23</b>	<b>1.09 : 1</b>
<b>B.A.F</b>	<b>26</b>	<b>22</b>	<b>1.18 : 1</b>
<b>2012-2013</b>			
<b>Programs</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand ratio</b>
<b>B.Com</b>	<b>287</b>	<b>287</b>	<b>1:1</b>
<b>B.M.S</b>	<b>63</b>	<b>58</b>	<b>1.09 : 1</b>
<b>B.M.M</b>	<b>28</b>	<b>25</b>	<b>1.12 : 1</b>
<b>B.A.F</b>	<b>35</b>	<b>33</b>	<b>1.06 : 1</b>
<b>2013-2014</b>			
<b>Programs</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand ratio</b>
<b>B.Com</b>	<b>279</b>	<b>279</b>	<b>1:1</b>
<b>B.M.S</b>	<b>81</b>	<b>73</b>	<b>1.11 : 1</b>
<b>B.M.M</b>	<b>21</b>	<b>16</b>	<b>1.31 : 1</b>
<b>B.A.F</b>	<b>51</b>	<b>45</b>	<b>1.13 : 1</b>
<b>2014-2015</b>			
<b>Programs</b>	<b>Number of applications</b>	<b>Number of students admitted</b>	<b>Demand ratio</b>
<b>B.Com</b>	<b>427</b>	<b>416</b>	<b>1.02:1</b>
<b>B.M.S</b>	<b>120</b>	<b>109</b>	<b>1.10:1</b>
<b>B.M.M</b>	<b>20</b>	<b>18</b>	<b>1.11:1</b>
<b>B.A.F</b>	<b>63</b>	<b>60</b>	<b>1.05:1</b>

## **2.2 - Catering to Student Diversity**

### **2.2.1 How does the institution cater to the needs of differently- abled students & ensure adherence to government policies in this regard?**

- ❖ The College caters to the needs & expectations of students who come from diverse walks of life, (cultural, economic & linguistic) backgrounds.
  - ❖ The college has been sensitive to the needs of the differently abled students & efforts have been made to bring them into the mainstream.
  - ❖ As per the guidelines of the Government of Maharashtra & the University of Mumbai, the differently-abled students are offered the following concessions / benefits:-
1. Fee Concessions for handicapped students.
  2. Elevator facilities for physically & visually challenged students for easy accessibility.
  3. Writers for physically & visually challenged and also for dyslexic students.
  4. Additional time for writing of examinations {20 additional minutes for every hour of examination}
  5. Leniency in evaluation {Overlooking spelling mistakes etc...}
  6. Additional 20 grace marks are awarded wherever necessary for passing the subjects for students from differently abled background.

### **2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If =yes', give details on the process.**

- ❖ The principal of the College conducts an orientation programs for all the three years' parents and students of B.Com, B.A.F, B.M.S, B.M.M. The orientation covers issues on education processes at institute, core competencies required to be developed during graduation, the mechanism to deal with students' learning problems(formation of various committees), attendance, discipline, the University examination pattern (Internal Assessment and Semester End Exam: 25:75) and facilities for parents to visit the Principal and subject teachers to follow up their wards performance.

Dates of Orientation Programs		
Academic Year	Class	Date
<b>2013-14</b>	First Years	1 <sup>st</sup> July 2013
	Second Years	22 <sup>nd</sup> June 2013
	Third Years	29 <sup>th</sup> June 2013
<b>2014-15</b>	First Years	6 <sup>th</sup> August,2014
	Second Years	9 <sup>th</sup> August,2014
	Third Years	9 <sup>th</sup> August,2014

- ❖ Yes. A large number of students enrolled in our college come with low percentage of marks; hence the institution has a policy of introducing the subjects with the basic details, so as to facilitate easy assimilation and

grasping.

- ❖ The members of the faculty also interact personally with the students in the College to assess their individual capabilities, interests, habits, special needs, skills and expectations.
- ❖ It is only after understanding students' needs, skills and expectations; the faculty formulate a plan of action to implement the measures to meet their expectations.

**2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge / Remedial / Add-on / Enrichment Courses, Etc...)**

- ❖ To bridge the knowledge gap at the departmental level the college invites reputed subject experts to conduct sessions for its students.
- ❖ Tutorial classes are conducted for the subject of Mathematics and Statistics according to the norms of University of Mumbai.
- ❖ The college also organizes remedial classes for Accounts, Math & Stats & English (Business Communication) for weak students.
- ❖ We also organize special coaching in small batches for problem solving and clarifications on various concepts.
- ❖ The college has a mechanism of mentoring students. The class teachers select some advanced and good students and they are asked to guide and help weak students.
- ❖ The class teachers also play role of mentors by identifying and helping the weak students and solving their problems.
- ❖ The teachers also help the differently able students and slow learners by giving them extra attention and guidance.

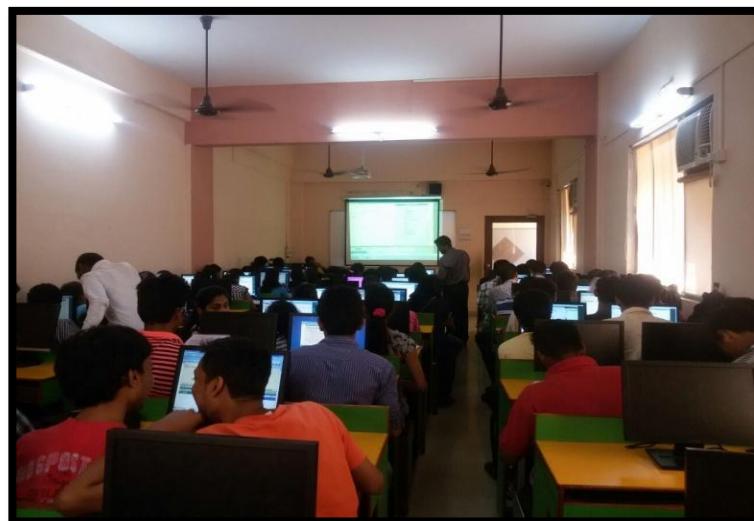
Following is the list of Enrichment programs undertaken by college:

SR. No.	Name of Resource Persons	Guidance Lectures
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkani	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.

5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.
7.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9.	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.
10.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF students.
11.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
12.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
13.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
14.	Dr. Arvind S. Luhar	Workshop on Research Content
15.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
16.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"



**Guest lecture on Journalism**



**Workshop: Tally ERP 9**

#### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

- ❖ The college conducts seminars on gender sensitization, inclusive education, and the benefits on why and how to save the environment, by providing guidance on tree plantation, and saving of trees & a pollution free environment.
- ❖ The college organizes and conducts tree plantation & Go Green Movement through the vibrant & active NSS unit.
- ❖ The college encourages the staff and students by organizing various seminars and competitions.

The following are some of the major initiatives:

<b>Activities for Sensitization of students</b>	
	<b>Activities</b>
1.	Essay and poster making competition on “Save a girl Child”
2.	Self Defense seminar for girls
3.	Go Green Day
4.	Tree plantation
5.	Save electricity
6.	Formation of Woman development cell
7.	Anti Drug Rally
8.	Swachh Bharat Abhiyan



### Rally for "Save Electricity"

The college encourages its Faculty to attend Workshop/ seminar/ conferences on various issues. Some of the programs attended by teachers are as follows:

<b>SR.NO</b>	<b>Name of the teachers</b>	<b>Title/Theme</b>	<b>Institutions</b>
1	Diana Rayen	Culture, Community and Sexuality	University of Mumbai
2	Babita Kanoujia	Creating Awareness to Conserve and protect environment	H.B.B.Ed college, Vashi
		a) Equity in higher Education	B.K.Shroff college Kandivali
		a) Sustainable Business Development Strategies	Thakur college of Science and Commerce
		a) Fifty Years of ODL in Dual Model Universities of India	University of Mumbai (IDOL)

		Reforms policies (ERP) for Sustainable Development	Pragati College of Arts and Commerce
		Green India Vision 2020	JJTU & COSIA
		Innovation and Successful Business Model in emerging world	St. Francis Institute of Management and Research
3	Aksha Memon	Innovation and Successful Business Model in emerging world	St. Francis Institute of Management and Research

**2.2.5 How does the institution identify & respond to special educational/learning needs of advanced learners?**

- ❖ The college has a majority of students who are average. However advanced learners are encouraged by empowering them with responsibilities such as representatives of student councils, team and project leaders, depute them to attend student's seminar, participate in university research activities like 'Avishkaar' etc. These students are also felicitated for their outstanding performance by awards and prizes on Republic Day and Annual Day functions.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?**

- ❖ The institution has a large number of students from economically weaker sections.
- ❖ A few of them are also slow learners but due to lack of medical certificate it is difficult to locate/ identify them.
- ❖ The faculty members are requested to pay special attention to increase the confidence and morale of students by making them aware of the importance of an academic degree and discipline in life.
- ❖ The institution also encourages faculty members to motivate students by emphasizing on their talents and abilities in creative arts, sports, and other skills.

### **2.3 - Teaching-Learning Process**

#### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The college has set up the following committees to ensure the planning and organizing the teaching, learning and evaluation schedules and other activities.

S.R NO	List of Committees
1)	Admission Committee
2)	Discipline Committee
3)	Identity Card Committee
4)	Time – Table Committee
5)	Attendance and SMS Committee
6)	Academic Monitoring Committee
7)	Examination and result Committee
8)	Unfair Means Inquiry Committee
9)	Review Committee
10)	Feedback Committee
11)	Cultural Committee
12)	Sports Committee
13)	NSS Committee
14)	Student Council
15)	Public Relations Committee
16)	Students Grievance Redressal Cell
17)	Women Development Cell
18)	Anti – Ragging Committee
19)	Library Committee
20)	Research and Development Cell
21)	L. M. C.
22)	IQAC: Internal Quality Assurance Cell
23)	Magazine & Prospectus Committee
24)	Audio Visual Managing Committee
25)	Hospitality Committee
26)	Notice Board & Circular

#### **Academic and Activities Calendar:**

- ❖ A detailed calendar of academic & co-curricular activities is prepared by the Principal along with the Coordinators / Heads of the respective stream before the commencement of an academic year & ensures its effective implementation.

**The following is an example of an Academic and Activities Calendar, 2013-14**

<b>Academic and Activities Calendar (A.Y.2013-14)</b>	
<b>Date</b>	<b>Activities</b>
10 <sup>th</sup> June, 2013	College Reopens - Regular Classes Conducted
22 <sup>nd</sup> June, 2013	Interactive Session with parents of Second Year courses.
29 <sup>th</sup> June, 2013	Interactive Session with parents of Third Year courses.
1 <sup>st</sup> July, 2013	Orientation Programme- For First Year students.
13 <sup>th</sup> July, 2013	C.C.C has got talent. Talent Hunt Contest a) Music b) Fine Arts c) Elocution
20 <sup>th</sup> July, 2013	Cultural Event - World Population Day -Skit Topic - Population Explosion - A Global Issue.
22 <sup>th</sup> July, 2013	Activity: - B.COM - Spin the Yarn -Story telling Contest. B.M.M - Click on the spot. B.M.S- Market a Product. B.A.F - Extempore - Topic:- Money the biggest motivation for people at work place.
3 <sup>rd</sup> August, 2013	Activity - B.COM- "Hasya Manch"- Joke Contest B.M.M - Words Amazing Facts- Power-point Presentation on any five amazing facts. B.M.S -Street Play -Revolutionary Roads. B.A.F -Mock Stock –Power-point Presentation on Shares.
9 <sup>th</sup> August,2013	Ramzan Eid Holiday
15 <sup>th</sup> August, 2013	Independence Day
17 <sup>th</sup> August, 2013	Personality Development for Self Finance Students
29 <sup>th</sup> August,2013	Holiday
2 <sup>nd</sup> -5 <sup>th</sup> September, 2013	Semester-V Internal Examination for T.Y.B.Com/T.Y.BMS/T.Y.BMM/T.Y.BAF Semester-III Internal for S.Y.B.Com/S.Y.BMS/S.Y.BMM/S.Y.BAF
	Semester-I Internal Examination for

	F.Y.B.Com/F.Y.BMS/F.Y.BMM/F.Y.BAF
5 <sup>th</sup> Sept, 2013	Teachers Day
7 <sup>th</sup> Sept, 2013	Activity: BCOM- Elocution Contest -Topic- Waste Management System / Save One Unit a Day Keep Power Cut Away /Oil Supplies are running out Fast.
	B.M.S- Elocution -Topic- Global Financial Crisis- Its Implications on India. / Moral Values Amongst the Indians are degenerating.
	B.M.M - Power of Imagination - Speak one minute on the image shown / Compose a song of one minute on the object shown,
	B.A.F - Creative Writing- Topic- Inflation in India / Foreign Direct Investment.
9 <sup>th</sup> Sept,2013	Ganesh Chaturthi Holiday
18 <sup>th</sup> Sept,2013	Anant Chaturthi Holiday
23 <sup>rd</sup> - 30 <sup>th</sup> Sept, 2013	Semester-I & III Term End Examination for F.Y./S.Y.B.Com/BMS/BMM/BAF
1 <sup>st</sup> - 8 <sup>th</sup> October, 2013	Semester-V Preliminary Examination for T.Y.B.Com/ T.Y.BMS/ T.Y.BMM/ T.Y.BAF
2 <sup>nd</sup> October, 2013	Mahatma Gandhi Jayanti
16 <sup>th</sup> October,2013	Bakri Eid Holiday
17 <sup>th</sup> - 24 <sup>th</sup> October, 2013	Semester - I & III Term End Additional
	Examination for F.Y./S.Y.B.Com/BMS/BMM/BAF
1 <sup>st</sup> -24 <sup>th</sup> November,2013	Diwali Vacation
25 <sup>th</sup> November, 2013	College Re-opens
30 <sup>th</sup> November, 2013	Activity - BCOM - Essay Writing Contest - Topics- Advertising Creates Artificial Needs. / Good Economics is Good Politics.
	B.M.M - Six Hints- One Story to Narrate within given Five mins. by using the given hints.
	B.M.S- Debate – Topics: Is Management Education important for being a successful Entrepreneur? /Are M.N.C's Superior to Indian Companies?
	B.A.F- Collage Contest - Topic- Reduce -Reuse and Recycle for a greener tomorrow / Be Eco Friendly.

7 <sup>th</sup> December, 2013	Activity - B.COM-Elocution Competition- Topic- Social Networking Technologies will bring about great changes YES/ NO / Do violent Video games cause behavioral Problems.
	B.M.M - Me and My Camera - Still Photography - Topic- Any Social Issues with caption.
	B.M.S -House on Rock - Rock Band Event- Theme- Indian Rock Style / Indian Fusion.
	B.A.F - Fianza- Games related to finance.
14 <sup>th</sup> December, 2013	Guest lecture for B.Com/BMS/BMM/BAF
21 <sup>st</sup> December,2013	Annual Sports Day
26 <sup>th</sup> Dec-1 <sup>st</sup> Jan2014	Winter Vacation
2 <sup>nd</sup> January,2014	College Reopens
6 <sup>th</sup> January, 2014	Semester-VI Internal for
7 <sup>th</sup> January, 2014	T.Y.B.Com/T.Y.BMS/T.Y.BMM/T.Y.BAF
8 <sup>th</sup> January, 2014	Semester-IV Internal for
	S.Y.B.Com/S.Y.BMS/S.Y.BMM/S.Y.BAF
	Semester-II Internal for
	F.Y.B.Com/F.Y.BMS/F.Y.BMM/F.Y.BAF
11 <sup>th</sup> January, 2014	Mood Indigo
	1) T- Shirt Painting
	2) Fruit and Vegetable Carving
	3) Best out of Waste
	4) Toran making competition
	5) Clay Moulding
	6) Cartooning
12 <sup>th</sup> January,2014	Industrial visit For BMS/BAF/BMM
14 <sup>th</sup> January,2014	Eid -E-Milad Holiday
18 <sup>th</sup> January, 2014	Film Festival Workshop
20 <sup>th</sup> -23 <sup>rd</sup> Jan,2014	Internal Examination for B.Com / BMS / BMM / BAF (Sem - II / IV / VI)
24 <sup>th</sup> - 30 <sup>th</sup> Jan, 2014	NSS Camp
25 <sup>th</sup> January, 2014	Activity - B.COM - Rush your Brush - Logo Designing Contest.
	B.M.M - Kuch - Na- Kaho- Silent Movie which is self Explanatory.

	B.M.S- Corporate Presentation / Case Study. B.A.F - Mock Stock - PowerPoint Presentation on shares.
26 <sup>th</sup> January, 2014	Republic Day
30 <sup>th</sup> January,2014	Farewell programme for T.Y.B.Com/BMM/BAF/BMS/
15 <sup>th</sup> February, 2014	Annual Day
19 <sup>th</sup> February,2014	Chatrapati Shivaji Maharaj Jayanti
22 <sup>nd</sup> February, 2014	Guidance lectures for T.Y.B.Com/BMS/BMM/BAF
27 <sup>th</sup> February,2014	Maha Shivratri Holiday
1 <sup>st</sup> March, 2014	Semester-VI Preliminary Examination for T.Y.B.Com
	Semester End Examination for F.Y.B.Com/BMS/BMM/BAF
10 <sup>th</sup> March,2014	Preliminary Examination T.Y.B.Com
11 <sup>th</sup> March,2014	S.Y.B.Com/BMS/BMM/BAF
15 <sup>th</sup> - 22 <sup>nd</sup> March, 2014	Semester-II & IV Term End Examination for
	F.Y./S.Y.B.Com/BMS/BMM/BAF
17 <sup>th</sup> March, 2014	Holi Holiday
24 <sup>th</sup> March,2014	Preliminary Examination for T.Y.BMM
31 <sup>st</sup> March,2014	Gudi Padwa Holiday
1 <sup>st</sup> April, 2014	Semester-VI Preliminary Examination for T.Y.BMS/T.Y.BAF
8 <sup>th</sup> April,2014	Ram Navmi Holiday
14 <sup>th</sup> April,2014	Dr Babasaheb Jayanti
15 <sup>th</sup> - 21 <sup>st</sup> April, 2014	Semester - II & IV Additional Examination for F.Y./S.Y.B.Com/BMS/BMM/BAF
29 <sup>th</sup> April,2014	Semester - I Additional Examination for F.Y./S.Y.B.Com/BMS/BMM/BAF
18 <sup>th</sup> April,2014	Good Friday Holiday
23 <sup>rd</sup> April,2014	Mahavir Jayanti Holiday

**Teaching Plan:**

- ❖ A well defined & organized plan is strategically implemented to facilitate a comprehensive teaching plan for every lecturer.
- ❖ At the beginning of every semester students are given a class time table where the lectures of the entire semester are fixed and assigned to various teachers.
- ❖ This plan is monitored regularly by the Principal.

### **Student Records:**

- ❖ Apart from the attendance records, the college also collates the monthly attendance data and displays the defaulters list on the student notice boards.
- ❖ The college has a practice of intimating parents about the poor attendance of theirs wards via text messages (SMS) - monthly and by way of sending intimation letters, by courier each semester.

### **Evaluation blue print:**

- ❖ While drawing up the academic calendar at the beginning of the semester / year, the dates for internal assessment and semester end examinations are fixed and announced.
- ❖ Teachers are asked to submit three sets of question papers of each subject well in advance.
- ❖ Examination time table is displayed on the notice board.
- ❖ Seating arrangements are made block wise and supervision duties are allotted to the teachers. Strict vigilance is maintained throughout the examination.
- ❖ At the end of each examination the faculty is required to submit the answer papers duly evaluated within a stipulated period. The teachers are required to prepare model answers for each question paper.
- ❖ As a quality mechanism, the examination answer papers are moderated by an external faculty from the cluster of colleges. However where the external moderators are not available these papers are internally moderated
- ❖ The marks are displayed on the notice boards. Revaluation & verification of marks is part of the evaluation process undertaken by the college.
- ❖ The students' results at the end of the semester are evaluated & discussed by the departments with the Principal. A schedule for future remedial courses is also put into place.
- ❖ As per the university guidelines, the college also conducts additional examinations in the month of March-April.

### **2.3.2 How does IQAC contribute to improve the teaching –learning process?**

- ❖ IQAC is an important cell to contribute in the enhancement the academic quality of the institution.
- ❖ Many of its functions were being carried out in the college under the guidance of the Principal. However in the Academic year 2014-15, a formal IQAC committee was set up and has been entrusted with the mandate of setting up quality standards in the College. These include plans for teaching learning processes:
- ❖ The following are some of the activities that IQAC would be responsible for:
- ❖ In order to facilitate a learner centric environment, teachers are encouraged to use various teaching aids that would impact the students learning ability.
- ❖ Renew the existing infrastructure & recommend up-gradation of the facilities wherever required.
- ❖ The feedback system that is already prevalent in the college is being

- ❖ streamlined and institutionalized.
- ❖ It is planned to organize conferences, seminars & workshops to enhance the quality of the faculty.
- ❖ To monitor the quality standards in the evaluation process as per the norms of the University.

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

In order to make learning student centric, the college adopts strategies like:

- ❖ Quality handbooks for various courses that include instructional and evaluation plan and teaching-learning methodology etc. the example of the Quality handbook (QHB) is given in criterion 1.1.2.
- ❖ The college organizes seminars, audio-visual presentation, field trips, student presentations & informal remedial classes.
- ❖ The students are assigned projects & assignments wherein they are required to make a presentation in class as part of their interactive learning.
- ❖ The college also facilitates industrial visits for students and organizes excursions to enable students to get practical knowledge from various fields & industries.



**Workshop: Financial Literacy**

**2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- ❖ In order to nurture critical thinking, creativity and scientific temper among students, the college is experimenting the idea of developing research culture among the students by creating research and development cell. The cell tries to inculcate interest among the students by asking them to right assignment and make project.
- ❖ The institution adopts various measures to develop skills and knowledge among students like seminars, workshops, power point presentations, audio-visual presentations, projects in marketing, finance and advertising, short film

- ❖ making, photography etc.
- ❖ The college has been organizing expert lectures from time to time, inviting renowned resource persons from different fields to enhance students' knowledge and information.
- ❖ The college organizes activities like the marketing fest, Communal harmony programs, health camps, NSS rural camp, tree plantation and many other cultural activities such as poster making competition, rangoli & mehndi art, best out of waste, elocution, essay competition, etc...



### **Marketing Fest-2014**

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?**

- ❖ The college has three class rooms with A.V. facilities. It also has a separate A.V. room.
- ❖ The computer Lab with internet facility is also available for teaching.
- ❖ The teachers are encouraged to use ICT facilities in their delivery of lectures. by the institute.
- ❖ Open educational source
- ❖ Internet by use of "source based portals" (e.g. www.learnerstv.com)
- ❖ The college intends to develop E-learning platform and create a virtual library which will help develop new strategies and mediums to improve educational fervor.



#### **Workshop: Career guidance in "Sports Management"**

The college has acquired various C.D.'s on different topics covering soft skills

health practices as well as social awareness themes. The following is the list of C.D.s those are available for use by students and staff.

Sr.No.	Title of C.D.s	Distributor
1	Effective Communication	Singa Rohini Trading Company
2	Presentation Skills	Singa Rohini Trading Company
3	Decision Making	Singa Rohini Trading Company
4	Time Management	Singa Rohini Trading Company
5	Creative Thinking	Singa Rohini Trading Company
6	Telephone Skills	Singa Rohini Trading Company
7	Positive Thinking: understanding the power of thought	Singa Rohini Trading Company
8	Understanding Profit by Lamba Anil	Television Eighteen India Ltd.
9	Give your money the right direction with finance for non- finance professionals	Times Multimedia India
10	Explore Your Future	Searock Intitute
11	Interview Techniques	Dove Multimedia Pvt. Ltd.
12	Personality Development	Dove Multimedia Pvt. Ltd.
13	Art Of Public Speaking	Dove Multimedia Pvt. Ltd.
14	Successful Group Discussions	Dove Multimedia Pvt. Ltd.
15	Successful Marketing For Executives	Zenith Global Consultants Ltd.
16	Business Studies 11th (3 CD Set)	Tirumala Softwares
17	Team Building	Train2Success Interactive Solutions Pvt. Ltd.
18	Business Correspondence	Train2Success Interactive Solutions Pvt. Ltd.
19	Skill Polish Vol-1	Mexus Education Pvt. Ltd.
20	Skill Polish Vol-2	Mexus Education Pvt. Ltd.
21	Skill Polish Vol-3	Mexus Education Pvt. Ltd.
22	Skill Polish Vol-4	Mexus Education Pvt. Ltd.
23	Choose Your Career Vol-1	Mexus Education Pvt. Ltd.
24	Choose Your Career Vol-2	Mexus Education Pvt. Ltd.
25	Choose Your Career Vol-3	Mexus Education Pvt. Ltd.
26	Choose Your Career Vol-4	Mexus Education Pvt. Ltd.
27	Business Wiz Understand Business Vol-1	Mexus Education Pvt. Ltd.
28	Business Wiz Understand Business Vol-2	Mexus Education Pvt. Ltd.
29	Business Wiz Understand Business Vol-3	Mexus Education Pvt. Ltd.
30	Tech Pro Decode Technology Vol-1	Mexus Education Pvt. Ltd.
31	Tech Pro Decode Technology Vol-2	Mexus Education Pvt. Ltd.
32	Tech Pro Decode Technology Vol-3	Mexus Education Pvt. Ltd.

33	Tech Pro Decode Technology Vol-4	Mexus Education Pvt. Ltd.
34	Tobacco Presentation	
35	Vikram Vatal (Aids Drama)	
36	Media Literacy	
37	Main Jeena Chahata Hoon (Aids)	
38	Aids	

**2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- ❖ The institution conducts blended learning by using methods like Power point presentation, story-telling methods, role play, interactive group discussions, debates etc...
- ❖ We also invite experts from the fields of Accounts, finance, auditing, marketing, human resource development, and media to deliver lectures on various subjects for advanced learning, knowledge & skills.



**College Field Trip to Canara Bank**

- ❖ We also organize seminars, workshops for students as well as faculty.
- ❖ The college has also organised a field trip for the students of SYBMS to Canara Bank as part of their curriculum on Business aspects in Banking & Insurance.

**List of places visited by the students for industrial visits:**

Sr. No	Programme	2011-12	2012-13	2013-14	2014-15
1.	BMS	Silvassa	Sahapur (for what has to right)	Silvassa	Maganlal Chikki
2.	BAF	Silvassa	RBI and New India Cooperative Bank	Bombay stock exchange	Maganlal Chikki
3.	BMM	-	Film Archive	Pune	Kesari Printing

					Press and Film Archive
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**2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling / mentoring / academic advise) provided to students?**

- ❖ The college conducts an academic orientation for students along with their parents in the beginning of the year where students are informed of various facilities available in the college
- ❖ The college has a student counselor on call to attend to students psycho-social well being.
- ❖ The college also has canteen facility for refreshments on the campus.
- ❖ Students from economically weaker backgrounds are given concessions in fees facilities to pay fees in installments and in certain cases fees are waived.
- ❖ The class teachers play a role of mentors to the students for their holistic development.

<b>Clara's College of Commerce Mentors Structure:</b>	
<b>F.Y.B.Com - A</b>	▪ Ms. Aksha Memon
<b>F.Y.B.Com - B</b>	▪ Mrs. Mamta Rajani
<b>F.Y.B.Com - C</b>	▪ Mr. Surendra Chaudhary
<b>S.Y.B.Com - A</b>	▪ Mr. Jude R. D'Souza
<b>S.Y.B.Com - B</b>	▪ Mrs. Shalini Shashidharan
<b>T.Y.B.Com - A</b>	▪ Mr. Surinder Rana
<b>T.Y.B.Com - B</b>	▪ Mrs. Babita Kanojia
<b>F.Y.BMS</b> -	▪ Ms. Aarti Ahuja
<b>F.Y.BMS</b> -	▪ Mr. Amit Bansod
<b>S.Y.BMS</b> -	▪ Mr. Faisal Tanwar
<b>T.Y.BMS</b> -	▪ Ms. Diana Rayen
<b>F.Y.BMM</b>	▪ Ms. Aarti Ahuja
<b>S.Y.BMM</b> -	▪ Mrs. Dimple Kakkar
<b>T.Y.BMM</b> -	▪ Mrs. Seema Petkar
<b>F.Y.B.A.F.</b> -	▪ Mr. Shahid Ansari
<b>S.Y.BAF.</b> -	▪ Mr. Anish Desai
<b>T.Y.BAF</b> -	▪ Mr. Vijaykumar Makwana

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

In order to achieve academic excellence teachers are always encourage to take on different approaches to teaching learning.

- ❖ The college has adopted an innovative teaching approach by asking its teachers to make quality handbook for every programme and each course. It describes the programme objectives and outcomes; course objectives and outcomes; teaching-learning methods used; course contents and instructional plans, evaluation pattern.
  - ❖ Besides this faculty adopts the following methods:-
- Project Learning Method
  - Field Visit (Industrial Visit)
  - Guest Lectures
  - Case- study
  - Assignment / Paper Presentation
  - Group discussions
  - Field based assignments
- ❖ Our College has invited experts to conduct a daylong seminar on quality mechanisms and Professional Mentoring to motivate the faculty.
  - ❖ This results in developing the students' learning and faculty development.



**Faculty Training Program on Research Methodology**

**2.3.9 How are library resources used to augment the teaching-learning process?**

- ❖ Facilities are made available for students to borrow library resources, including books for reference. The students and faculty members refer to handbooks, reference books, journals online modes of information and others to facilitate practical learning, theory classes and preparation of project reports.

<b>LIBRARY DETAILS</b>		
<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity</b>
1	Total Books	2787
2	Reference Books	935
3	Journals	4
5	Magazines	2
6	C.D. ( Audio Visual Aids)	38
7	Details of Newspaper	7
8	Details of OPAC	In process
9	E learning	In process

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If =yes‘, elaborate on the challenges encountered and the institutional approaches to overcome these.**

- ❖ 'Yes' according to UGC & university guidelines the college is required to have 180 instructional days in an academic year. However on account of the semester system with multiple examinations scheduled for each semester, the no. of instructional days is compromised. This situation is also compounded with the university requiring the college classrooms and faculty to be placed at its disposal for conducting university exams.
- ❖ Though the institution has a rigid academic plan drawn up, it tries to adjust with the situation. The additional lectures were planned to complete the portion / syllabus on time.

**2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

The institute monitors and evaluates the quality of teaching learning in the following ways:

**Monitoring through IQAC:**

1. IQAC follows the plans to review the progress of curriculum implementation.
2. The members of IQAC maintain the follow up of suggestions made for a period of three years.
3. IQAC shall prepare its Annual Quality Assurance Report (AQAR) and submit it to NAAC every year.

4. The members of IQAC have to focus on observing the curriculum implementation process.
5. The members of IQAC are expected to follow the norms of monitoring and record the planning process and the extent of various methods used by teachers.
6. Members of IQAC provide guidance to the faculty in improving the process.

### **Monitoring through Local Managing Committee (LMC)**

1. The LMC Monitors and evaluates the quality of teaching learning in the institution by holding periodic meetings and by suggesting various measures for quality enhancement.
2. The internal as well as external members of LMC review the functioning of the college and give various suggestions to improve the quality of teaching learning.

### **Monitoring through Management and Principal**

#### **Management:**

1. For effective implementation of curriculum the management ensures selection of quality staff to maintain academic standards.
2. Conscious efforts are made through necessary incentives to retain the experienced quality staff.
3. Providing and sustaining good infrastructure and other facilities.
4. Providing Financial Assistance, free-ships as well as various scholarships to students from socially & economically backward communities.

#### **Principal:**

1. Principal through IQAC develops the plan of implementation for all the disciplines and follows uniform procedures.
2. Principal through IQAC analyses the feedback given by internal and external members and other stake holders and suggest remedial measures.
3. Principal arranges training programmes for faculty and staff so that curriculum implementation is effective.

### **Monitoring through Academic Monitoring committee**

1. The institute through its academic monitoring committee takes periodic review of the teaching-learning process and looks into the problems encountered by the faculty and the students.

#### **Monitoring through Heads/ coordinators**

1. Head of the Departments prepare yearly plan of implementation and take review of the progress once in month.
2. Head of the Departments ensure that the faculty prepare plans for classroom instructions.
3. Head of the departments maintain all the records of implementation and assessment.
4. Head of the Department shall analyze the performance of students in respect of progressive test, progressive skill test and term end examinations. Suitable actions for improving the overall performance

are being taken by the departments.

**Monitoring through teaching faculty**

1. The subject teachers follow the philosophy of Curriculum Design and implement it in the same spirit. It is expected that there will be shift from teaching to learning of students.
2. The subject teachers use feedback proforma for improving instructional methods and self-development.
3. Counselling of weaker students & budding them with brighter students to enhance their Academic progress & all-round development.
4. Preparing Audio visual Teaching aids, power point presentations, short films, & other alternative teaching aids by the teachers.
5. Conducting unit test & semester examination at the end of each semester.

**Monitoring through Feed-Back system**

1. For monitoring quality of teaching & learning the principal visits each class and takes regular feedback from all the students. After receiving the feedback from the students about the lecturers, the institution formulates a plan to improve on the short comings if any.
2. The formal feedback forms duly filled in by the students are processed and analyzed by the feedback committee and concerned teachers are apprised of their strengths and draw backs.

## **2.4 - Teacher Quality**

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment & retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**

The recruitment of teachers is conducted systematically and through a transparent process.

- ❖ The institute follows the UGC guidelines for the recruitment of the faculty members.
- ❖ For recruiting faculty members the college advertises in the leading newspapers.
- ❖ The advertisement is also published on the website of the institute.
- ❖ The institute level scrutiny committee is appointed to scrutinize the applications. The eligible candidates are called for interview.
- ❖ Suitable candidates are selected through an interview process by a duly constituted selection panel which consists of experts appointed by the University of Mumbai as well as the representatives of the Governing Body of the trust along with the Principal.
- ❖ The management promotes training and enrichment policies by deputing faculty members for training and attending workshops/seminars.

The college has faculty strength of 24 teachers including three visiting teachers. The following is a brief profile of the faculty.

<b>Highest Qualification</b>	<b>Professor</b>		<b>Associate Professor</b>		<b>Assistant Professor</b>		<b>Total</b>
	Male	Female	Male	Female	Male	Female	
<b>Permanent Teachers</b>							
D. Sc / D. Litt	-	-	-	-	-	-	-
Ph. D.	-	<b>1</b>	-	-	-	<b>2</b>	<b>3</b>
M. Phil	-	-	-	-	<b>2</b>	<b>2</b>	<b>4</b>
PG	-	-	-	-	<b>4</b>	<b>4</b>	<b>8</b>
<b>Temporary teachers</b>							
D. Sc / D. Litt	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-
M. Phil	-	-	-	-	<b>1</b>	-	<b>1</b>
PG	-	-	-	-	<b>4</b>	<b>1</b>	<b>5</b>
<b>Part-time teachers</b>							
D. Sc / D. Litt	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-
M. Phil	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

- ❖ The faculty is offered incentives by way of annual increments in salary and is motivated to continue in the college. Lecturers are encouraged to attend seminars and conferences to upgrade themselves with financial assistance from the management.

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programs / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

- ❖ Being an undergraduate commerce college qualified and competent teachers are appointed for all subjects. However we do not have many senior faculty members, hence we invite eminent speakers & senior faculty members from other colleges and industries to deliver lectures on many important topics from time to time. In this way the students can utilize their expertise and practical knowledge.

Following are some of the Experts lectures organize to supplements the efforts the institution.

Subject Experts of Mumbai University		
SR. No.	Name of Resource Person	Subject Matter
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkan	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

Eminent Personalities from Industries		
SR. No.	Name of Resource Person	Subject Matter
1.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
2.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
3.	Mrs. Carol Andrade	Workshop on journalism by in August 2013

		for BMM students.
4.	Ms. Nadia Motani	Guidance lecture on “Role of capital and money market in India to T.Y.BAF students.

Research Experts		
SR. No.	Name of Resources Person	Subject Matter
1.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
2.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
3.	Mrs. Chani Khedwaal	Conducted lecture on ‘ICT in research’
4.	Dr. Arvind S. Luhar	Workshop on Research Content
5.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
6.	Dr. Vipul Vyas	National Symposium on “Emotional Intelligence & Teaching - Learning process”

- ❖ The college is in the process of providing an E-Learning facility in its computer lab for its students.

#### **2.4.3 Providing details on staff development programs during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

- ❖ The institution encourages its faculty to attend seminars, workshops, training programs at the intercollegiate and university level. To facilitate this, the faculty is granted duty leave & financial assistance to participate in these programs.
- ❖ The college encourages teachers to participate and present papers in workshops, seminars at state, national and international level.
- ❖ The college motivates its faculty members to pursue M. Phil & Ph. D. Programs. They are also encouraged to complete their NET / SET exams. On completion of NET/SET or Ph. D. the faculties are given increments in their salaries.

The college has invited this year a resource person to guide the staff on **“Guidance for Course development”**



### **Guidance for Course development**

- ❖ The college conducts teaching & learning material development sessions for its faculty for which an in-house resource person was invited.



### **Computer Training Programme**

- ❖ The college has constituted a Research and Development Cell.

This year the college has conducted the following programs to promote research.

Sr. No.	Date	Activity/Program
1	26/11/2014	Workshop on Research Methodology
2	20/12/2014	Computer Training Programme
3	19/01/2015	Workshop on Research Content
4	19/01/2015	Guidance lecture on Research Paper Presentation
5	28/02/2015	Symposium on Emotional Intelligence and teaching –learning process

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programs industrial engagement etc.)**

Following are the policies/system adopted by the institution to motivate teachers for research:

- a) The college has started workshop series titled “SPARK” for teachers and students i.e Master Series for teachers and Learners Series for students.
- b) Providing good research facilities including computer lab and equipments.
- c) Financial assistance easily provided by the management.
- d) Management is very supportive to teachers doing research projects
- e) Adequate infrastructure and facilities are provided.
- f) Special concessions by way of relaxation in working hours are provided to teachers doing research projects.
- g) The faculty members have published the following papers at National and International level.

Sr. No	Name of Teachers	Title of Paper	Venue	Journal/ Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino- 5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(199 3), 639- 643
2.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujarat	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and	Pragati College of Arts &	National Conference	978-93-5097-

		Environmental Issues with reference to Water Pollution	Commerce	e	557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model-Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur college of Science and commerce	International conference	978-93-83072-64-4
		“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
3.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT	St. Francis Institute Of Management & Research Mumbai	National Journal	0975-895 X
		International Research conference on	Thakur college of Science	International conference	978-93-83072-64-4

		“International Year of light 2014”	and commerce	e	
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The college provides financial assistance for attending Conferences workshops & other events conducted by the University of Mumbai. However since it is an unaided college there are no schemes where the grants for research or such facilities are provided.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

Mr. Ajay Kaul, Managing trustee of Clara's college of commerce being an educationist and a Principal of School and Junior College has received many recognitions and awards from time to time.

Sr. No	Years	Particulars	Achievements
1	2002-2003	Govt. of Maharashtra Jamiatul Musleemeen Mahim Bombay.	Best Teacher's award Prominent Citizen Award as BEST EDUCATIONIST
2		The International Institute of education and management	Jewel of India Award for Outstanding Achievement in education field
3	2003	Navneet Publication [India] Ltd	Navneet's Best Teacher,s Award
		International Friendship Society	Rajiv Gandhi Shiromani Award
4		Lt. Shivgopal Singh Pavan Smiriti,s	Best Teacher's Award
5	2005	Hon'ble Shri. Manohar Joshi, Former Loksabha Speaker and Hon'ble Shri. Udhavji Thackeray	“GURU DRONACHARYA AWARD”
6	2005	Shri. Johny Joseph, Municipal Commissioner, Gr. Mumbai	best Teacher's Award by Sewa (Social Educational Welfare Association)
7	2007	After completion 25 years of voyage as a Principal (silver	Honorable Chief Minister, Vilasraoji

		jubilee)	Deshkmukh.
8		International Institute of Success Awareness	Pride of India Award
9	2006-2007	The District Governor Lion's Club International	District Governor's Quality Award
10		DG lion Club International	Lion of the Year Award
11	2008	Promoting National Integration in the society	The Awami Raj Urdu Weekly
12	2008	Sant Gadghe Maharaj Brihan Mumbai Mahanagar Palika by Municipal Commissioner of Greater Mumbai Shri Jayraj Pathak.	Cleanliness award
13	2009	S.C. Jamir Governor of Maharashtra	outstanding Principal Award on the occasion of Guru Din
14	2011	Bhartiya Charmakar Samaj Unnati Trust	100% results
15		Dr. Vijay Kumar Gavit Hon'ble Cabinet Minister of Medical Education Govt. of Maharashtra.	Mother Teresa Award

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

- ❖ YES. The feed-back from students is obtained at the end of the semester. The feedback on course taught by the teacher on various criteria such as, relevance, teaching-learning process, completion of curriculum, etc is obtained from the students.
  - ❖ The feedback form so obtained is analyzed and the results are utilized for further deployment.
  - ❖ The copy of such feedback format is attached herewith in appendix.
  - ❖ The performance of the teachers is evaluated by the principal at the end of every semester after receiving feedback from the students, parents and other stakeholders in the interest of the students and the institution.
- Following is the Performa of Performance appraisal form:

## **2.5 - Evaluation Process & Reforms**

### **2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

- ❖ At the commencement of the academic semester/year the college organizes an orientation program for students along with their parents where in the college provides details on the examination system, question paper pattern, evaluation scheme along with other activities scheduled for the academic year {i.e. its weightage of internal & external marks, session wise activity , field visits, industrial training, assignments, project reports & attendance required of each student / candidate etc...}
- ❖ The institute holds the program-wise meetings for orienting the faculty members on various aspects of evaluation.
- ❖ The institute also circulates among its faculty, the university Circulars issued from time-to-time on evaluation and modifications on evaluation pattern.
- ❖ The college organizes an orientation program for students along with their parents in the college hall. Details on the examination system, question paper pattern, evaluation scheme along with other activities scheduled for the academic year {i.e. its weightage of internal & external marks, session wise activity , field visits, industrial training, assignments, project reports & attendance required of each student / candidate etc...} are explained through power point presentation.

### **2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

- ❖ The college receives circulars from the University of Mumbai regarding adoption of evaluation norms & other practices from time to time. The present evaluation reforms introduced by the university are as follows:

#### **Credit Based Evaluation System**

##### **Scheme of Examination**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

##### **a) Internal Assessment–25% (25 Marks For Courses without Practical)**

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related	05 Marks

##### **Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions ( $\frac{1}{2}$ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**b) Semester End Examinations – 75% (75 Marks)**

- i) Duration—These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
  - i. There shall be five questions each of 15 marks.
  - ii. All questions shall be compulsory with internal choice within the questions.
  - iii. Question may be subdivided into sub-questions a, b,\ c...and the allocation of marks depends on the weightage of the topic.

- ❖ For the evaluation, as a quality mechanism, external moderators are appointed for all our under graduate level courses as prescribed by the University of Mumbai.
- ❖ At the institutional level it conducts internal assessment of tutorials, assignments, project reports and presentations.
- ❖ The question paper patterns are discussed in class & the details of the marking schemes are explained to the students.
- ❖ There is also a system of revaluation and verification of marks as a means of grievance redressal.
- ❖ A provision is also made by the university for students to appear for an additional examination for those who have failed or were absent for a particular test or examination on medical grounds or for other valid reasons at the end of the year i.e. in the month of March/April.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

- ❖ The institute follows the procedure as prescribed by the university. It conducts meetings where discussions are held on the evaluation reforms.
- ❖ Innovations have been introduced with regard to teaching practices, constantly providing upgraded study materials, as well as conducting a thorough evaluation with the assistance of external moderators.
- ❖ The examination schedules, both internal as well as Semester End are announced at the beginning of the academic year and accordingly implemented.
- ❖ The examination time tables are displayed on the college notice board well in advance.
- ❖ The college also organizes a CAP [Centralized Assessment Program] center for evaluation of answer papers as per University guidelines.

**2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples**

**which have positively impacted the system.**

The students are administered an internal test under the continuous evaluation scheme in the middle of the semester and a comprehensive evaluation based on the entire syllabus at the end of the semester. The formative and summative evaluation process as prescribed by the University is implemented in the college as follows:

## **Scheme of Examination**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**a) Internal Assessment–25%**

## **25 Marks For Courses without**

Practical

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related	05 Marks

## **Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions (½ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**SAMPLE QUESTION PAPER (INTERNAL ASSESSMENT)****S.Y.BAF INTERNAL EXAMINATION****SEM: III****Date : 25 /08/2014****COURSE : Business Law – II****MARKS: 20****Q1)(A) Fill in the blanks****(2<sup>1/2</sup>)**

- 1) Every partner is both an agent and a principal which is called .....
- 2) During minority the minors liability is .....
- 3) In case of partnership at will a partner can retire at any time by giving .....
- 4) A partner must ..... the firm for losses caused by fraud.
- 5) In absence of specific provision in the partnership deed the rate of interest on advances shall be ..... percent.

**Q1)(B) Choose the correct answer and rewrite the statement.****(2<sup>1/2</sup>)**

- 1) The term "persons" for the purpose of partnership does not include
  - a) Firm
  - b) Women
  - c) Company
  - d) All
- 2) Which does not cause reconstitution of the firm.
  - a) Admission
  - b) death
  - c) retirement
  - d) illness
- 3) Time period given to minor to decide whether he wants to become a partner is
  - a) 15 months
  - b) 12 months
  - c) 9 months
  - d) 6 months
- 4) Public notice is necessary on dissolution of
  - a) Admission
  - b) death
  - c) retirement
  - d) illness
- 5) A nominal partner
  - a) shares profit
  - b) liable to third party
  - c) shares profit and is liable to third party
  - d) neither shares profit nor is liable to third party.

**Q2) Answer in one or two sentences.****(5)**

- 1) Define Partnership.
- 2) Name the types of Goodwill
- 3) What is Expulsion of a partner.?
- 4) What is meant by dissolution of the firm?
- 5) What is meant by Particular partnership ?

**Q3) Answer any TWO the following questions.****(10)**

- 1) Distinguish between Partnership and Company
- 2) Discuss the mutual duties of the partners.
- 3) Explain in detail the rules regarding public notice under the partnership law.

|

**b) Semester End Examinations – 75% (75 Marks)**

i) Duration—These examinations shall be of 2.5 Hours duration

ii) Theory question paper pattern

There shall be five questions each of 15 marks.

All questions shall be compulsory with internal choice within the questions.

Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

Apart from measuring learning performance on cognitive domain, the students' performance is evaluated by following one or more assessment parameters/criteria:

- Active participation in class
  - Mannerism
  - Overall behavior
  - Timely submission of assignments
  - Participation in institutional activities
  - Presentation in Seminar & workshop
- ❖ The marks are allotted to students on the basis of their performance.
- ❖ The performance of learners shall be evaluated in two parts viz. by Internal Assessment comprising of 25% of the total marks and Semester-End Examination comprising of 75% of the total marks.
- ❖ The Internal Assessment is again divided into two components viz. written test of 20 marks and class assessment (class participation) of 05 marks.
- ❖ During the lectures, students are asked questions, encouraged to have group discussions and debates as a part of informal evaluation.
- ❖ Both formative and summative forms of evaluations are used to assess the performance of the learners in terms of class-room interaction, behaviour, and knowledge of the subject. While evaluating, care is taken that students are not demoralised or demotivated by the teacher's questioning method.

**2.5.6 What are the graduates attributes specified by the college / affiliating university? How does the college ensure the attainment of these by the students?**

- ❖ Our students come from diverse backgrounds and during the course of their scholastic session these students are introduced to various aspects of human development that impact their behavioral aspects, Service Learning through community involvement etc.
- ❖ This encourages them for undertaking independent learning process, improve their communication skills and by the end of their graduation they are facilitated for their holistic development.
- ❖ For such holistic developments of our students the college has enumerated program outcomes in its quality handbooks. They are as follows:

**PROGRAM OUTCOMES/GRADUATE ATTRIBUTES OF ALL PROGRAMS:**

***PROGRAM OUTCOMES For B.COM.***

*Upon successful completion of this course the graduates will:*

- a. *be critical and creative scholars who apply research skills to produce innovative solutions to problems in business and apply research skills to business challenges*
- b. *be able to communicate their ideas effectively and perceptively,*
- c. *have comprehensive understanding of their discipline and be able to provide discipline-based solutions relevant to the business, professional and public policy making authorities*
- d. *be able to construct conceptual frameworks and use these to analyses complex issues in the corporate sector, government and the professions.*
- e. *have the ability to work individually as well as at inter-disciplinary department level as a team*
- f. *be able to integrate latest technology in the working of their organizational system*
- g. *have skills required to develop strategic business models which would help them to gain a competitive edge on their competitors*
- h. *be able to use mathematical and statistical tools to analyse data and apply these interpretations to solve organisational problems and research activities*
- i. *be responsible and effective global citizens who engage successfully in the international world, exhibit cross-cultural competent behaviour, and demonstrate ethical values.*

***PROGRAMME OUTCOMES FOR BMS***

- a) *Business acumen: This Programme gives students an insight into business practice, financial transactions and commercial ventures. In this era of fast and rapid developing world, commercial awareness is valuable among all the skills and most commonly sought by graduate recruiters.*
- b) *Problem solving: Most graduate employers look for this quality in potential recruits. Bachelor of Management Studies focuses on specific ways to approach problems and develop critical thinking skills.*
- c) *Ability to use statistics and quantitative methods: This Programme will help the students to apply statistical and research methodology concepts for rational interpretation and generalisation .Certain graduate jobs such as market research, some areas of banking, and some types of consultancy,*

*knowledge of statistics, quantitative methods and related software packages is a real asset.*

- d) *Global thinking: This Programme will develop the global thinking to see the bigger picture in a 'whole systems' manner which is useful for strategic roles within a range of organizations.*
- e) *To give insight to students about modern management practices.*
- f) *To help students in becoming focused and determined about their career.*
- g) *To provide adequate training to the students for becoming competitive management aspirant.*
- h) *To cultivate culture of self discipline and preparing students to face external competition.*
- i) *To build talent pool and make students employable for corporate jobs.*
- j) *To make students Techno Savvy and help them to stay updated.*

#### **PROGRAM OUTCOME FOR BMM**

- a) *To apply the fundamental knowledge of mass media.*
- b) *To apply the principle, theories, modules of mass media for solving the problems in the field of mass media.*
- c) *To address the challenges faced in the latch of mass media.*
- d) *To design the solution/ procession/ practices on the basis of acquired knowledge.*
- e) *To enhance the communication skills.*
- f) *To use the contemporary knowledge in the field of mass media.*
- g) *To apply new technologies, techniques and innovations.*
- h) *To make the use of acquired skills and competencies for accomplishment of given task and the working on different projects.*
- i) *To play an effective role as a member of team as well as perform efficiently in an organization at individual level.*
- j) *To utilize acquired knowledge to be an entrepreneur.*
- k) *To be well versed about the society as well as environment.*
- l) *To show the quality of ideal citizens and sensitive individual towards the different challenges faced by the world.*

**PROGRAM OUTCOMES FOR BAF**

- a) Program outcomes are the set of competencies the graduate will acquire at the end of graduation. At the end of the program the following set of competencies will be acquired by the students:
- b) Fundamental Knowledge of finance, accountancy, taxation and Audit Practice.
- c) Ability to execute Audit Planning, filing of income tax return developed by the chief auditor.
- d) Conducting the auditing under the guidance of auditor.
- e) Preparation of Report like purchase report, sales report and Bank reconciliation statement etc. and petty cash management.
- f) Use of new technology in accounting practice like Tally ERP, Vatanam etc.
- g) Designing various budgets for the different department. These budget acts as a Cost Control tools for the department.
- h) Designing the framework for solving client's problem in the area of accounting, taxation and auditing.
- i) Maintenance of all records (file/ vouchers /invoice) which are required by the law for the specific period of time at registered office /Head Office as and when required for inspection.
- j) Understanding the relation between profession and society.
- k) Effective communication skills with the different parties such as Debtors, Creditors, Govt. Dept, Registrar, Bankers etc.
- l) Knowledge of contemporary issue in profession.
- m) Work as individual and member of multi-disciplinary team.
- n) Practice ethics in profession.
- o) Develop attitude towards life-long learning and research which will help them in their career development.
- p) Work on project & develop financial competence.
- q) Preparation of cash flow statement and fund flow statement.
- r) Conducting stock taking at the end of the year for the valuation of inventories.

**2.5.7 What are the mechanisms for redressal of grievances with reference to**

**evaluation both at the college and University level?****Internal College Level:**

- ❖ As per the university guidelines the college has set up two committees consisting of faculty members to deal with the issues related to the examination and evaluations.

**Examination and Result Committee:**

- ❖ The examination committee consisting of faculty members conducts the examination and students are expected to approach the examination committee with their grievances and seek their redressal. A formal system of verification of marks & revaluation is undertaken by the committee.

**Unfair Means Committee:**

- ❖ The students who are found using unfair means in examinations are allowed to represent their case before the unfair means committee and after hearing the students and taking into account the invigilators report necessary action is decided upon.
- ❖ If students have any other grievance regarding evaluation they can approach the Principal or Vice Principal (Chairman of Examination Committee and Result Committee).

**External University Level:-**

- ❖ At the university level if the students are not satisfied with their marks they can apply to the university within 15 days of the declaration of the results for verification of marks or revaluation of their papers.
- ❖ They can also get photocopies of their assessed answer papers on request of applying for the same.
- ❖ The college assists in processing the above request of the students and these applications are forwarded and are followed up with the University.

## 2.6 Student Performance & Learning Outcomes

**2.6.1 Does the college have clearly stated learning outcomes? If = yes ‘give details on how the students and staff are made aware of these?**

- ❖ The learning outcomes are the set of competencies( Knowledge/skill/attitude) students are developing at the end of course teaching.
- ❖ The institution has developed Quality Handbooks for different courses. These handbooks describe program outcomes and course outcomes. One example of programme outcomes and course outcomes from the Quality Hand Book of Commerce is given below.

### *Course Objectives*

- a) *The students will describe the fundamental political concepts essential for understanding political system and theories.*
- b) *The student will acquire the knowledge about Indian Constitution and the functioning of the Indian political system.*
- c) *The students will compare and distinguish the Indian Political System with the political systems of other countries.*
- d) *The students will develop the link between Politics and Media.*

### *Course Outcomes*

- a) *To apply the fundamental knowledge of mass media.*
- b) *To apply the principles, theories, modules of mass media for solving the problems in the field of mass media.*
- c) *To address the challenges faced in the domain of mass media.*
- d) *To design the solution/ process/ practices on the basis of acquired knowledge.*
- e) *To enhance the communication skills.*
- f) *To use the contemporary knowledge in the field of mass media.*
- g) *To apply new technologies, techniques and innovations.*
- h) *To make the use of acquired skills and competencies for accomplishment of given task and working on different projects.*
- i) *To play an effective role as a member of team as well as perform efficiently in an organization at individual level.*
- j) *To utilize acquired knowledge to be an entrepreneur.*
- k) *To be well versed about the society as well as environment.*
- l) *To show the quality of ideal citizens and sensitized individuals towards the different challenges faced by the world.*

- ❖ The College teachers & students are also made aware of the learning outcomes as prescribed by the University.
- ❖ These learning outcomes clearly state the expected knowledge, skills,

attitudes, competencies, and habits of mind that students are expected to acquire at an institution of higher education.

**2.6.2 Enumerate on how the institution monitors and communicates the progress and performances of students through the duration of the course/programme? Provide an analysis of students results/ achievements (Programmes/ course wise for last four years) and explain the differences if any and pattern of achievement across the programmes/courses offered.**

The institution has an elaborate mechanism to monitors and communicates the progress and performance of the students. These include the following:

**Monitoring of Attendance:**

- ❖ Monitoring of regular attendance of students ensures academic discipline and contributes to good performance.
- ❖ Students' attendance in class is collated every month and defaulter's list is displayed on the notice board to warn the students.
- ❖ The parents are informed through sms/letters about their wards attendance.

**Monitoring of performance:**

- ❖ Besides the orientation programme at the beginning of the year a PTA meeting is scheduled in each semester where the student's attendance, progress and performance are discussed.
- ❖ The following is the result analysis of the students for the last four years.

Academic Year	Name of the Program	No of Students Appeared	No of Students Passes	Pass Percentage
2013-14	B.Com	242	150	62 %
	BAF	20	17	85 %
	BMS	57	34	60 %
	BMM	18	11	61.10 %
2012-13	B.Com	268	201	75 %
	BAF	38	35	92 %
	BMS	76	52	69 %
	BMM	18	18	100 %
2011-12	B.Com	266	186	69.93 %
	BAF	-	-	-
	BMS	55	37	67 %
	BMM	11	10	90.90 %
2010-11	B.Com	197	134	68.02%
	BAF	-	-	-
	BMS	47	37	78.72 %
	BMM	11	08	72.72 %

**2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The comprehensive approach of Outcome Based Education (OBE) is followed in the teaching, learning and assessment strategies of the institution structured

to facilitate the achievement of the intended learning outcomes.  
To elaborate further:

**Teaching:-**

- ❖ A teaching plan with specific number of lectures per module is drawn up at the beginning of the semester and is implemented within the given time schedule.

**Learning:-**

- ❖ The College facilitates the use of ICT by providing the AV room & Computer Lab facilities for faculty as teaching aids.
- ❖ The learning resources in the library complement the classroom teaching & available text books.

**Assessment:-**

- ❖ Since the beginning of the Academic year on completion of module I & II in every subject an internal evaluation exercise is conducted.
- ❖ At the conclusion of the semester a Semester End Exam is conducted and students are evaluated on their performance.
- ❖ Those students who are found to be weak in their studies are assisted with remedial coaching in small groups by various faculty members.

These are elaborated and documented in the form of “Quality handbook”. The following is an example of Quality handbook:

***Quality Hand Book***

*Commerce-II (Financial Market Operations)*

*S.Y. B.A.F. Sem: IV*

***Preamble***

*This Hand book provides an insight into the B.Com (Accounting and Finance) Programme and Commerce-II (Financial Market Operations) Course. The program B.A.F focuses more on the intricacies of accountancy and finance. The main function of the handbook is to align the subject matter of the course matter with the program objective. A linkage of subject related to Commerce II (financial market operation ) has been made, so as to understand the level of awareness that the student has about the matter and also where in the following year TYBAF , the student would be able use this information.*

***Vision***

*The Vision of Clara's College of Commerce is as follows:*

*“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***

*The mission of Clara's College of Commerce is as follows:*

*"Our mission is to instil qualities of leadership, ethics, values of good citizenship and above all a good human being through both modern & traditional education."*

### ***Programme Educational Objectives***

*B.com(B.A.F) as a programme aims to cultivate students with complete knowledge to be ideal managers/ entrepreneurs , who would be able to run the firm/ institutes in conjunction with the objectives of the firm / institution and that of the industry and the state. This course lays specific emphasis on managing the financial and accounting aspect of business through a comprehensive curriculum.*

*The educational objectives of the program are as follows:*

1. *To develop the fundamental knowledge of students in the field of finance and accounting and also to develop necessary professional knowledge and skills in the fields of Finance i.e. Accounting, Taxation, Marketing, Export Import Management etc by adopting learner centric pedagogy.*
2. *To develop students knowledge so that he/ she can pursue higher education especially in the field of finances i.e. Chartered Accountancy, Cost Accountancy, Chartered Financial Analyst, MBA – Finance, Company Secretary.*
3. *To develop student's knowledge so that he is employable in any public or private institution this would also include pursuing a carrier as an entrepreneur.*
4. *To develop students' knowledge as to work as consultant for providing solutions in any financial, accounting or investment related matter.*
5. *To encourage students and awaken their interests in higher studies and research in commerce / finance / investment / accountancy / auditing and related disciplines.*

### ***Program Outcomes***

*Upon successful completion of this course the graduates will be able to :*

- a. *Have fundamental knowledge of Finance and accountancy.*
- b. *Be aware of laws / rules regarding managing financial records of the firm / institution.*
- c. *Understand the taxation structure (direct & indirect) and effective pay taxes accordingly.*
- d. *Design process, procedures for the finance department of any firm / institution.*

- e. Will be able to apply and use the latest technology for managing the records and finance of the firm / institution.
- f. Be an effective communicator
- g. Understand the functioning of the financial market, this can be used for investments of the funds and also for raising short term and long term capital.
- h. Effectively understand the state of the economy and understand the effects it has on the company's / institutions finances.
- i. Work as individual and member of multi- disciplinary team
- j. Practice ethics in profession
- k. Develop attitude towards lifelong learning and research.

### **Course Objectives**

*On completion of this course, students should have an understanding of:*

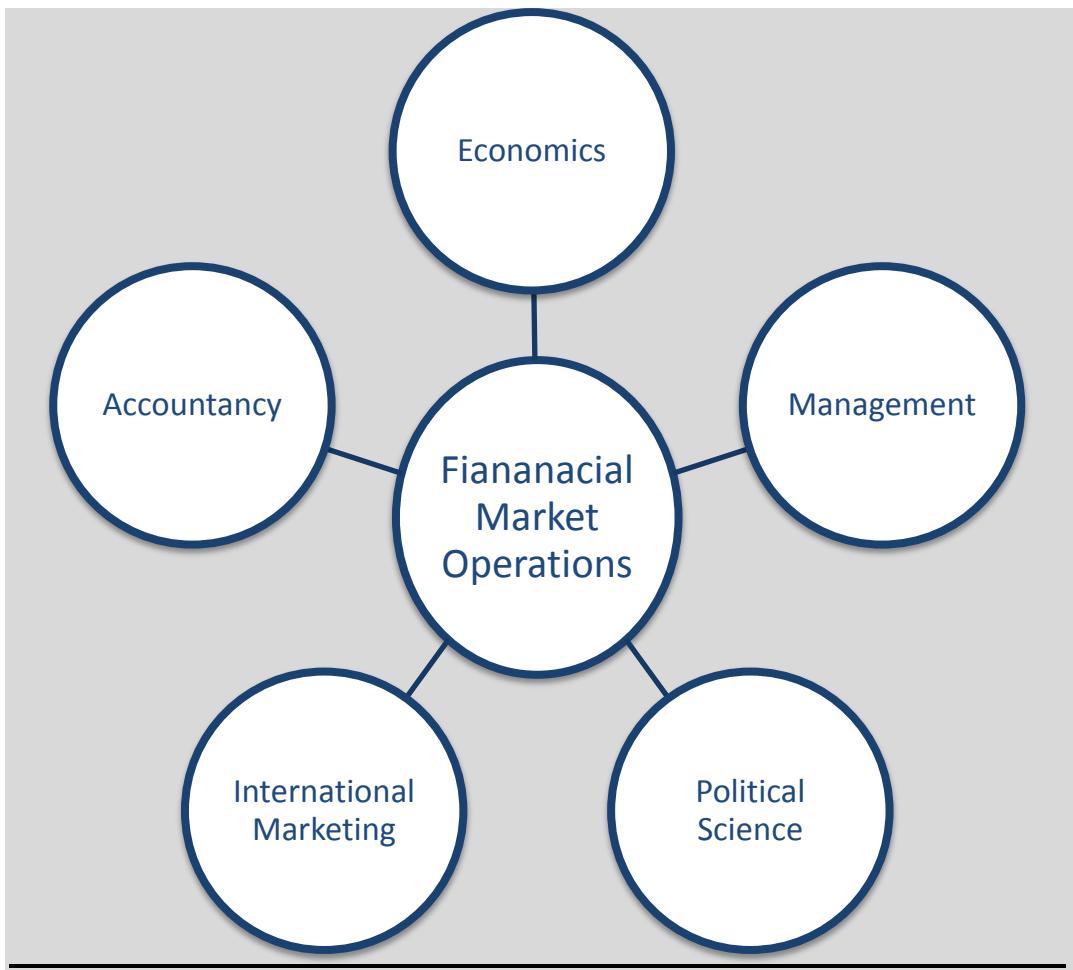
1. The various financial markets available in India.
2. Basic functioning of the global financial markets
3. Various avenues of investment available for both as individual as well as corporate.
4. The requirement of business units for raising short term as well as long term finances.
5. The interlinkage between these financial markets (debt, equity , commodity & global markets)and also the interlinkage between the market and the economy.
6. The transmission mechanism with the help of which the providers of funds (investor / lenders) can interact with borrowers / users (business units) and transfer the funds to them as and when required.

### **Course Outcomes**

*On completion of this course, Students would be able to:*

1. Advice for investment of excess funds available with an individual / firm as per the tenure of the funds available and risk appetite of the investor
2. Provide solution for raising funds by business units.
3. Understand the various terminologies used in the financial market world, basis which he / she would be able to understand the various news / details emerging from the financial markets on daily basis in newspapers and television programmes. He would then be able to build his further understanding of the financial world.
4. Understand the operation of various financial market.

### **Linkage Diagram**



### ***Instructional Plan***

<b>Module</b>	<b>Instruction Objectives</b>	<b>Content</b>	<b>Teaching Method</b>	<b>Instructional Material</b>	<b>Learning Material</b>
1. Debt Market	<i>Understand the different types of Debt instruments, the players in the debt Market, factors affecting them. Requirement for debt market</i>	<i>Introduction , difference between debt and equity market, Valuation of bonds, factors affecting interest rate</i>	<i>Lecture &amp; discussion method</i>	<i>Providing practical experiences, lectures</i>	<i>Handouts</i>
2. Equity Market	<i>Understand the developments of the Capital market, the</i>	<i>Introduction , Characteristics, reforms, development , content of</i>	<i>Lecture, group discussion.</i>	<i>Lecture &amp; showing of IPO / FPO forms and the understanding</i>	<i>Handout</i>

	<i>reasons for reform, the terminologies used, Process of IPO/FPO.</i>	<i>Capital market. IPO &amp; terminologies associated with it.</i>		<i>ng the same</i>	
3. Commodities Market	<i>Understand the development, need, advantages &amp; risk associated with Commodities as an investment. Understanding warehouse receipt</i>	<i>Introduction , importance, growth, ways to invest in commodities market. Different commodities exchanges in India . The regulator (FMC)</i>	<i>Lecture , group discussion practical examples</i>	<i>Lectures, examples of how one commodity prices affect the other price.</i>	<i>hand-out</i>
4. Introduction to derivate	<i>Understand the concept and the need for derivatives. Understand the functioning of derivatives market</i>	<i>Introduction , Characteristics, need, advantages, disadvantages of derivatives.</i>	<i>Lecture-Discussing the derivate pricing given in News paper</i>	<i>Lectures, Group discussion</i>	<i>Handouts</i>
5. Global Financial Markets	<i>Understanding of Global financial markets and how they affect Indian market. The benefits and disadvantages of such linkage.</i>	<i>The international bond and equity market. Instruments of Global markets – Depository receipt.</i>	<i>Lecture Discussion method</i>	<i>Lecture and practical examples</i>	<i>Handouts</i>

### Evaluation Plan

#### Credit Based Evaluation System

#### Scheme of Examination

*The performance of the learners will be evaluated in two Components.*

*One component will be the Internal Assessment component carrying 25% marks*

and the second component will be the Semester-wise End Examination component carrying 75% marks.

The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

**a) Internal Assessment–25%**

**25 Marks for Courses without Practical**

Sr. No.	Particulars	Marks
1	One class test *	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership	05 Marks

**Question Paper Pattern for Periodical Class Test for Courses at UG Programmes Written Class Test (20 Marks)**

1.	Match the Column / Fill in the Blanks / Multiple Choice Questions ( $\frac{1}{2}$ Marks each)	05 Marks
2.	Answer in One or Two Lines (Concept based Questions) (1 Mark each)	05 Marks
3.	Answer in Brief (Attempt Any Two of the Three) (5 Marks each)	10 Marks

**b) Semester End Examinations – 75%(75 Marks)**

- I. Duration—These examinations shall be of 2  $\frac{1}{2}$  Hours duration
- II. Theory question paper pattern
- i. There shall be five questions each of 15 marks.
  - ii. All questions shall be compulsory with internal choice within the questions.
  - iii. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**c) Additional Examination**

- There will be one Additional examination for Semester I/II for those who have failed or remained absent (Strictly on the medical Ground)
- Those who remain absent in internal & external examination. Students with insufficient attendance as prescribed by the University (75% attendance minimum) are also debarred from appearing in the Additional Examination.
- Please note that there is no re-examination of additional examination.

**d) A.T.K.T. Examination**

- A.T.K.T. (Allowed to keep Term) only 2 ATKTs are allowed in each semester, he/she will not be promoted to the next Semester.
- Students who passes in the Internal Examination but fails in the theory exams of the subject shall reappear for internal exams of that course.
- Students who passes in Theory Examination but fails in the internal exam of the subject shall reappear for the Internal Exams of the course.
- Students promoted with ATKTs will have to clear those subjects in the next academic year's regular semester end examination.

Continuous and Comprehensive Evaluation is followed through different evaluation methods as follows:

- Seminars
- Assignments

- *Power point presentations*
- *Class Participation*

***Instructional Material/ Learning Material***

<b>Sr. No.</b>	<b>Instructional Material</b>	<b>Learning Material</b>
1.	<i>Providing practical experiences, lectures</i>	<i>Handouts</i>
2.	<i>Lecture &amp; showing of IPO / FPO forms and the understanding the same</i>	<i>Handout</i>
3.	<i>Lectures , examples of how one commodity prices affect the other price.</i>	<i>Handout</i>
4.	<i>Lectures, Group discussion</i>	<i>Handouts</i>
5.	<i>Lecture and practical examples</i>	<i>Handouts</i>

**2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

- ❖ The college invites eminent personalities from industry to supplement the efforts of the institution in seeking social and economic relevance of the courses based on current market trends, practices, and other new innovations in industry to bridge the gap between theory and implementation.

<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Guidance Lectures</b>
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkani	Guidance lecture on ‘understanding, analysis and interpretation of financial statements and schedules ‘to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of ‘Brand Building and Consumer Behavior’ to T.Y. BMM students.
4.	Prof. Hanif	Guidance lecture on the subject of ‘Advertising in Contemporary Society’ to T.Y. BMM students.

	Lakdawala	
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.
7.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9.	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.
10.	Ms. Nadia Motani	Guidance lecture on “Role of capital and money market in India to T.Y.BAF students.
11.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
12.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
13.	Mrs. Chani Khedwaal	Conducted lecture on ‘ICT in research’
14.	Dr. Arvind S. Luhar	Workshop on Research Content
15.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
16.	Dr. Vipul Vyas	National Symposium on “Emotional Intelligence & Teaching - Learning process”

#### **2.6.5 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?**

- ❖ The College Collects its data based on the feedback {results} received through its academic assessments. This is based on the progress of every student by way of their unit test & Semester End Examinations as well as classroom feedback that the principal routinely takes from each class at the end of every semester.
- ❖ A periodic review is undertaken for learning outcomes & course outcomes.

- ❖ The learning outcomes are redefined on basis of the results of evaluation.
- ❖ To overcome barriers of learning specific attention is given to slow learners and other weak students through informal remedial coaching.

#### **2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

The institution monitors and ensures the achievement of learning outcomes through

- ❖ Performance in assignments
- ❖ Internal assessments
- ❖ Semester end Examination
- ❖ Students feedback
- ❖ Parents Feedback
- ❖ Alumni Feedback
- ❖ At the beginning of the Semester and Semester End staff meeting the students' performance is reviewed and suggestions are invited from faculty for future improvements.
- ❖ Even though many of the students come from first generation learners, they achieve a relatively high success rate in their examinations due to the constant efforts of the faculty.

#### **2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'Yes' provide details of the process and cite a few examples.**

With the view to equip the students for each programme a quality handbook is developed which has outlined the learning outcomes and the evaluation process. These processes are developed in order to maintain good academic standard. Quality Hand Book incorporates the programme outcomes.

#### **GRADUATE ATTRIBUTES/PROGRAM OUTCOMES**

#### **PROGRAM OUTCOMES B.COM.**

*Upon successful completion of this course the graduates will:*

- a. be critical and creative scholars who apply research skills to produce innovative solutions to problems in business and apply research skills to business challenges
- b. be able to communicate their ideas effectively and perceptively,
- c. have comprehensive understanding of their discipline and be able to provide discipline-based solutions relevant to the business, professional and public policy making authorities
- d. be able to construct conceptual frameworks and use these to analyse complex issues in the corporate sector, government and the professions.
- e. have the ability to work individually as well as at inter-disciplinary department level as a team
- f. be able to integrate latest technology in the working of their organisational system

- g. have skills required to develop strategic business models which would help them to gain a competitive edge on their competitors
- h. be able to use mathematical and statistical tools to analyse data and apply these interpretations to solve organisational problems and research activities
- i. be responsible and effective global citizens who engage successfully in the international world, exhibit cross-cultural competent behaviour, and demonstrate ethical values.

### **PROGRAMME OUTCOMES FOR BMS**

- a) **Business acumen:** This Programme gives students an insight into business practice, financial transactions and commercial ventures. In this era of fast and rapid developing world, commercial awareness is valuable among all the skills and most commonly sought by graduate recruiters.
- b) **Problem solving:** Most graduate employers look for this quality in potential recruits. Bachelor of Management Studies focuses on specific ways to approach problems and develop critical thinking skills.
- c) **Ability to use statistics and quantitative methods:** This Programme will help the students to apply statistical and research methodology concepts for rational interpretation and generalization. Certain graduate jobs such as market research, some areas of banking, and some types of consultancy, knowledge of statistics, quantitative methods and related software packages is a real asset.
- d) **Global thinking:** This Programme will develop the global thinking to see the bigger picture in a 'whole systems' manner which is useful for strategic roles within a range of organizations.
- e) To give insight to students about modern management practices.
- f) To help students in becoming focused and determined about their career.
- g) To provide adequate training to the students for becoming competitive management aspirant.
- h) To cultivate culture of self discipline and preparing students to face external competition.
- i) To build talent pool and make students employable for corporate jobs.
- j) To make students Techno Savvy and help those to stay updated.

### **PROGRAM OUTCOME FOR BMM**

- a) To apply the fundamental knowledge of mass media.
- b) To apply the principle, theories, modules of mass media for solving the problems in the field of mass media.
- c) To address the challenges faced in the latch of mass media.
- d) To design the solution/ procession/ practices on the basis of acquired knowledge.
- e) To enhance the communication skills.
- f) To use the contemporary knowledge in the field of mass media.
- g) To apply new technologies, techniques and innovations.
- h) To make the use of acquired skills and competencies for accomplishment of given task and the working on different projects.

- i) To play an effective role as a member of team as well as perform efficiently in an organization at individual level.
- j) To utilize acquired knowledge to be an entrepreneur.
- k) To be well versed about the society as well as environment.
- l) To show the quality of ideal citizens and sensitive individual towards the different challenges faced by the world.

### **Program Outcomes for BAF**

- a) Program outcomes are the set of competencies the graduate will acquire at the end of graduation. At the end of the program the following set of competencies will be acquired by the students:
- b) Fundamental Knowledge of finance, accountancy, taxation and Audit Practice.
- c) Ability to execute Audit Planning, filing of income tax return developed by the chief auditor.
- d) Conducting the auditing under the guidance of auditor.
- e) Preparation of Report like purchase report, sales report and Bank reconciliation statement etc. and petty cash management.
- f) Use of new technology in accounting practice like Tally ERP, Vetanam etc.
- g) Designing various budgets for the different department. These budget acts as a Cost Control tools for the department.
- h) Designing the framework for solving client's problem in the area of accounting, taxation and auditing.
- i) Maintenance of all records (file/ vouchers /invoice) which are required by the law for the specific period of time at registered office /Head Office as and when required for inspection.
- a) Understanding the relation between profession and society.
- b) Effective communication skills with the different parties such as Debtors, Creditors, Govt. Dept, Registrar, Bankers etc.
- c) Knowledge of contemporary issue in profession.
- d) Work as individual and member of multi-disciplinary team.
- e) Practice ethics in profession.
- f) Develop attitude towards life-long learning and research which will help them in their career development.
- g) Work on project & develop financial competence.
- h) Preparation of cash flow statement and fund flow statement.
- i) Conducting stock taking at the end of the year for the valuation of inventories.

**Criteria III****Research, Consultancy & Extension****3.1 - Promotion of Research**

**3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency / organization?**

- ❖ No

**3.1.2 Does the institute have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**

- ❖ The college has established itself as a credible institution of higher education and is encouraging research at different levels. With a view to promote research, the college has formed a research committee. The college has also arranged guest lectures for guiding the students and faculty on research areas. Many teachers have understood the importance of research and are working on various projects.

- ❖ **The Research Committee consists of the following members:**

Name of the Teacher	Designation
Mrs. Babita Kanodia	Convenor
Mrs. Seema Petkar	Member
Ms. Diana Rayen	Member
Ms. Aksha Memon	Member
Mrs. Mamta Rajani	Member
Mrs. Shalini Shashidharan	Member
Mr. Vaibhav Pangam	Member

- ❖ The research committee has recommended teachers to register for M.Phil and Ph.D. The staff and students are also encouraged to undertake social research under various outreach programmes.

**The list of identified domains is:**

- 1) Human Resource Accounting
- 2) Corporate Social Responsibility
- 3) Green Business
- 4) Environmental Audit
- 5) Intellectual capital in educational sector.

**3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes / projects?**

- Formation of Research committee
- Conducted one day workshop on Research Methodology

- Encouraging faculty members to attend conference & Seminar
- Adequate infrastructure and human resources
- Time-off, reduced teaching load, special leave etc. to teachers
- Subscription to journals
- Support in terms of technology and information needs
- Facilitate timely auditing and submission of utilization certificate to the funding authorities

**The brief information on the activity is as stated below:**

- 1) Providing good research facilities including computer lab and equipments.
- 2) Financial assistance is easily provided by the management.
- 3) Management is very supportive to teachers doing research projects.
- 4) Adequate infrastructure and facilities are provided.
- 5) Special concessions by way of relaxation in working hours are provided to teachers doing research projects.
- 6) The college has started workshop series titled “SPARK” for teachers and students i.e Master Series for teachers and Learners Series for students.

The details of which are as follows:

<b>Details of Workshop</b>	<b>Date</b>
<b>Master Series</b>	
a) Research Methodology	26/11/2014
b) Computer training program	20/12/2014
c) Research Content	19/01/2015
d) Research Paper Presentation	19/01/2015
e) National Symposium on Emotional Intelligence on teaching – Learning	28/02/2015
<b>Learner Series</b>	
a) Effective presentation skills	22/11/2014
b) Workshop on Research Methodology	26/11/2014
c) Computer training program	20/12/2014
d) Research Content	19/01/2015
e) Financial literacy	22/01/2015
f) Career Option in Sports Management	28/01/2015
g) Two days workshop on TALLY ERP-9 Computerized Accounting	18/02/2015 & 20/02/2015
h) Symposium on ‘Emotional Intelligence and Teaching-Learning Methods.’	28/02/2015

### **3.1.4 What are the efforts made by the institution in developing scientific temper & research culture and aptitude among students?**

The institution has taken various steps towards developing scientific temper, research culture and aptitude among students. The following are some of the special guest lectures organized by the college.

<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Guidance Lectures</b>
17.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
18.	Mr.Rahul Malkani	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
19.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
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21.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
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27.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
28.	Mr. Forum	Guidance lecture on effective presentation

	Mehta	skills
29.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
30.	Dr. Arvind S. Luhar	Workshop on Research Content
31.	Mrs. Babita Kanodia	Guidance lecture on Research Paper Presentation
32.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"

**The research and development cell' of the college has taken initiative and interest in collecting books for research. Some of them are as follows:**

- ❖ Research and co-curricular academic pursuits have been given priority in the college. The workshops held to encourage research amongst academically advanced and enthusiastic students. They are encouraged to take up assignments and projects which are evaluated as part of curriculum and given opportunities to make presentations in the class.
- ❖ The college also encourages faculty to pursue their PhD / M. Phil by supporting them with reduced work-loads, time-off, allowing them to use college computers with internet and other software with a view to promote research culture in college. Some teachers intend to take up minor research projects. The college is scheduled to hold workshops on research methodology to stimulate interest. Faculty members share their research findings with the entire faculty, as a way of encouraging research.
- ❖ The research development cell of the college has taken initiatives and interest in acquiring books for research. Some of them are as follows:

Books For Research				
Sr. No.	Title	Author Name	Publication	Edition
1.	Designing & Managing a Research Project	Polonsky, Michael Jay	Sagae Publication	2 <sup>nd</sup> Edition
2.	Research Methodology in Applied Economics	Ethridge, Don	Wiley India	2 <sup>nd</sup> Edition
3.	Research Methodology	Kumar, Ranjit	Sage Publication	4 <sup>th</sup> Edition
4.	Research Methodology in Education	Sidhu, Kulbir Singh	Sterling Publishers	

5.	Research Design	Creswell, John W	Sage Publication	3 <sup>rd</sup> Edition
6.	Research Design & Methods	Bordens, Kenneth S	Tata McGraw- Hill	8 <sup>th</sup> Edition

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading research project, engaged in individual / collaborative research activity etc...)**

Following is list of members actively involved in research areas:

<b>Sr. No</b>	<b>Name of Teachers</b>	<b>Date</b>	<b>Theme</b>	<b>Universit y / State/ National / Internati onal</b>	<b>Venue</b>
1.	Babita A. Kanojia	23 & 24/11 /12	National Conference on “ Fifty Years of IODL in Dual Mode Universities of India”	National	Institute of Distance and Open learning
		10 & 11 / 11/12	National Conference by All India Commerce Association	National	K.P.B Hinduja College of commerce
		01/12 /12	UGC Sponsored National Level Seminar on Global Financial Crisis: Indian Scenario	National	B.K. Shroff College of Arts & M.H. Shroff College of Commerce.
		08/02 /13	International Research Conference: India of My Dreams at 2050	Internatio nal	St.Francis Institute of Management & Research
		22 & 23/02 /2013	UGC Sponsored National Level Conference on “Economic Reforms Polices for Sustainable Development”	National	Paragati College of Arts & Commerce
		24 & 25/09 /13	National Conference on “The Catalytic Role of the Youth as Key Drivers in Global Development- Management Perspective”	National	Thakur College of Science of Commerce

		07/02 /14	International Research Conference: Innovative and successful business models in the Emerging World.	International	St.Francis Institute of Management & Research
		14 & 15/12 /13	National Conference on Equity in Higher Education	National	B.K. Shroff College of Arts & M.H. Shroff College of Commerce
		05/12 /2014	International Research conference on “International Year of light 2014”	International	Thakur college of Science and commerce
		27/01 /2015 & 28/01 /2015	National Conference on Vision India	National	Valia College of Commerce
		29/01 /2015	International Research conference on “Cost-Benefit Analysis in Perspective to Global Trends”	International	Thakur college of Science and commerce
		06/02 /2015	10 <sup>th</sup> International Research Conference on “Creating Sustainable business model”	International	St. Francis Institute of Management and Research
2.	Dr. Mamta Rajani	30 <sup>th</sup> Nov- 1 <sup>st</sup> Dec,2 013	“Global education & education reforms in India” in National seminar on ‘Internal Quality Assurance Mechanism’	National	JSSGIW, Management Group of Institutes, Bhopal
		14 <sup>th</sup> &15 <sup>th</sup> Marc h,201 3	National seminar on ‘Public Private partnership in the Economic Development of Madhya Pradesh’	National	Sarojini Naidu Govt. Girls P.G(Arts) College, Shivaji Nagar, Bhopal
		27/01 /2015 & 28/01 /2015	National Conference on Vision India	National	Valia College of Commerce

3.	Miss. Aksha Memon	07/02 /14	International Research Conference: Innovative and successful business models in the Emerging World.	Internatio nal	St. Francis Institute of Management & Research
		23/03 /2014	UGC Sponsored state level seminar on “NACC accreditation”	National	Hansraaj College of Education (Khar) of Arts & Commerce
		25/07 /14	One day workshop on “Preparation of SSR report”	National	Lala Lajpatrai College of Arts & Commerce.
		05/12 /2014	International Research conference on “International Year of light 2014”	Internatio nal	Thakur college of Science and commerce
		27/01 /2015 & 28/01 /2015	National Conference on Vision India	National	Valia College of Commerce
		29/01 /2015	International Research conference on “Cost-Benefit Analysis in Perspective to Global Trends”	Internatio nal	Thakur college of Science and commerce
		06/02 /2015	10 <sup>th</sup> International Research Conference on “Creating Sustainable business model”	Internatio nal	St. Francis Institute of Management and Research
4.	Vijay Makwana	15/01 /2009 & 16/01 /2009	Mergers And Acquisitions	National	Shree Narayana Guru College of Commerce
		20 & 21/ 02 2012	Accounting Education, Research and Development, Emerging issues	National	Changu Kana Thakur College of Arts, Commerce and Science. – Sponsored by UGC.
		04/03 /2010	Frauds in Indian Corporate Arena.	State	L.S. Raheja College of

					Arts and Commerce
		01/12 /2012	UGC Sponsored National Level Seminar on Global Financial Crisis: Indian Scenario	National	<u>B.K. Shroff College of Arts &amp; M.H. Shroff College of Commerce.</u>
5.	Surendara Chaudhary	01/12 /12	UGC Sponsored National Level Seminar on Global Financial Crisis: Indian Scenario		B.K. Shroff College of Arts & M.H. Shroff College of Commerce.
6.	Mrs. Rita Singh	27/01 /2015 & 28/01 /2015	National Conference on Vision India	National	Valia College of Commerce
7.	Mrs. Shalini S.	27/01 /2015 & 28/01 /2015	National Conference on Vision India	National	Valia College of Commerce

**3.1.6 Give details of workshops / training programs / sensitization programs conducted / organized by the institution with focus on capacity building terms of research and imbibing research culture among the staff and students.**

The following workshops and training programs for sensitizing the students and faculty are organized in the college.

SR. No.	Name of Resources Person	Subject Matter	Date
1.	Mr. Forum Mehta	Lecture on effective presentation skills	22/11/2014
2.	Dr. Gopal Kalkoti	An Introduction to Research Methodology	26/11/2014
3.	Mrs. Chani Khedwal	ICT in research	20/12/2014
4.	Dr. Arvind S.Luhar	Research Content	19/01/2015
5.	Mrs. Babita Kanojia	Research Paper Presentation	19/01/2015



**Workshop on effective presentation skills by Mr. Forum Mehta**



**Workshop on Research Methodology by Dr Gopal Kalkotti**

**3.1.7 Provide details of prioritized research areas and the expertise available with the institution.**

Following is the list of faculty with their area of expertise in obtaining M.Phil and Ph.D Degree

Name of the Teacher	Research Degree	Area of Expertise
Dr. Mrs. Zahida Shaikh	Ph. D.	Islam and Gandhian Philosophy
	M. Phil.	Political Philosophy of Mahatma Gandhi.
Dr. Mrs. Mamta Rajani	Ph. D.	A Marketing study of Soybean & it's by products with special reference to emerging marketing strategies
	M. Phil.	Analysis of Fleet cards of Oil Companies
Mrs. Seema Petkar	Ph. D.	Mergers and Acquisitions by Indian Companies in India
	M. Phil.	Mergers and Acquisitions in Indian Banking sector with special reference to ICICI and Sangli Bank
Mrs. Rita Singh	M. Phil.	Synthesis of Eupatolitine
Mrs. Babita Kanodia	M. Phil.	Application of Human Resource Accounting with reference to Software Industries in Western

		Mumbai
Mr. Vijay Kumar Makwana	M. Phil.	Service quality of Apana Bazar

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.**

The management takes keen interest in promoting research culture among teachers and students. The following are some of the eminent researchers who visited the campus and interacted with teachers and students.

- ❖ Dr. G. Kalkoti, Nagindas Khandwala College, a recognized research guide from University of Mumbai was invited to the college for a workshop. The workshop was very informative & ignited research interest in students and the faculty. The students responded with enthusiasm for the workshop.
- ❖ Mr. Forum Mehta was invited for workshop on effective presentation skills to enhance the presentation skill among the students.
- ❖ Dr. Arvind S. Luhar, Ismail Yusuf College of Arts, Science and Commence, a recognized research guide from University of Mumbai was invited for workshop on writing the research papers and articles among the students and teachers.
- ❖ Mrs. Chani Khedwal was invited for ITC training and to search information.
- ❖ Dr. Vipul Vyas was invited for National Symposiums on Emotional Intelligence on Teaching – Learning Process.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture in campus?**

- ❖ Being an unaided college, the faculty is not entitled for any UGC funded research scheme under sabbatical leave. However the college has been encouraging the faculty to engage in research within its limited means by granting leave for attending seminars and presenting papers. This has resulted in quality publications in National and international journals.

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)**

- ❖ Research is an important component of learning. It is meant to be applied for practical situation and problems. Thus keeping this in mind, the college holds workshops and invites guides to give guest lectures. The college motivates the students to participate in the competitions like “AVISHKAR” at the University level. It also encourages teachers to attend workshop organized by the university.

- ❖ The following teachers and the students attended the workshop held on 15<sup>th</sup> July 2014 at K. P. B. Hinduja College of Commerce.

<b>Sr.NO</b>	<b>Name of the attendee</b>	<b>Faculty / Student</b>	<b>Class</b>
1.	Diana Rayen	Faculty	-
2.	Babita Kanojia	Faculty	-
3.	Flora Fernandes	Student	S.Y.B.M.S
4.	Bellita Anthony	Student	S.Y.B.M.S
5	Jason Fernandes	Student	T.Y.B.M.S

The college also sent students of BMS to attend National Conference on Bottom of the Pyramid- Opportunities and Challenges” P. Dalmia Lions College of Commerce & Economic on 20<sup>th</sup> and 21<sup>st</sup> February, 2015. Following students have attended:

<b>Sr.NO</b>	<b>Name of the attendee</b>	<b>Class</b>
1.	Flora Fernandes	S.Y.BMS
2.	Bellita Anthony	S.Y.BMS

### 3.2 - Resource Mobilization for Research

**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

- ❖ The college encourages research by granting leave for conferences for presenting papers and reimburses the expenditure therein.
- ❖ About 10% budgetary provisions will be made to promote research.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? Is so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four year?**

- ❖ The faculty is encouraged to apply to the University, other government departments and organizations for funding. However, infrastructure including space, equipments and other facilities are being upgraded by the college to enhance research.
- ❖ The following teachers have been allotted seed money towards research activity.

Name of the teachers	Name of the Workshop/Seminar	Amount
Mrs Radha Iyer	a) Seminar on credit and grading system (26/06/2011)	500
	b) Registration fees for T.Y.B.COM seminar (28/06/2011)	500
	c) BMS Syllabus revision (14/12/2010)	300
	d) Seminar on business Economics III T.Y.B.COM (03/02/2010)	250
Mr Vijay Jadav	a) Review of new exam system for T.Y.B.COM with reference to accountancy paper	250
Mrs Babita Kanojia	a) Workshop on educational Research "Avishkar(2014-2015) (15/07/2014)	500
	b) Workshop on Revised and question paper pattern in financial accountancy and auditing (July, 2014)	250
	c) Workshop on " Roadmap to NAAC Accreditation Process, For Quality Assurance In Academic Institutions (12/7/2014)	250

Ms Aksha Memon	a) Workshop on “ Roadmap to NAAC accreditation Proces, for quality assurance in Academic Institutions (12/7/2014)	250
MS Diana Rayen	d) “One day seminar on culture, community and Sexuality” (21/11/2014)	250
	e) One day workshop on Educational Research (15/07/2014)	250
	f) Workshop on revised syllabus and question paper pattern in commerce courses at T.Y.B.COM and M.CoM(21/06/2014)	250
	g) Workshop on “ Roadmap to NAAC accreditation Process, for quality assurance in Academic Institutions (12/7/2014)	250
	h) Workshop on Women Development cell (21/11/2014)	250
Mr Surinder Rana	e) Workshop on “ Revised syllabus of S.Y.B.COM and proposed syllabus of T.Y.B.COM Business economics (13/07/2013)	350
	f) Workshop of revised syllabus of S.Y.B.Com on Saturday, July 2014	200
Mr. Vijay Kumar Makwana	k) One day workshop on revised Syllabus accountancy and financial Management F.Y.B.COM (09/08/2012)	150
	l) Workshop on effective implementation of grading / credit and semester system in the faculty of commerce (07/07/2012)	250
	m) One day workshop on revised schedule VI of companies Act,1956 with special reference to T.Y.B.COM Accounting paper I (14/07/2012)	250
	n) National level seminar Global financial crisis Indian Scenario	200

	(01/12/2012)	
	o) Workshop on Enhancing the quality of Education (14/08/2014)	200
Mr. Surendara. Chaudhary	p) Workshop on "Question Paper Pattern under 75:25 evaluation scheme of Mathematical & Statistical Techniques" (19/07/14)	200
	q) Workshop on revised syllabus and paper pattern of " S.Y.B.Com – Accounting Semester III & IV (30/07/14)	200
Mr. Anish Desai	r) Workshop on revised paper pattern for Computer System & Applications for TY B.Com (09/09/2014)	300
	s) Workshop on revised paper pattern for Computer System & Applications for TY B.Com (20/11/2014)	300

**3.2.3 What are the financial provisions made available to support student research projects by students?**

- 1) The college has been sponsoring research activities under which eminent researchers have been invited to guide students. Some of the recent invitees include Mr. Forum Mehta, Dr. G. Kalkoti, Channi Khedwal, Dr. Arvind Luhar and Dr. Vipul Vyas.
- 2) The institute facilitates industry collaboration and guide students in the selection of industry based project.
- 3) The institute encourages students to select industry based project.
- 4) The students are encouraged for such projects and given opportunities to present it with audio visual facilities being made available to them in the college.
- 5) The institute provides computer facilities to work on the projects.

**3.2.4 How do the various departments / units / staff of the institute interacting undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

- ❖ Different departments manage to carry out the activities on large scale involving students from inter-disciplinary faculties such as management studies collaborating with Mass media department and likewise.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

- ❖ College provides basic research facilities like computers with internet connection and library books relating to research and many other facilities.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**

- ❖ No.

**3.2.7 Enumerate the support provided by to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

- ❖ Having initiated research activities on the campus the college in collaboration with the University of Mumbai other agencies has organized one day workshop on research, this has ignited the research culture on the campus and we now expect our faculty to apply for funded research projects.

### 3.3 - Research Facilities

#### **3.3.1 What are the research facilities available to the students and research scholars within the campus?**

- ❖ College provides Computers, Internet connections and various library resources to the students and research scholars including books and journals.

Sr.No.	Facilities	Quantity
1	Computer	35
2	Internet facilities	1 mbps speed
3	Books and Journals	12

Sr. No.	Title	Author Name	Publication	Edition
<b>Books For Research</b>				
1	Designing & Managing a Research Project	Polonsky, Michael Jay	Sage Publication	2 <sup>nd</sup> edition
2	Research Methodology in Applied Economics	Ethridge, Don	Wiley India	2 <sup>nd</sup> edition
3	Research Methodology	Kumar, Ranjit	Sage Publication	4 <sup>th</sup> edition
4	Research Methodology in Education	Sidhu, Kulbir Singh	Sterling Publishers	
5	Research Design	Creswell, John W	Sage Publication	3 <sup>rd</sup> edition
6	Research Design & Methods	Bordens, Kenneth S	Tata McGraw-Hill	8 <sup>th</sup> edition

Magazines/ Journals	
1	Indian Journals Of Management
2	Indian Journals Of Marketing
3	Indian Journal Of Finance
4	Indian Journals Of Economics
5	Sanctuary Asia
6	Competition Success Review

#### **3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

- a. Setting up Research advisory committee
- b. Undertake domain related research projects at institutional level
- c. Organizing Workshops on Research Methodology
- d. The institute has planned to organize inter-disciplinary conferences & seminars.
- e. College has set up separate 'Research and Development Cell' for research activities in the campus & also increased the number of books with reference to research in its library.

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If =yes', what are the instruments/ facilities created during the last four years.**

- ❖ No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**

As an affiliated college, the students and staff are allowed the facility of library resources at University of Mumbai Central Library at Fort campus and J.N. Library at Kalina Campus.

**3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**

- ❖ The College library has a number of books on various titles.

Sr. No.	Title	Author Name	Publication	Edition
Books For Research				
1	Designing & Managing a Research Project	Polonsky, Michael Jay	Sage Publication	2 <sup>nd</sup>
2	Research Methodology in Applied Economics	Ethridge, Don	Wiley India	2 <sup>nd</sup>
3	Research Methodology	Kumar, Ranjit	Sage Publication	4 <sup>th</sup>
4	Research Methodology in Education	Sidhu, Kulbir Singh	Sterling Publishers	
5	Research Design	Creswell	Sage Publication	3 <sup>rd</sup>
6	Research Design & Methods	Bordens, Kenneth S	Tata-McGrawHill	8 <sup>th</sup>

Magazines/ Journals	
1	Indian Journals Of Management

2	Indian Journals Of Marketing
3	Indian Journal Of Finance
4	Indian Journals Of Economics
5	Sanctuary Asia
6	Competition Success Review

**3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.**

- ❖ The college has conducted an inter-disciplinary symposium in collaboration with University of Mumbai on 28<sup>th</sup> Feb. 2015.
- ❖ The college has also conducted workshops on ICT Technology for encouraging research.
- ❖ We are trying to develop collaborative research with other institutions in the field of commerce and management.

### 3.4 - Research Publications & Awards

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- ❖ Patents Obtained & Filed (Process & Product) :-
  - Not obtained or filed yet.
- ❖ Original Research Contributing To Product Improvement:-
  - No Contributions yet.
- ❖ Research studies or surveys benefiting the community or improving the services

A Few teachers have undertaken research on various social issues and presented papers at national and international conference. Following are some of the recent conferences.

- Mrs. Rita Singh has published a paper on studies in Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4- Amino-3Hydrazino- 5 Mercaoti-1,2,4 triazole at the P.G. Centre of Chemistry (M.U) College of Commerce Patna.
- Mrs. Babita Kanojia presented a paper on HRA at an international conference held at St. Francis institute of management and Research Mumbai.
- Mrs. Babita Kanojia has published and presented a paper on “View of Professionals Accountant with reference to Social Responsibility Accounting”
- Mrs. Babita Kanojia has published and presented a paper on “Sustainable Industrial Development with reference to Green Industry” in National Conference at Thakur College of Science and Commerce, Thakur Village, Kandivli (East), Mumbai.
- Mrs. Babita Kanojia has presented and published paper on “Youth as Today’s Wheel for Global Development” at National Conference at Thakur College of Science & Commerce, Mumbai.
- Ms. Aksha Memon presented a paper on Green Business Model at an international conference held at St. Francis institute of management and Research Mumbai.
- Ms Aksha Memon International Research conference on “International Year of light 2014” at Thakur college of Science and commerce.
- Dr. Mamta Rajani has paper presented on “Global Education & Education Reforms in India” in National seminar at JSSGIW, Management Group of Institutes, Bhopal.
- ❖ Research inputs contributing to new initiatives and social development

Not conducted

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If =yes‘, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

- ❖ The Institute is in the process of publishing research journal with ISBN status.

### **3.4.3 Give details of publications by the faculty and students:**

- ❖ Publication by faculty

Sr. No	Name of Teacher	Title of Paper	Venue	Journal/ Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino- 5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1 993 ), 639 - 643
2.	Mrs Babita Kanodia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742 -1-6
		Transmission of Education system in rural area with reference to Gujarat	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742 -0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978 -4-2

		Innovative Business Model-Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur college of Science and commerce	International conference	978-93-83072-64-4
3.	Ms Aksha Memon	“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
		Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International Year of light 2014”	Thakur college of Science and commerce	International conference	978-93-83072-64-4

- ❖ Number of papers published by faculty and students in peer reviewed (journals (national / international) :

Sr. No	Name of Teacher	Title of Paper	Venue	Journal/ Conference	ISBN No.
1.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4-Amino-3Hydrazino- 5	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1 993 ), 639 -

		Mercaoti-1,2,4 Triazole			643
2.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81- 926742 -1-6
		Transmission of Education system in rural area with reference to Gujart	St. Francis Institute Of Management & Research Mumbai	International conference	978-81- 926742 -0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93- 82062- 49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93- 5097- 557-2
		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81- 922978 -4-2
		Innovative Business Model- Management by Quality	Suchita Times	e-journal	0972- 7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur college of Science and commerce	International conference	978-93- 83072- 64-4
		"Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for	Manglam Publisher & Distributor Delhi	Books	978-93- 82816- 15-7

		sustainable growth in India”			
3.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International Year of light 2014”	Thakur college of Science and commerce	International conference	978-93-83072-64-4

### 3.4.4 Provide details (if any) of:

- ❖ Research awards received by the faculty: Not Received
- ❖ Recognition received by the faculty from reputed professional bodies & agencies, nationally and internationally: -
  - Dr. Mamta Rajani received award for securing Merit Ranking in B.Ed. by Shri. Bhai Mahaur, Hon'ble Governor of Madhya Pradesh.
- ❖ Incentives given to faculty for receiving state, national and international recognitions for research contributions: - Not applicable

**3.5 - CONSULTANCY****3.5.1 Give details of the systems and strategies for establishing institute - industry interface?**

- ❖ College is planning to develop its consultancy services with various industries.
- ❖ The MOU is signed between the following organization for extension and community based programs and activities.
  - a) Lions club of Bombay Oceanic
  - b) Mohalla committee
  - c) Ekata Manch
  - d) Kalsekar Hospital

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

- ❖ College is in the process of formulating its policy on research consultancy.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

- ❖ Staff is encouraged to undertake consultancy activities and different extension activities for resources generation.

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

- ❖ No consultancy services have been provided by the institution yet.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

- ❖ The institute policy is to share 60: 40 revenue out of the income in the activity/ program if the staff undertakes any consultancy in future.

### **3.6 Extension Activities & Institutional Social Responsibility**

**3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

- ❖ In keeping with the mission statement and to foster the objective of promoting communal harmony and student engagement in national integration, the institute undertakes various programs to promote institution-neighborhood-community network.
- ❖ College organizes medical camps, blood donation camps, communal harmony programs, cleanliness drive and many other service oriented programs for the locality.
- ❖ The information and feedback collected from various rallies, campaigns are consolidated and displayed in the form of banners, slogans, plays, street plays to enhance the awareness among the neighborhood community. The college also organizes programs to facilitate communal harmony in collaboration with the local Mohalla committee.

**3.6.2 What is the Institutional mechanism to track student's involvement in various social movements / activities which promote citizenship roles?**

- ❖ The teaching faculty enrolls the students for the following activities:
  - Plantation of saplings in the campus and neighborhood
  - Adoption of local areas for spreading awareness about literacy, environmental protection and care for the girl child and senior citizens.
  - Organizing annual medical camps for members of locality.
  - Organizing blood donation camps twice a year.
  - Arranging Langar (Free Food) for poor every week i.e. on Sundays. Approximately 750 people benefit from this every week.
  - Participation in activities conducted by NGOs such as Ekta Manch, Lions Club etc.

Following are some of the social movements / activities organized by the institution for students' involvement:

<b>EVENTS</b>	<b>DETAILS</b>
Literacy Program	Student initiative to teach under-privileged children belonging to neighboring areas
Girl child and Senior Citizens Awareness Program	Spreading awareness about the cause of girl child and senior citizens' safety through rallies, street plays etc
Medical Camp	On 14 <sup>th</sup> April every year, free health check-ups , distribution of free medicines and spectacles, blood donation drive etc
Blood Donation Camps	Conducted on 14 <sup>th</sup> of December every year
Free Food	Every Sunday with around 750 people benefitting

Distribution program (Langar)	from the activity.
Programs in collaboration with NGO's (Ekta Manch, Mohalla Committee)	<p>Following activities were undertaken in collaboration with other organizations:</p> <ul style="list-style-type: none"> <li>• Organized rally in support of victims of Jammu-Kashmir flood victims. Collected clothes, food, money and other essential supplies which were sent to the victims.</li> <li>• Organized Communal Harmony Event in collaboration with Mumbai Police and Mohalla Committee to create awareness and bring out the importance of peaceful co-existence.</li> </ul>
Social Service Camp	<ul style="list-style-type: none"> <li>• Adopted a village and distributed food, medicines,</li> <li>• Tree plantation is done</li> </ul>
Swachh Bharat Abhiyan	Cleanliness drive was organized in Yari Road local area on 2nd October, 2014

### NSS Rally on Peace for the year 2013



### Blood donation Camp 2013-2014



### Communal Harmony 2014



#### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

- ❖ The Stakeholders who are presently involved in the planning, implementation & evaluation of the academic programmes include:-
  - Management
  - Principal
  - Teachers
  - Parents
  - Students
  - Community leaders

The institution through periodical meeting of the stakeholders solicits their perception and feedback on the performance and quality of the education.\

- ❖ Feedback from local representatives on LMC and IQAC is taken into account. The College elicits guardians' views on the implementation of its academic programmes through the parent-teachers meeting as and when needed.

#### **3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.**

- ❖ The institution over the years has a set of outreach programmes for the overall development of students.
- ❖ Different departments along with the college authorities have conducted various outreach programs annually. These include:

<b>Activities</b>	<b>Budgetary Provision</b>		
	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Free medical camp 14 <sup>th</sup> April	44000	58000	49500
Blood donation camp 14 <sup>th</sup> Dec.	11090	19900	16500
Literacy programmes and street Plays	8344	4513	6500
Observance of World Environment Day	-	5500	5500
Anti Drugs awareness program	-	-	4570

- ❖ In the year 2012-13 staff has contributed towards Disaster Relief fund for Uttarakhand of Rs. 11600
- ❖ In the year 2013-14 staff has contributed towards Disaster Relief fund for Jammu and Kashmir of Rs. 10830.
- ❖ The college also collaborates in planning and implementing different activities with NGO's. These programmes are beneficial to the students, teachers and the residents of the locality.

**3.6.5 How does the institution promote the participation of students and faculty extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

The institution has been promoting participation of our students and faculty through various extension activities conducted during the year as listed here below:

Sr. No	Activities
1.	Peace Rallies
2.	Blood donation camp.
3.	Environmental Awareness Program
4.	Residential/ Rural Camp
5.	Adopted area enrichment programmes
6.	Communal Harmony
7.	Medical Camp
8.	Health and Hygiene campaign
9.	Relief fund Rallies

The College has been participating in NSS activities like tree plantations, rallies, blood donation camps, environment awareness programmes, street plays, etc. with active involvement of faculty and students.

- ❖ The NSS unit goes to the Yusuf Mehar Ali centre, Panvel for the residential camp for a week.

**3.6.6 Give details on social surveys, research or extension work (if any)undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

- ❖ The major programmes launched by the college in the interest of underprivileged & weaker section of society are:

- Adoption of backward areas in Versova and Madh by providing daily necessities like food grains, medicines, clothes etc.
- Awareness programmes about ill effects of smoking, drinking, consuming tobacco, Gutka, save light, Anti drugs etc.
- Providing relief during natural disasters.

- Raised funds for Uttarakhand flood relief during 2013
- Raised funds for Jammu Kashmir flood relief during 2014
- Raised funds for the disaster affected region of Bhuj where the NSS volunteers themselves distributed relief materials to the affected victims & their families.

**Jammu and Kashmir Relief Fund Rally  
on 20<sup>th</sup> September, 2014**



**Rally for Peace, Non-Violence and Save Electricity**



**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.**

- ❖ The college has a strong philosophy of service learning through the involvement of students and staff in community development programmes.
- ❖ Hence these activities reinforced and compliment class room learning.
- ❖ These activities help the students in developing their leadership qualities and inculcating good social and human values.



**Distribution of certificate to NSS students for their social service**

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

- ❖ There has been good response and involvement of the community in various activities conducted by the college as mentioned in criterion 3.6.5.
- ❖ On 20th September 2014, the college in collaboration with other NGO's and other colleges took out the rally in aid of affected people of Jammu and Kashmir floods.

**The following is the lsit of items collected:**

Sr.NO.	Description of Goods	Quantity
1.	Bed Sheets	41
2.	Shawls	57
3.	Sweaters	101
4.	Flour	1 sack
5.	Dal	1 sack
6.	Water	36 Bottles
7.	Biscuits	12 cartoons
8.	Tata salt	1 Sack
9.	Poha	2 Sacks
10.	Rice	11 Sacks
11.	Maggi Noodles	2 cartoons
12.	Medicine	4 Cartoons

**Total Donation collected for relief fund:**

Sr.NO.	MODE	Amount
1.	Cash	5,39,640
2.	Cheques	5,16,407
3.	Sale of Newspapers, Old clothes, Utensils	83,175
	<b>TOTAL</b>	<b>11,39,640</b>

- ❖ On 17<sup>th</sup> November 2014, the college inaugurated the communal harmony week in collaboration with Mohalla committee.
- ❖ Medical camp is organized every year and a good number of people are benefited from this practice.



**Communal Harmony Programme on 17<sup>th</sup> November 2014**



**Health camp on 14<sup>th</sup> April 2014**

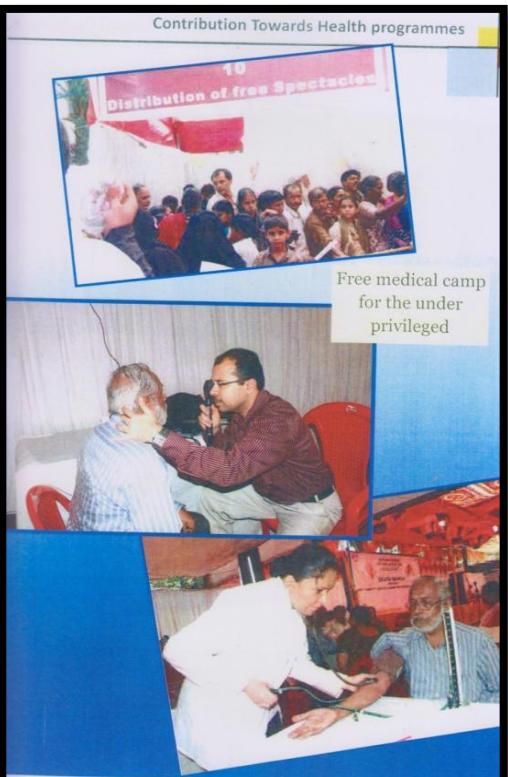
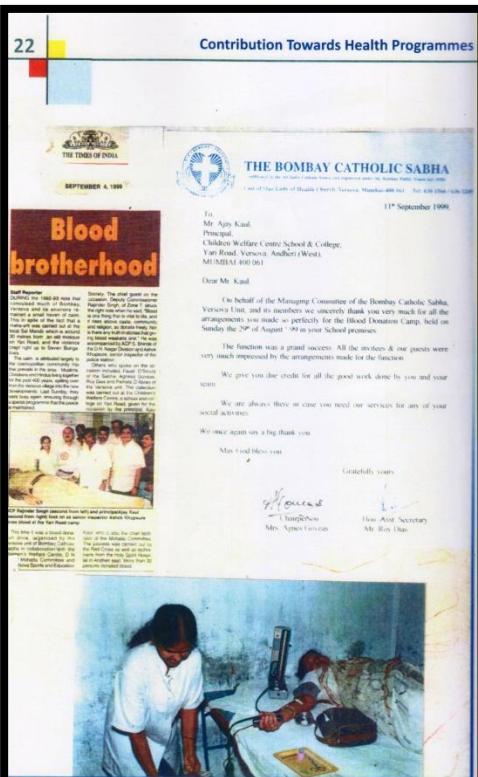
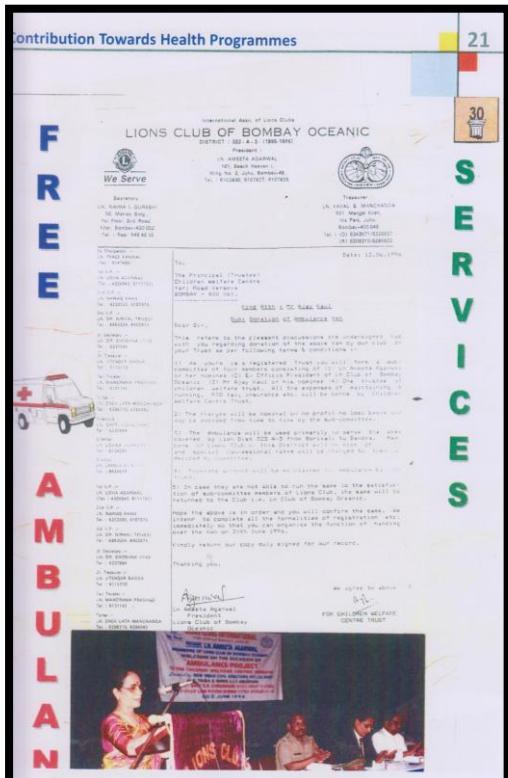
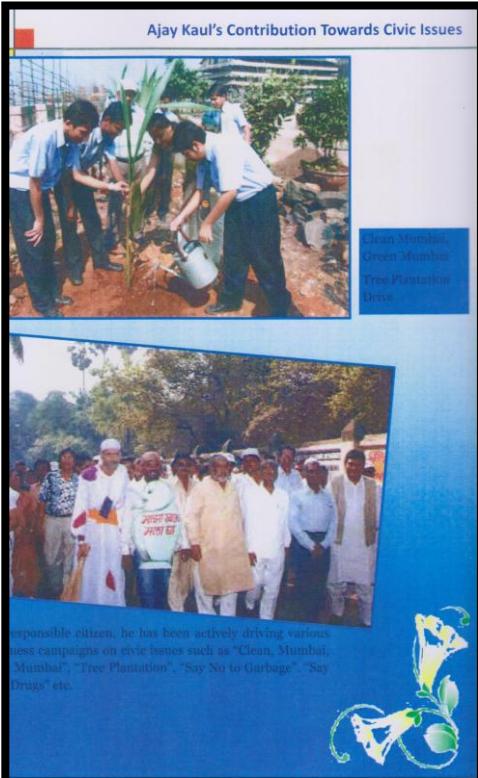
- ❖ **3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**
- ❖ The college has undertaken certain activities in collaboration with The Lion's club of Bombay Oceanic , Ekta Manch & Mohalla Committee such as :
  - a. Fun N Fair for street children
  - b. Visiting homes of mentally challenged children.
  - c. Teaching the municipal and slum children after college hours.
  - d. Organised rally in support of victims of Jammu-Kashmir flood victims. Collected clothes, food, money and other essential supplies which were sent to the victims.
  - e. Organised Communal Harmony Event in collaboration with Mumbai Police and Mohalla Committee to create awareness and bring out the importance of peaceful co-existence.
  - f. Health camp is organized on 14<sup>th</sup> April every year, free health check-ups , distribution of free medicines and spectacles, along with blood donation drive.

**3.6.10 Gives details of awards received by the institution for extension activities and/ contributions to the social/community development during the last four years.**

The institution has received various awards and appreciation certificates for its extension activities and social service. Following are some of them:

- ❖ Certificate of appreciation from Lions club of Bombay Oceanic.
- ❖ Certificate from Mohalla committee and Ekta Manch
- ❖ Appreciation certificate from Mahatma Gandhi Blood Bank.
- ❖ Appreciation certificates from the Rotary club of Versova.
- ❖ Many more certificates of appreciation from various social organizations.

# General Secretary's Active Participation in Social/Community Development



### 3.7 - Collaboration

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

- ❖ The college has a research and development cell which has initiated research culture in the college and has organized a symposium in collaboration with University of Mumbai.
- ❖ A few faculty members are doing some research work and are planning to apply for the minor or major projects.
- ❖ However the college has arranged industrial visits to Silvassa industrial belt, Pune (Film Archives, AIR and some publication house), RBI, Stock Exchange and other industries to get firsthand knowledge of the subject.
- ❖ These collaborations have given exposure to our students and staff which help in their all round development

**3.7.2 Provide details on the MOU's /collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

- ❖ Yes , we have MOU of NGO'S with whom the college collaborates and works in different areas. They are as follows:

Sr.NO.	Name of the NGO'S	Activities
1.	Lions club of Bombay Oceanic	1) Freeship to the students 2) Relief fund for Jammu and Kashmir 3) Relief fund for Uttarakhand
2.	Mohalla Committee	1) Communal Harmony Programme. 2) Rallies for peace and relief work. 3) Roza Iftar
3	Ekta Manch	1) Medical camp every year. 2) Rallies for peace and relief work.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. Laboratories / library/ new technology / placement services Etc...**

- ❖ The MOU is signed between the following organization for extension and community based programs and activities.
  - a) Lions club of Bombay Oceanic
  - b) Mohalla committee
  - c) Ekata Manch
  - d) Kalsekar Hospital
  
- ❖ Lions club has sponsored an amount of Rs.15 Lac to setup an I.T lab for the college with this financial assistance the college has set up an I.T. lab with 35 computers with internet facilities which is being used for practical for students.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years**

Following are the eminent participants who contributed to the seminars and workshop organized by the college

<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Guidance Lectures</b>
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkani	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.
7.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
8.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
9.	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.

10.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF students.
11.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
12.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
13.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
14.	Dr. Arvind S. Luhar	Workshop on Research Content
15.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
16.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MOU's and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and /or facilitated –**

- a) There are formal MOUs/ agreements signed by the college as the linkage or collaborations for the aspects as mentioned above. Some of the linkages are as follows:

Sr.NO.	Name of the NGO'S
1.	Lions club of Bombay Oceanic
2.	Mohalla Committee
3.	Ekta Manch

- b) **Publication:** Manan Publication, Sheth Publication, & Rishab Publication.  
 c) **Placement services:**
  - Our students were selected for placement by Ceat Tyres.
  - This is we have collaborated with TATA Trents to place our students in various sister concerns of TATA group.

**3.7.6 Detail on the systemic efforts of the institution in planning, establishing & implementing the initiatives of the linkages/collaborations. Any other relevant information regarding Research, Consultancy & Extension which the College would like to include:**

- ❖ The college has setup the Research & Development Cell.
- ❖ The college promotes its faculty to attend the conferences and seminars.
- ❖ Workshops/seminars/symposiums are organized by the institution for students & faculty for undertaking research activities.
- ❖ The College has established/ implemented linkages & or collaborations with regard to Research, Consultancy & Extension

**Criteria IV****Infrastructure & Learning Resources****4.1 - Physical Facilities****4.1.1 What is the policy of the Institution for creation & enhancement of Infrastructure that facilitate effective teaching & learning?**

For effective teaching and learning the college has an elaborate infrastructure in keeping with the requirement of the affiliating University. These include:

- ❖ Spacious, well lit class rooms.
- ❖ Necessary audio-visual facilities made available for effective teaching.
- ❖ The college has an air conditioned auditorium to accommodate a large number of students for its events.
- ❖ Created facilities in 3 class rooms for interactive sessions
- ❖ Setting up of computer facilities for internet based learning
- ❖ Procurement & creation of learning resources including Video/CDs, Case study, PPTs, Specimen, etc
- ❖ Internet facilities in class room
- ❖ Procurement of learning resources
- ❖ Development of Learning resources
- ❖ Faculty development program on use of Learning Resources & Development of Learning Resources
- ❖ Subscription/ facilities to online education

**4.1.2 Detail the facilities available for**

- a) **Curricular and co-curricular activities-classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

Following Facilities are available in College for Curricular and co-curricular activities:

Campus area	1 Acre
Built up area	2968.80 sq. mts.
No. of Floors	Ground + 5 Floors

Particulars		Area
Class Rooms F.Y.B.Com S.Y.B.Com T.Y.B.Com	7 Classrooms	800 Sq.ft. each
F.Y.BMS S.Y.BMS T.Y.BMS	4 Classrooms	600 Sq.ft. each
F.Y.BAF S.Y.BAF T.Y.BAF	3 Classrooms	600 Sq.ft. each
F.Y.BMM S.Y.BMM T.Y.BMM	3 Classrooms	600 Sq.ft. each
Computer Laboratory	1 ICT Lab	1000 Sq.ft

### **List of physical facilities:**

Sr. No	Facilities	Quantity
1	Class rooms	17
2	Washrooms	6
3	Coolers	3
4	Audio-visual room	1
5	Auditorium	1
6	Computer laboratory	1
7	Library	1
8	Lift	1

#### **(i) Academic activities:**

Different departments of the college, like Commerce, Accounts and Finance, Management Studies, Mass Media, conduct various activities in the college every year .They include guest lectures, paper presentations, seminars, field visits and industrial visits etc.

#### **b) Extra-curricular activities—sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

1. Infrastructural facilities for outdoor games like cricket, footballs etc are available on the campus. We have a large play ground, where students have football, cricket and other outdoor games being played.
2. We have Gymkhana where students have facilities for various indoor games. Like Carom, Chess etc.
3. We also have a well equipped Gymnasium with certain gym facilities.

4. We have a NSS unit with more than 100 students as members with one program officer and assisted by three teachers. The NSS unit conducts various programs such as tree plantation, blood donation camp, health camp, residential camp in rural area, cleanliness derive (Swaccha Bharat Abhiyan) etc during the year.
5. For extra-curricular activities the college has an activity chairman with a band of teachers assisting in cultural activities, coordinated by one of the teachers. The Student Council of the College and the Cultural Committee conduct various activities in the College every year. Our students also participate in Youth Festival organized by Mumbai University.
6. We also have in place a quality mechanism to monitor health and hygiene on the campus. It includes reviewing of quality of food in the canteen, maintaining cleanliness of the campus under the supervision of a teacher.



Indoor Game



Gymnasium



Internal Cultural Activities



**Annual Day Programme**



**Annual Sports Meet**



**Rural Camp**

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing physical infrastructure and the future planned expansions if any).**

- ❖ IQAC provides inputs for the infrastructural requirements
- ❖ The infrastructure is assessed against the requirements to align with the university mandate/programs/calendar
- ❖ The students' feedback is also taken into consideration while planning the infrastructure.
- ❖ The college academic programs are organized in three floors of the college building which has a school section on the ground, first and second floor (five story building). It has a spacious canteen on the open terrace floor.
- ❖ The future plan of the college includes shifting the college to an independent campus with a new building in the vicinity. The college also plans to introduce post graduate programs in commerce.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The college has provided the following facilities:

- Construction of Ramps
- Provision of Elevator (lift) facilities
- Special assistance to candidates with physical disabilities in promoting learning.

The college functions in a five story building with elevator facility. The college has class rooms, library, auditorium and other facilities accessible to physically disabled students.

**4.1.5 Give details on the residential facility & various provision available within them:**

**• Hostel Facility:**

Since the College caters to local population, there is no need for any residential hostel.

**• Recreational facilities, gymnasium, yoga center, etc:**

The college has a well-equipped gymnasium, which is availed by our students.

The details of equipments are as follows:

- 1) Staper
- 2) Cycle
- 3) Benches press
- 4) Leg press
- 5) Pulley

- 6) Shoulder
- 7) Down Pulley
- 8) Forearm
- 9) Sitting bench
- 10) Decline bench
- 11) Flat bench
- 12) Leg press
- 13) Stomach
- 14) Dumbles
- 15) Rod
- 16) Carrom Board
- 17) Chess Board

- **Computer facility including access to internet in hostel:**

Not applicable

- **Facilities for medical emergencies:**

- The First-Aid facility is provided in all departments.
- The institute vehicle is used in the medical emergency
- The institute has tie-up with kalsekar Hospital (close to the institute) for any medical emergency situations.

The college has First Aid facilities for any immediate need and for any medical emergency, the students are taken to a nearby hospital i.e Kalsekar Hospital in the trust vehicle.

- **Library facility in the hostels:**

Not Applicable

- **Internet and Wi-Fi facility:**

Internet facility is available in the computer lab. with 2 mbps speed.

- **Recreational facility-common room with audio-visual equipments:**

The college has an audio-visual room which can be accessed by the students to screen educational CD's, LCD Projector and PPT etc.



**AUDIO-VISUAL ROOM**

- Available residential facility for the staff and occupancy. Constant supply of safe drinking water:



Gymnasium



Library

There is no residential facility for staff at present.

- Security

- The college premises are equipped with CCTV and public address system facilities in class rooms, passages, entrance, canteen, library and other places.
- We also have class IV employees manning the entrance and looking after the security of the premises.

#### **4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

- ❖ Medical camp is organized annually for teachers, students, parents and other people of the area.
- ❖ Blood donation camps are also organized.
- ❖ Medical facilities are available to the staff and students at Kalsekar hospital which is situated within a distance of 1 km.

#### **4.1.7 Give details of the Common Facilities available on the campus– spaces for special units like IQAC, Grievance Redressed unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc...**

**The institute has following common facilities available on campus:**

- IQAC
  - Grievance Redressal unit
  - Women's Cell,
  - Counseling and Career Guidance
  - Canteen
  - Recreational spaces for staff and students
  - Safe drinking water facility
  - Auditorium
- a) The meetings of IQAC, Student Grievance Redressal cell, Women

- development cell are being held in the principal's office on the third floor.
- b)** Sessions of Counselling, Career guidance and placement are being held in Audio -visual room or College hall on fifth floor.
  - c)** Canteen is located on the last open floor of the College building.
  - d)** Recreational spaces for staff and students, and gymnasium are located on the ground floor.
  - e)** Safe drinking water is available on every floor.
  - f)** Multipurpose Auditorium/Hall is located on the Fifth floor.

## 4.2 - Library as a Learning Resource

**4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

Yes, the College has the library Advisory Committee, comprising of the following **Library Advisory Committee:**

Dr. Mamta Rajani	Convenor
Mrs. Shalini Shashidharan	Member
Mr. Anish Desai	Member
Dr. Seema Petkar	Member
Mrs. Babita Kanojia	Member
Mrs. Jyoti Jadhav	Member

The library advisory committee meets periodically and gives suggestions for improvement of library facilities.

**4.2.2 Provide details of the following:**

<b>Total area of the library: 1000 sq. ft</b>	
<b>Total seating capacity: 30</b>	
<b>Working hours</b>	
On Working Days	7:30 a.m-5:00p.m
On Holidays	-
Before Examination Days	7.30 a.m-6:00p.m
During Examination Days	7.30 a.m-6:00p.m
Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e- resources )- Presently not available	

The college is in the process of initiating e-learning for students with respect to their areas of interest.

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

With a view to ensure purchase and use of current titles, the library has made the budgetary provisions and purchased the following books and journals

<b>Library holdings</b>	<b>Year-1</b>		<b>Year-2</b>		<b>Year-3</b>		<b>Year-4 Total Number</b>	
	<b>No.</b>	<b>Total Cost</b>	<b>No.</b>	<b>Total Cost</b>	<b>No.</b>	<b>Total Cost</b>	<b>No.</b>	<b>Total Cost</b>
Textbooks	558	78,585	357	43,280	210	24,450	259	36,594

Reference Books	323	67,879	9	3,359	118	45,336	14	5,827
Journals/ Periodicals	3		5		3	1,330	4	2,260

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

OPAC	Yes
Electronic Resource Management package for-journals	No
Federated searching tools to search articles in multiple databases	No
Library Website	Yes
In-house/remote access to e-publications	No
Library automation	No
Total number of computers for public access	35
Total numbers of printers for public access	3
Internet band width/ speed	1 Mbps
Institutional Repository	No
Content management system for e-learning	Yes
Participation in Resource sharing networks/consortia (like Inflibnet)	No

**4.2.5 Provide details on the following items:**

Average number of walk-ins: **50**

Average number of books issued/returned: **15**

Ratio of library books to students enrolled: **3.27: 1**

Average number of books added during last three years: **270**

Average number of login to opac (OPAC): **No**

Average number of login to e-resources: **No**

Average number of e-resources downloaded/printed: **No**

Number of information literacy trainings organized: **No**

Details of “weeding out” of books and other materials: **1,300**

**4.2.6 Give details of the specialized services provided by the library Manuscripts**

❖ References	Yes
❖ Reprography	Yes
❖ ILL (Inter Library Loan Service)	No
❖ Information deployment and notification(Information Deployment & Notification)	Yes
❖ Download	Yes
❖ Printing	Yes
❖ Reading List/ Bibliography compilation	Yes
❖ In -house/ remote access to e- resources	No
❖ User orientation and awareness	Yes

❖ Assistance in searching Databases	Yes
❖ INFLIBNET/IUC facilities	No

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- Display of new arrivals
- Information & guidance to students on library utilization
- Books exhibition
- Display of important article/information
- Providing books and reference materials to students and teachers according to their requirements.
- Informing the students and teachers about the new reference books available in the market.
- Convening the needs for improvement of the library to the Principal and the Management.



**Library**

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

- Issuing a number of books to physically challenged students; giving them first preference and extra time for return of books.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)**

- Yes, we have mechanism or feedback from the users as such, however we take into account the suggestions made by the students, teachers for the continual improvement of the library.

### 4.3 – I.T. Infrastructure

**4.3.1 Give details on the computing facility available (hardware & software) at the institution. Number of computers with Configuration (provide actual number with exact configuration of each available system):**

<b>Location</b>	<b>No of Computers available</b>
Computer Lab	35
A.V room	1
Principal Office	1
Administrative Purpose	3
Library	1
<b>Total</b>	<b>41</b>

<b>Computers</b>	<b>Student ratio: 2:1</b>
Stand alone facility:	35 P.C
LAN facility :	35 P.C
Wifi facility :	Yes
Licensed software :	Yes
Number of nodes/ computers with Internet facility:	41

<b>Configuration of Computers:</b>	
1.	Server- Intel i7, 4GB RAM, 500 GB HDD
2.	Other PC- Intel / AMD processors, 2GB RAM, 320 GB HDD

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

- ❖ Internet facilities are made available for the teachers and the students on campus. Teachers and students are allowed to use computers as and when required in the computer lab.

**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure & associated facilities?**

- ❖ For up-gradation of the IT Lab suggestions have been accepted from the teachers & they will soon be put in place.
- ❖ New softwares that are required for the teaching of a particular subject with reference to its current applications are upgraded as & when required.

**4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution(Year wise for last four years)**

Particulars	Amount Allocated			
	2011-12	2012-13	2013-14	2014-15
Computers	50000	60000	60000	75000
Software	5000	5000	5000	5000
Internet Facilities	4000	4000	6000	8000
Staff ICT training	6000	6000	8000	8000
AMC	48000	54000	60000	84000
<b>Total</b>	<b>113,000</b>	<b>129000</b>	<b>139000</b>	<b>180,000</b>

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

- ❖ There are facility for computer aided teaching and learning in the college. The faculty is facilitated to prepare computer aided/technique/learning material.
- ❖ Created facilities in 3 class rooms for interactive sessions
- ❖ Setting up of computer facilities for internet based learning
- ❖ Procurement & creation of learning resources including Video/CDs, Case study, PPTs, Specimen, etc
- ❖ Internet facility in class room
- ❖ Faculty development program on use of Learning Resources & Development of Learning Resources
- ❖ Subscription/ facilities to online education
- ❖ Creation of learning resources utilization

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/ learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**



- ❖ College faculty use projectors and PPT presentations for selected topics to impart knowledge to the students. The A/V room is also used to screen educational movies for the students.

The college has acquired various C.D.'s on different topics covering soft skills health practices as well as social awareness themes. The following is the list of

C.D.s those are available for use by students and staff.

Sr.No.	Title of C.D.s	Distributor
1	Effective Communication	Singa Rohini Trading Company
2	Presentation Skills	Singa Rohini Trading Company
3	Decision Making	Singa Rohini Trading Company
4	Time Management	Singa Rohini Trading Company
5	Creative Thinking	Singa Rohini Trading Company
6	Telephone Skills	Singa Rohini Trading Company
7	Positive Thinking: understanding the power of thought	Singa Rohini Trading Company
8	Understanding Profit by Lamba Anil	Television Eighteen India Ltd.
9	Give your money the right direction with finance for non- finance professionals	Times Multimedia India
10	Explore Your Future	Searock Intitute
11	Interview Techniques	Dove Multimedia Pvt. Ltd.
12	Personality Development	Dove Multimedia Pvt. Ltd.
13	Art Of Public Speaking	Dove Multimedia Pvt. Ltd.
14	Successful Group Discussions	Dove Multimedia Pvt. Ltd.
15	Successful Marketing For Executives	Zenith Global Consultants Ltd.
16	Business Studies 11th (3 CD Set)	Tirumala Softwares
17	Team Building	Train2Success Interactive Solutions Pvt. Ltd.
18	Business Correspondence	Train2Success Interactive Solutions Pvt. Ltd.
19	Skill Polish Vol-1	Mexus Education Pvt. Ltd.
20	Skill Polish Vol-2	Mexus Education Pvt. Ltd.
21	Skill Polish Vol-3	Mexus Education Pvt. Ltd.
22	Skill Polish Vol-4	Mexus Education Pvt. Ltd.
23	Choose Your Career Vol-1	Mexus Education Pvt. Ltd.
24	Choose Your Career Vol-2	Mexus Education Pvt. Ltd.
25	Choose Your Career Vol-3	Mexus Education Pvt. Ltd.
26	Choose Your Career Vol-4	Mexus Education Pvt. Ltd.
27	Business Wiz Understand Business Vol-1	Mexus Education Pvt. Ltd.
28	Business Wiz Understand Business Vol-2	Mexus Education Pvt. Ltd.
29	Business Wiz Understand Business Vol-3	Mexus Education Pvt. Ltd.

30	Tech Pro Decode Technology Vol-1	Mexus Education Pvt. Ltd.
31	Tech Pro Decode Technology Vol-2	Mexus Education Pvt. Ltd.
32	Tech Pro Decode Technology Vol-3	Mexus Education Pvt. Ltd.
33	Tech Pro Decode Technology Vol-4	Mexus Education Pvt. Ltd.
34	Tobacco Presentation	
35	Vikram Vatal (Aids Drama)	
36	Media Literacy	
37	Main Jeena Chahata Hoon (Aids)	
38	Aids	

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

- ❖ The institute is in the process of applying for National Knowledge Network Connectivity.

#### **4.4 - Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

Sr.No	Particular	2010-11	2011-12	2012-13	2013-14
a.	Building	7,18575	54,44,379	19,55,744	-----
b.	Furniture	9,92,526	10,22,625	10,49,256	22,09,482
c.	Equipment	11,49,207	14,94,335	3,40,585	2,09,177
d.	Computers	7,88,195	1,25,350	8,94,825	1,85,875

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

- ❖ The college has appointed regular staff for cleaning (Campus and Washrooms).
- ❖ For repair and maintenance of the electrical system, and in house electrician is appointed.
- ❖ They are available on the campus for any emergency and for regular requirements.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

- ❖ The maintenance activity of all the equipments is carried out on quarterly basis.
- ❖ The Principal of the college monitors the requirements of equipment/instruments and gets necessary sanction for procurement of the same from the management.
- ❖ All available equipment are serviced and maintained as per the requirements.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

- ❖ The college has installed its own transmitter for voltage fluctuation management.
- ❖ Continuous water is supplied by the BMC, which is also supplemented by a bore well which is installed in the campus.
- ❖ Over-head tanks are constructed for storage of water to meet emergency crisis & an annual maintenance contract is given out to professionals for maintenance of the over-head water tanks on a yearly basis.

**Criteria V****Student Support & Progression****5.1 - Student Mentoring & Support**

**5.1.1 Does the institution publish its updated prospectus/handbook annually? If = yes‘ , what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes. The College brings out its handbook/prospectus containing various academic details along with facilities available and rules and regulations for the benefit of students, parents and general public. The following are some of the highlights of the prospectus.

The same is also published on the website of the institute.

**Academic Programs:**

1. Courses offered in each Program
2. Eligibility criteria
3. Provision for backward class
4. Enrollment
5. Scheme of examination

**Campus Facilities & Activities:**

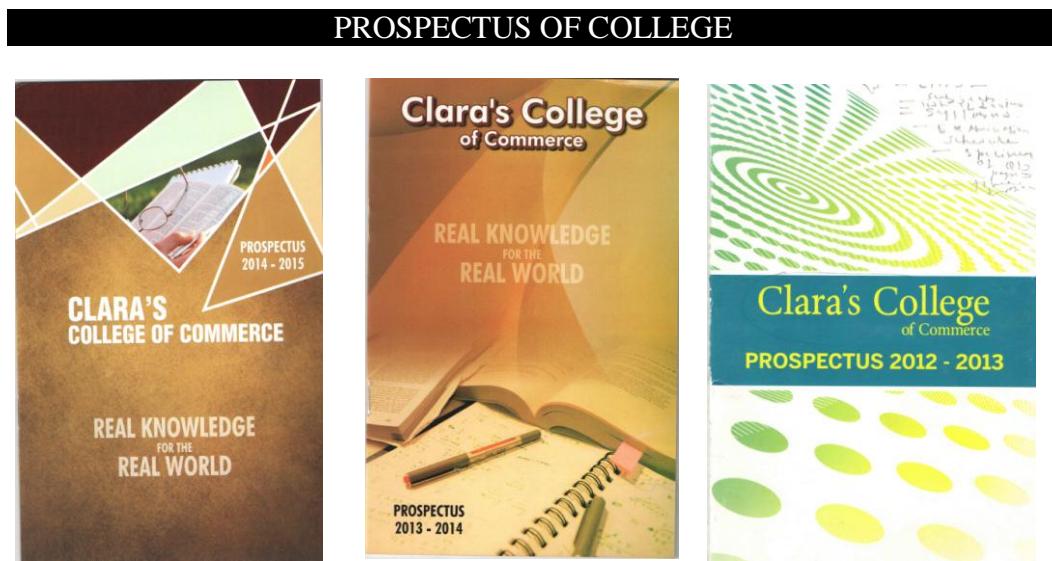
1. Counselling Centre
2. Computer Lab
3. Audio Visual Room
4. Gymnasium
5. College Magazine

**Rules & Regulations:**

1. Dress Code
2. Use of Cell phones
3. Notice Board
4. Guidelines for scholarships
5. Termination of Registration
6. Refund of fees and deposit
7. Library Norms
8. Administrative details
9. Hours of Instruction/Lecture Timing
10. Attendance
11. Holidays

### **Endowment Prizes:**

1. Free ships
2. Fee concessions
3. Scholarship facilities



### **5.1.2 Specify the type, number & amount of institutional scholarships / freeships given to the students during the last four years & whether the financial aid was available and disbursed on time?**

- ❖ The Trust provides free ships to the students coming from economically backward strata of society through its own resources and this is done on time. The following are some of the recent recipients of this benefit:

Sr.No.	Name of the student	Amount
1	Singh Urmila	Free ship
2	Mitapal Dinesh	Free ship
3	Chawan Poonam	Concession of 6850
4	Sayed Kausar	Free ship
5	Shaikh Mohammad Nihal	Concession of 7000
6	Guru Shivani	Concession of 7850
7	Sayed Samreen	Free ship
8	Umesh Poojari	Concession of 10000
9	James Neha Rakesh	Free ship

### **5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?**

- ❖ The institute does not receive any financial assistance from state government, central government and other national agencies.

### **5.1.4 What are the specific support services/facilities available for Students from SC/ST, OBC and economically weaker sections?**

- ❖ Economically weaker students are given fee concessions and facilities to pay their fees in installments.
- ❖ Students with physical disabilities are given special permission to use elevators. The college provides them necessary support such as writers, library books for an extended period of time.
- ❖ Overseas students: At present we don't have overseas students
- ❖ College provides all possible facilities to students to participate in different competitions at college & university level, mentored by a group of committed teachers. The college bears the expenses for the costumes & props, registration, refreshments, transport etc...
- ❖ College maintains first aid box and attends to all medical emergencies by arranging for medical assistance from nearby hospitals.
- ❖ All college students are insured under YUVARAKSHA insurance scheme for Rs. 50000/- each against any accidents.
- ❖ College bears the expenses of the backward class students for medical treatment.
- ❖ If required teachers personally provide assistance to students for preparing for competitive exams including CPT, IPCC, CA etc
- ❖ To support slow learners College organizes remedial coaching and assists every student in addition to regular classes.
- ❖ In certain cases students are counseled along with the parents.
- ❖ Our college faculty members guide students about career opportunities in different fields
- ❖ We arrange career oriented workshops in various fields
- ❖ We have organized workshops on
  - Journalism for BMM Students
  - Self Defense for girls
  - CA Course for BCOM, BAF, BMS
- ❖ Students are encouraged to develop their creative skills through writing articles, poems, stories, jokes etc. for college magazines



**Self Defense Program for Girls**

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

- ❖ College invites eminent professionals for conducting sessions on Stock Exchange, Journalism, CA courses etc. for developing entrepreneurial skills of students. Hence students benefit from such efforts.

Subject Experts of Mumbai University		
SR. No.	Name of Resource Person	Subject Matter
1.	Mrs.Usha Iyer	Guidance lecture in the subject of Economics to T.Y.B.Com students.
2.	Mr.Rahul Malkan	Guidance lecture on 'understanding, analysis and interpretation of financial statements and schedules 'to T.Y. BAF students.
3.	Prof. Anita Mandrekar	Guidance lecture on the subject of 'Brand Building and Consumer Behavior' to T.Y. BMM students.
4.	Prof. Hanif Lakdawala	Guidance lecture on the subject of 'Advertising in Contemporary Society' to T.Y. BMM students.
5.	Miss. Kavita Shukla	Delivered special lecture on the subject of Operational Research to TYBMS students
6.	Mr. Shreenath	Guidance lecture on Logistics to T.Y. BMS students.

Eminent Personalities from Industries		
SR. No.	Name of Resource Person	Subject Matter
1.	Mr.Deepak Jaggi	Guidance lecture on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course to BAF students.
2.	Ms.Priti Singh:	Guidance lecture to students on how to prepare themselves for CAT i.e. for pursuing the M.B.A. Programme
3.	Mrs. Carol Andrade	Workshop on journalism by in August 2013 for BMM students.
4.	Ms. Nadia Motani	Guidance lecture on "Role of capital and money market in India to T.Y.BAF students.

Research Experts		
SR. No.	Name of Resources Person	Subject Matter
1.	Dr. Gopal Kalkotti	Conducted workshop on Introduction to Research Methodology
2.	Mr. Forum Mehta	Guidance lecture on effective presentation skills
3.	Mrs. Chani Khedwaal	Conducted lecture on 'ICT in research'
4.	Dr. Arvind S. Luhar	Workshop on Research Content
5.	Mrs. Babita Kanojia	Guidance lecture on Research Paper Presentation
6.	Dr. Vipul Vyas	National Symposium on "Emotional Intelligence & Teaching - Learning process"

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

- Additional academic support, flexibility in examinations
- Special dietary requirements, sports uniform and materials
- Any other



**Cultural Activities**



### Sports Activity

- ❖ The extra - curricular and sports activities play very important role in developing the student's personality. The institution gives immense opportunities to the students to participate in extra-curricular activities including sports and games by arranging outdoor as well as indoor sports competitions, NSS activities, Blood donation camps, Street plays, public seminars, Residential camp, industrial visits, etc.
- ❖ The college ensures that the students are granted relaxation in attendance when they represent the college in sports or any other extracurricular activity. This is done after seeking the permission from the university and only after this are the students are permitted to appear for an additional examination.
- ❖ The students are given chance to appear for additional examinations if they miss the regular examinations due to activities.
- ❖ The college provides sports uniforms, refreshment and transport facilities to the students selected for such events.
- ❖ The winners are felicitated, given trophies and certificates on sports day and annual day.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.**

- ❖ Our teachers guide and support the students appearing for CAT, CET and CPT.
- ❖ The institution also arranges lectures on career guidance, where the students are guided and sent for courses to encourage as per their aptitude.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

- ❖ We have a student counselor on the campus to cater to the requirements of the students on academic, personal, career, psycho-social matters.
- ❖ The institution guides and encourages students to select career courses as per their aptitude.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If = yes‘ , detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programs).**

- ❖ College organizes career guidance sessions by inviting eminent professionals for conducting sessions on Stock Exchange, Journalism, CA courses etc.
- ❖ Campus placement is organized on informal basis and some of our students are placed in CEAT tyre.
- ❖ The college has collaborated with TATA Trents to place our students in sister concerns of TATA group.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

- ❖ The College has a Student Grievance Redressal Cell as follows:

Name of the Teacher	Position
Mrs Rita Singh	Convener
Ms Diana Rayen	Member
Mrs Seema Petkar	Member
Mr Faisal Tanwar	Member
Mr Vijay Makwana	Member

- ❖ The college did not receive any major grievance from the students during last four years however students' grievances in regards to teaching methodologies of certain teachers, which were not understood by the students, were put forth to concerned teachers and there was a change in their system of teaching.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

A Women Development Cell has been formed to look into issues pertaining to sexual harassment and other related matters. The college has organized a session on Self Defense for girls to protect themselves from sexual harassment.

**The Women Development Cell consists of the following member:**

Name of the teachers	Position
Mrs Seema Petkar	Convener
Mrs Rita Singh	Member
Ms Diana Rayen	Member
Mrs Shalini Shashidharan	Member
Mrs Mamta Rajani	Member
Ms Aarti Ahuja	Member

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

- ❖ Yes, there is an Anti-Ragging Committee in the college. However, there has been no instance of ragging reported to the committee.

**The following is the list of Anti Ragging Committee Members:**

Name of the teacher	Position
Dr. Zahida Shaikh	Chairperson
Mrs. Rita Singh	Vice- Chairperson
Mr. Faisal Tanwar	Co-ordinator
Mr. R.V. Pangam	Councilor
Mr. Surinder Rana	Member
Ms. Neeta Wadhwani	Member
Mr. Vijay Makwana	Member
Mr. Surendra Chaudhry	Member
Mrs. Jyoti	Member
<u>Students</u>	
1) Kapadia Mohd Juned	Member
2) Ghashwala Insha	Member

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

- ❖ Under the welfare activities College Provides following facilities:-
- Canteen Facility
- Provisions of financial assistance in case of medical emergencies to students and children of the employees.
- Provision for fees relaxation.
- Formation of NSS Unit for student's participation in extension programs to undertake various welfare measures etc.
- Career Counselling and Remedial & guidance lectures.
- Career guidance lectures in Sport Management by Y.M.C.

#### Career Guidance lecture by Mr. Abid Naqvi from TV9



**5.1.14 Does the institution have a registered Alumni Association? If ='Yes, what are its activities and major contributions for institutional, academic and infrastructure development?**

- ❖ College is in the process of forming Alumni Association. However we have informal interaction and association with Ex Students who are invited on various occasions to come and share their experiences with the present students.



## 5.2 - Student Progression

### **5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.**

- ❖ It is difficult to get complete data of all students who go for higher studies or get employment. However, we give an approximate data from the informal contacts and interaction with the alumni.

Student Progression	Percentage
UG to PG (B.Ed , CA, MBA etc)	40 %
Employed	20 %
Business/ Self Employed	30 %

### **5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

Academic Year	Name of the Program	No of Students appeared	No of Students Passes	Pass Percentage
<b>2013-14</b>	<b>B.Com</b>	242	150	62 %
	<b>BAF</b>	20	17	85 %
	<b>BMS</b>	57	34	60 %
	<b>BMM</b>	18	11	61.10 %
<b>2012-13</b>	<b>B.Com</b>	268	201	75 %
	<b>BAF</b>	38	35	92 %
	<b>BMS</b>	76	52	69 %
	<b>BMM</b>	18	18	100 %
<b>2011-12</b>	<b>B.Com</b>	266	186	69.93 %
	<b>BAF</b>	-	-	-
	<b>BMS</b>	55	37	67 %
	<b>BMM</b>	11	10	90.90 %
<b>2010-11</b>	<b>B.Com</b>	197	134	68.02%
	<b>BAF</b>	-	-	-
	<b>BMS</b>	47	37	78.72 %
	<b>BMM</b>	11	08	72.72 %

### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

- ❖ The institution provides career guidance by inviting eminent professionals from various fields to guide students.
- ❖ The institute display brochures related to higher education, competitive examination and job opportunities at prominent places/notice board.
- ❖ The employability skills are enhanced through ICT facilities.
- ❖ The university curriculum is further enriched with the employability features/requirements.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

- ❖ Students are provided with Special Personal Counseling. Periodical PTA meetings are held to encourage and assist students to cope up with the studies.
- ❖ Regular parent-teachers meetings are held where attention of the parents towards their wards performance and remedial actions are also discussed.

**Parents Teachers Meeting for the year 2014-15**

### **5.3 - Student Participation & Activities**

**5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

❖ The Following activities are conducted by the college:

Sr.No	Activities	Details
1.	<b>Sports</b>	<ul style="list-style-type: none"> <li>✓ Football</li> <li>✓ Cricket</li> <li>✓ Chess</li> <li>✓ Carom</li> <li>✓ Running</li> <li>✓ High Jump</li> <li>✓ Tug of War</li> <li>✓ Throw ball</li> <li>✓ Javelin Throw</li> <li>✓ Shot Put</li> <li>✓ Marathon</li> </ul>
2.	<b>Cultural</b>	<ul style="list-style-type: none"> <li>✓ University Youth Festival</li> <li>✓ College Annual Day</li> <li>✓ Teachers Day</li> <li>✓ T.Y Farewell</li> </ul>
3.	<b>Extra Curricular activity</b>	<ul style="list-style-type: none"> <li>✓ PPT Competition</li> <li>✓ Marketing Fiesta</li> <li>✓ Peace Rally</li> <li>✓ Rangoli competition</li> <li>✓ Go green Day</li> <li>✓ Mehandi competition</li> <li>✓ Nail Art competition</li> <li>✓ Poster and Collage</li> <li>✓ Best out of waste</li> </ul>

### VARIOUS ACTIVITIES ORGANIZED IN THE CAMPUS



### CLARA'S COLLEGE OF COMMERCE PROGRAMME CALENDAR (A.Y.2013-14)

DATE	ACTIVITIES
13 <sup>th</sup> July, 2013	C.C.C has got talent.  Talent Hunt Contest a) Music b) Fine Arts c) Elocution
20 <sup>th</sup> July, 2013	Cultural Event - World Population Day -Skit  Topic - Population Explosion - A Global Issue.
22 <sup>th</sup> July, 2013	Activity:- <b>B.COM</b> - Spin the Yarn -Story telling Contest. <b>B.M.M</b> - Click on the spot. <b>B.M.S</b> - Market a Product. <b>B.A.F</b> - Extempore - Topic:- Money the biggest motivation for people at work place.
3 <sup>rd</sup> August, 2013	Activity - <b>B.COM</b> - "Hasya Manch"- Joke Contest  <b>B.M.M</b> - Words Amazing Facts- Powerpoint Prestation on any five amazing facts.  <b>B.M.S</b> -Street Play -Revolutionary Roads.  <b>B.A.F</b> -Mock Stock -Powerpint Presentation on Shares.

17 <sup>th</sup> August, 2013	Personality Development for Self Finance Students
5 <sup>th</sup> Sept, 2013	Teachers Day
7 <sup>th</sup> Sept, 2013	<p>Activity-</p> <p><b>BCOM</b>- Elocution Contest -Topic- Waste Management System / Save One Unit a Day Keep Power Cut Away /Oil Supplies are running out Fast.</p> <p><b>B.M.S</b>- Elocution -Topic- Global Financial Crisis- Its Implications on India. / Moral Values Amongst the Indians are degenerating.</p> <p><b>B.M.M</b> - Power of Imagination - Speak one minute on the image shown / Compose a song of one minute on the object shown,</p> <p><b>B.A.F</b> - Creative Writing- Topic- Inflation in India / Foreign Direct Investment.</p>
30 <sup>th</sup> November, 2013	<p><b>T.Y.B.Com/T.Y.BMS/T.Y.BMM/T.Y.BAF</b></p> <p><b>Activity - BCOM</b> - Essay Writing Contest - Topics- Advertising Creates Artificial Needs. / Good Economics is Good Politics.</p>
	<p><b>B.M.M</b> - Six Hints- One Story Narrate a story of 5 Mins using the Hints.</p> <p><b>B.M.S</b>- Debate - Topic - Is Management Education Important for being a successful Entrepreneur. / Are M.N.C's Superior to Indian Companies .</p> <p><b>B.A.F</b>- Collage Contest - Topic- Reduce -Reuse and Recycle for a greener tomorrow / Be Eco Friendly.</p>
7 <sup>th</sup> December, 2013	<p>Activity - <b>B.COM</b>-Elocution Competition- Topic- Social Networking Technologies will bring about great changes YES/ NO / Do violent Video games cause behavioural Problems.</p> <p><b>B.M.M</b> - Me and My Camera - Still Photography - Topic- Any Social Issues with caption.</p> <p><b>B.M.S</b> -House on Rock - Rock Band Event- Theme- Indian Rock Style / Indian Fusion.</p> <p><b>B.A.F</b> - Fianza- Games related to finance.</p>
21 <sup>st</sup> December,2013	Annual Sports Day
11 <sup>th</sup> January,	Mood Indigo

2014	1) T- Shirt Painting
	2) Fruit and Vegetable Carving
	3) Best out of Waste
	4) Toran making competition
	5) Clay Moulding
	6) Cartooning
18 <sup>th</sup> January, 2014	Film Festival Workshop
24 <sup>th</sup> - 30 <sup>th</sup> Jan, 2014	NSS Camp
25 <sup>th</sup> January, 2014	Activity - <b>B.COM</b> - Rush your Brush - Logo Designing Contest.
	<b>B.M.M</b> - Kuch - Na- Kaho- Silent Movie which is self Explanatory.
	<b>B.M.S</b> - Corporate Presentation / Case Study.
	<b>B.A.F</b> - Mock Stock - PowerPoint Presentation on shares.
	Industrial visit For BMS/BAF/BMM
26 <sup>th</sup> January, 2014	Republic Day Programme
30 <sup>th</sup> January,2014	Farewell programme for T.Y.B.Com/BMM/BAF/BMS/
15 <sup>th</sup> February, 2014	Annual Day

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Sr.No	Name of students	Class	Events	Year	Level
1	Phopale Siddesh	S.Y.BMM	Spot Photography	2013-14	Zonal
2	Haldankar Nidad Hement	F.Y.BAF	On the spot painting	2013-14	Zonal
3	Sagar Raj	TYBMS	Western instrument	2014-15	Zonal



Award Winners

**LIST OF STUDENTS PARTICIPATED IN EXTERNAL CULTURAL ACTIVITIES IN YOUTH FESTIVAL 2014-2015 ORGANIZED BY MUMBAI UNIVERSITY**

EVENTS	NAME OF STUDENTS	CLASS
<b>Folk Dance – Gangaur</b>	Neha Godbole	SYBCOM
	Kauser Sayyed	SYBCOM
	Swapinta hegde	TYBCOM
	Janhavi Bhandari	SYBCOM
	Mahalaxmi Gounder	SYBCOM
	Sabiha Rizvi	FYBCOM
	Pooja Sahu	FYBCOM
	Meenakshi Bhati	FYBMS
	Rashika Khan	FYBMS
	Ketki Patil	SYBCOM
<b>Western group song</b>	Vikas Sharma	FYBCOM
	Keith Butthello	FYBCOM
	Sarina Misquitta	SYBCOM
	Rachael Braz	FYBAF
	Jomsy Jospph	SYBCOM
	Elaine Fernandes	FYBCOM
<b>Mime (Mirror)</b>	Azhar Shaikh	TYBMM
	Utkarsh Mandlik	TYBMM
	Sami Khan	TYBMM
	Bhavesh Chawli	TYBCOM
	Rohit Bandekar	FYBMS
<b>Mono Acting</b>	Azhar Shaikh	TYBMM
<b>One act play (lost and found)</b>	Azhar Shaikh	TYBMM
	Utkarsh Mandlik	TYBMM
	Samiullah Kahan	SYBMM
	Shirin Khan	FYBCOM
	Meenakshi Bhatt	FYBMS
	Namrata Kalal	FYBCOM
<b>Essay Writing</b>	Tejashvi Chavan	FYBAF

<b>Cartooning</b>	Nikesh Kailash	SYBCOM
<b>Western Instrumental</b>	Sagar Raj	TYBMS
<b>Rangoli</b>	Arun Krishna Kalekar	SYBCOM
<b>On The Spot Painting</b>	Monish Vijay Kanodia	FYCOM
<b>Clay Modeling</b>	Rupes Aherkar	SYBAF
<b>Poster Making</b>	Ummi Laila Chirag	TYBAF
<b>Western Solo</b>	Neil Misquitta	SYBCOM
<b>Elocution</b>	Cecil Trindade	TYBMS

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

- The college organizes informal interaction with Ex Students who are invited on various occasions to come and share their experiences with the present students. The feedback from such meetings and the responses of the employers through these interactions are taken note of.
- The feedbacks so obtained are analyzed and results are part of the continuous improvement of the institutional procedures including those related to academics.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

- ❖ The students of the college contribute by way of articles, poems, essays towards the college magazine which is released on the Institution's annual day.

For the college magazine of 2014-15 the following students were actively involved as part of editorial Boards:

Sr. No.	Name of Students	Course
1.	Misquitta Casandra Claude V.	F.Y.BMM
2.	Phulpagar Sheldon Samson	F.Y. BMM
3.	Murzello Nelveena Nelson	F.Y.BMM

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

- ❖ The College has a Student Council as per guidelines of University of Mumbai which is as follows :

Name of the teacher	Designation
<b>Dr. Zhaida Shaikh</b>	<b>Chairperson</b>
Mrs. Rita Singh	Convener
Mrs. Seema Petkar	Member

Mr. Faisal Tanwar	Member
Ms. Diana Rayen	Member
Ms. AkshaMemon	Member
Mrs. MamtaRajani	Member
Mr. Vijay Makwana	Member
<b>Director Sports and Physical education</b>	
Mr. Sudesh	
<b>Student Representative</b>	
BhoneVishrantiT.Y.B.COM (A)	Member
ShaikhAltafRasidT.Y.B.COM (B)	Member
AishaMohd. KifayatullahS.Y.B.COM (A)	Member
YadavUdalS.Y.B.COM (B)	Member
KasmaniRidaSalimF.Y.B.COM (A)	Member
SaiyyadSaiffuddinF.Y.B.COM (B)	Member
SaiyadAbduzarF.Y.B.COM (C)	Member
SiddiquiBushra F.Y.BAF	Member
RaundhalPriyankaS.Y.BAF	Member
KoliPreciT.Y.BAF	Member
BaigKainatF.Y.BMS	Member
Merchant Ali S.Y.BMS	Member
KaziFaizaT.Y.BMS	Member
MisquittaCasandraF.Y.BMM	Member
AnklesariaKhushboo S.Y.BMM	Member
Khan AmanT.Y.BMM	Member
Gonsalves Gavin	Sports
Anthony Belletta	N.S.S
SayyedKauser	Cultural
<b>Lady Representatives</b>	
ChavanAnkita	Member
Hire Aishwarya	Member

- ❖ The student council consists of , General Secretary, Sports Secretary, Cultural Secretary, NSS Secretary, Female Students Representatives, Toppers from each class, Student from backward community.
- ❖ Periodic meetings of Student Council are being conducted under the chairmanship of the principal. The matters related to students are being discussed and suggestions are taken into considerations.
- ❖ College provides funds to Student Council whenever required.

### 5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

We have various academic and administrative bodies on which students are represented. These include the following:

1. Student council
2. Sports committee
3. Cultural committee
4. NSS committee
5. Women Development cell.

**5.3.7 How does the institution network & collaborates with the Alumni & former faculty of the Institution.**

- Every year on Annual Day and Republic day Alumni are invited and felicitated.
- The toppers are also invited to interact with the current students and enrich them with their experiences.



**Felicitation Ceremony**



**Annual Day 2011-2012**



**Annual Sports Meet**

**Criteria VI****Governance, Leadership & Management****6. Governance, Leadership and Management****6.1 Intuitive Vision & leadership**

**6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's tradition and value orientation, vision for the future, etc.?**

**Vision:** - To provide value based education with new innovations & ideas, so that our pupils grow into aesthetically rich, intellectually aware and integrated young people, capable of fulfilling their dreams & aspirations.

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

**Objectives: -**

- ❖ To impart value-based education to the students.
- ❖ To provide equal access & opportunities to the underprivileged groups like the linguistic minority & socially, educationally, economically & physically disadvantaged strata of society.
- ❖ To promote communal harmony in the society & by celebrating different festivals & various social functions in order to promote the same.
- ❖ To arrange programs in the cause of National Integration by uniting the youths & cultivating a spirit of nationalism and patriotism in their minds.
- ❖ To cater to the needs of society & nation by keeping in mind the importance of liberalization & globalization.
- ❖ To work for the achievement of holistic approach towards all round development of students' personalities through appropriate guidance & education of quality par excellence.
- ❖ To ensure active participation of students in academic, co-curricular & extra- curricular activities for their balanced development and professional competence.
- ❖ To provide advanced infra-structural facilities for the benefit of the

students.

- ❖ To provide opportunities to the staff & students to synergize their efforts & energies for the progress of the Institution.
- ❖ To maintain transparency in all the academic & non academic matters.
- ❖ To motivate the students to achieve the higher goals in their academic career & to secure better job opportunities in their lives.

The above vision, mission and objectives will help the students to contribute to national development and achieve success in global competencies.

The vision and mission of the institution has been developed through a strategic planning. The design of action has been implemented in the following ways.

- ❖ The academic design has been developed and documented in the report entitled as quality Hand Book QHB. A sample of QHB is given criterion 1.1.2.
- ❖ The college encourages students to develop their scientific temper, critical thinking and creative innovation.
- ❖ The college provides equal opportunities to socially and economically disadvantaged groups including minorities, woman and differentially-abled.
- ❖ The college facilitates value based education, instilling qualities of leadership and good human beings.
- ❖ The college seeks to cater to the needs of the society through various outreach programmes like Communal Harmony Programmes, Health Camps, Blood Donation Camps, socially and environmentally activities.

#### **6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its policy and plans?**

##### **Top Management:**

- ❖ Mr. Ajay Kaul founder and managing trustee/ General Secretary of children welfare centre has built a multifaceted educational institution by providing advanced infrastructural facilities for the benefits of the students.
- ❖ The management plays a leading role in formulating the policies and action plans for the institution by keeping in mind the vision, mission and objectives as mentioned above.
- ❖ The management is involved in the Local managing committee and keeps on taking the review of the functioning of IQAC.
- ❖ The managing trustee takes the meeting of the faculty, discusses and interacts with students and other stakeholders from time to time.
- ❖ He takes feedback from the faculty and the students and tries to solve the problem if any.
- ❖ He gives more importance to value based education and also helps the underprivileged to get quality education.

**The Principal:**

- ❖ The Principal plays an important role in the academic and administrative fields. She is fully involved in the formulation and implementation of policies undertaken by the management.
- ❖ She motivates the faculty and the students in the enhancement of quality education by guiding them regularly.
- ❖ Her positive approach helps in creating a good atmosphere of cooperation, coordination and dedication at every level.
- ❖ The Principal monitors and reviews the teaching learning process through the mechanism of feedback system.

**The Faculty:**

- ❖ The faculty members are also involved enthusiastically in the academic as well as the extracurricular activities.
- ❖ They have a good rapport with students individually as well as collectively which motivates the students to take interest in enhancing their performance.
- ❖ The faculty through various college committees involves themselves in the growth of the corporate life of the institution.
- ❖ The faculty has been encouraged by the management and the principal to attain added qualification and to involve themselves in research activities.

**6.1.3 What is the involvement of the leadership in ensuring?**

- **the policy statements and action plans for the fulfilment of the stated mission**
  - **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
  - **Interaction with stakeholders**
  - **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
  - **Reinforcing the culture of excellence**
  - **Champion organisational change**
- 
- ❖ The leadership of the college consist of the Management of the Children Welfare Centre, the Principal, the Vice-Principal and various heads/ coordinators of the program.
  - ❖ The Management takes initiative and appropriate measures for the all round growth of the institution.
  - ❖ The Principal and Vice-Principal, who is also the Chairperson of the examination committee, have taken great efforts in stream lining the academic and examination programs and their implementations. They interact regularly with the stake holders in their endeavour to achieve the culture of excellence.
  - ❖ The Coordinators of each program are accountable for all activities and their success. They have been delegated with necessary authority to enable them to work independently for the benefit of the students. By constantly reviewing and by taking such measures they contribute for the smooth functioning of the college.

- ❖ Evidences of effective governance are seen in the form of improvement in results, increase in pass percentage, and decrease in drop outs, student's achievement in sports and cultural activities as well as in the professional development of staff and overall satisfaction of students and all teaching, non-teaching staff.

**6.1.4 What are the procedure adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvements from time to time?**

**Procedures:**

The following are the procedures adopted by the institution to monitor and evaluate policies and plan:

- ❖ The college has developed institute based mechanism to foster innovations & continuous progress.
- ❖ The budgetary provisions are made on institutional development plans.
- ❖ The college has constituted various committees to undertake various activities and to promote entrepreneurship, employability, career progression, continuing education, etc.
- ❖ Research and development has been promoted to inculcate research culture among faculty.
- ❖ Annual increments, incentives and rewards are given to faculty for outstanding contribution in teaching-learning process.
- ❖ Organise activities to promote college's mission & objectives of student centric education.
- ❖ The college collaborates with industry, business units and Mumbai university to develop competencies of students and faculty
- ❖ The college offers need based programmes/add on courses in different modes of learning

**Action Plan**

The implementation of strategic planning (micro level) has the following aspects/features too.

- ❖ Principal has regular formal and informal interactions with the student community.
- ❖ Principal ensures that adequate feedback on various aspects of management through regular staff meetings, meeting with coordinator and informal discussions are being carried out.
- ❖ Students' feedback, committee reports, portion completion form etc. serve for an academic audit.
- ❖ Vice Principal reports the activities to the Principal on a day to day basis.
- ❖ Activities are reviewed on daily basis and any correction needed is undertaken immediately as management is available on the premises.

**6.1.5 Give the details of the leadership provided to the faculty by the top management?**

- ❖ The Management gives the responsibilities of carrying out academic as well as day to day activities to the faculty.
- ❖ Appointments of committees are formed consisting of faculty members for the smooth functioning of the college.
- ❖ Some of the important committees are Academic Monitoring committee, Review committee, Woman Development Cell, Anti-Ragging Committee, Student Council, Discipline committee, Examination committee, Attendance committee, Cultural committee, Sports committee, NSS etc.
- ❖ The faculty members are assigned with the community based projects
- ❖ The faculty members are encouraged for undertaking innovative projects. The faculty member has conducted “training on tally” as part of beyond the curriculum.

**6.1.6 How does college groom leadership at various levels?**

- ❖ The management and principal believe in cooperation, coordination and team work in running the institution.
- ❖ The college grooms leadership at various levels by encouraging the conveners of various committees to nurture leadership quality.
- ❖ The college promotes faculty to conduct activities/programmes to groom leadership at various levels.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments/ units of the institution and work towards decentralized governance system?**

Decentralisation is an important feature of participative management. Delegation of authority to various levels of organisations helps in maintaining good governance and quality education. The college has delegated authority to the Principal, Vice-Principal, various coordinators/ heads of departments and office staff to carry out day to day academic as well as administrative responsibilities. It believes in maintaining transparency in all matters and involving the entire stakeholders in the implementation of the policies.

The following is the organization structure that elaborates the delegation of authority at institute level.

**6.1.8 Does the college promote a culture of participative management? If ‘yes’ indicate the level of participative, management.**

The college promotes the culture of participative management at various levels in the following ways:

- ❖ The management takes periodic meetings (monthly) of all the faculty members to discuss various matters and take feedback from them.
- ❖ Principal regularly interact with course-coordinator and conveners of

various committees by giving instructions and suggestions. There is constant interaction and cooperation between the principal and the faculty members by having frequent meetings for effective functioning of college.

- ❖ Coordinators/heads of various program assisting in maintaining the quality of academic standards.
- ❖ College has student's council with staff representatives who take active feedback from the students on academic and co-curricular matter.
- ❖ The college through its various committees (listed in 2.3.1) involves the faculty in carrying out curricular and co-curricular activities to promote a culture of participative management.
- ❖ The organization structure shown above indicates the culture of participative management.

## 6.2 Strategy Development and Deployment

### 6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institution has formally stated quality policy. It aims at providing quality education to the students. It is achieved by:

- ❖ Planning and implementing academic and activities calendar for the year.
- ❖ Adopting different types of teaching aids including ICT methods.
- ❖ Getting regular feedback from stake holders and reviewing the standards of quality of education.
- ❖ Organising industrial visits and community involvement for the service learning.

### 6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

- ❖ Yes, The College has a yearly plan for the growth of the institute, keeping in mind the university norms for higher education, to cater to local needs by implementing new courses.
- ❖ Growth of the institute is fostered by introducing new professional courses like BAF, BMM & BMS.
- ❖ The college has taken initiatives in upgrading and maintaining good infrastructure for implementing these courses. The college has the following facilities.
  - Multipurpose Auditorium capacity 250 persons
  - Projectors & computer Lab
  - Audio Visual room
  - Visitors Room
  - Gymnasium

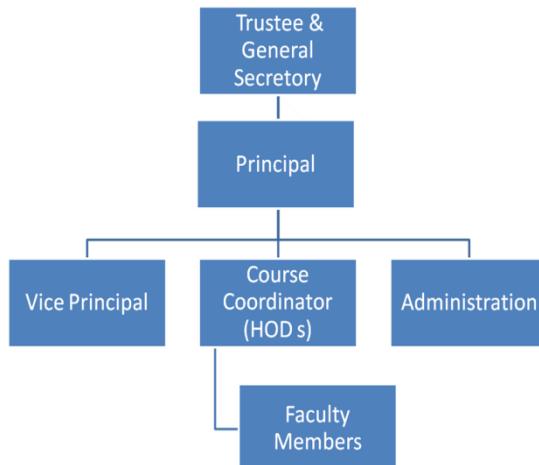
#### A. PROGRAMS

The following programs will be initiated at trust's and institute level:

- ❖ Good governance cell
- ❖ Institutional Development Planning
- ❖ Quality improvement programs for students, staff and teaching faculty
- ❖ Academic audit
- ❖ Industry-Institute collaboration

### 6.2.3 Describe the internal organizational structure & decision making processes.

The following is the internal organizational structure:



Decision making process in the college is decentralised as shown in the above organisational structure. The day to day decisions are taken at the Vice-Principal, Coordinators' levels, while the policy decisions are referred to the top management for its approval.

### 6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following.

#### Teaching & Learning:

- ❖ The College prepares an annual schedule to carry on academic as well as other co-curricular activities. The College has adopted the semester system (CBSGS), internal evaluation and other measures to enhance the standard of quality education.
- ❖ The College has arranged one day workshop for teachers on 'Teaching Techniques'.
- ❖ The college in collaboration with University of Mumbai has organised a one day national symposium on Emotional intelligence and teaching learning process on 28<sup>th</sup> February 2015

#### Research & Development:

- ❖ The faculty are encouraged to take up research and as a result of this some of them have registered for Ph.D and M.Phil. Teachers have also taken initiative in undertaking research and development activities and have published research articles in journals.
- ❖ An in house one day workshop was organised on Research Methodology by Dr. Arvind Luhar.
- ❖ Students who have mandatory projects as part of their syllabus are given professional guidance and encouraged to inculcate research habits. Experts are invited to guide students.
- ❖ One day inter disciplinary National Symposium on Emotional-Intelligence

and teaching learning Process was conducted on 28-02-2015

❖ **Community engagement:**

- ❖ For the community development the college organises Blood Donation Camps twice a year. The college also organises a grand medical camp for the locality every year.
- ❖ The college also has facilitated the Adhaar Card registration for the benefit of the local people.
- ❖ College premises are made available for the election purpose at the local, state, national levels.
- ❖ College also conducted the meeting with the local people to discuss on various issues from time to time.

**Human resource management:**

- ❖ The management, Principal and the faculty try very hard to achieve the vision, mission of the institution. Various programmes are organised for the teachers and students to understand the mission of the institution in a better way.
- ❖ The college management actively encourages and supports staff. The activities include the following:
  - On annual day teachers are felicitated for the outstanding results of their students.
  - On teachers day all teachers are shown appreciation by giving valuable gifts by the Management. The management also organises lavish lunch for the entire staff on the same day. Similar lunch is arranged on the occasion of Managing Trustee's birthday.
  - The college also organises ICT program for the staff.

❖ **Industry Interaction:**

- Industrial visits to various companies organised by the college for the students, so that they can get practical knowledge in the field of advertising, marketing, finance and mass media.
- The college invites eminent personalities such as personnel managers, marketing managers to give talk on various latest trends in the industry..
- The college also has invited professionals from Times of India, NDTV, Cloud 9 etc.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

- ❖ The principal plays an important role as a link between the college and the top management as well as between the college and other stake holders.
- ❖ The principal reports to management on day to day basis regarding the activities of the institution.
- ❖ Report of the activities is also published every year and it is circulated to

the L.M.C.

- ❖ The college has a mechanism of formal feedback by students regarding teachers and course evaluation.
- ❖ The report of the performance of the faculty members' feedback obtained from the students particularly from their representatives in the Students' Council.
- ❖ Feedback from the parents in the PTA meetings is put before the management. The management gives necessary instruction after reviewing the reports and takes necessary actions if required.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

- ❖ The management involves the staff in the institutional processes through its various actions as listed below :
- ❖ At the beginning of the academic year the management holds a meeting of all staff wherein the annual planning is done and responsibilities and duties are allocated to staff.
- ❖ Coordinators/ heads of departments are appointed to monitor the functioning of the concern department.
- ❖ Various committees are formed to carry out the activities of the year.
- ❖ Faculty are encouraged to attend seminars, workshops, conferences to fulfil educational objectives of Institution.
- ❖ They are also encouraged to upgrade their qualification such as NET, SET, M. Phil., Ph. D. etc.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The college has a Local Managing Committee (LMC) which meets periodically and decides on matters of concern. The following were some of the resolutions/points discussed in its meeting on 5<sup>th</sup> August 2013

- ❖ Review of the working of the college for six months.
- ❖ Discuss and approve the budget for academic year 2013-14.
- ❖ Discuss and approve the appointment of teachers.
- ❖ Form committees and allotted work load to teachers.
- ❖ Resolve to go for NAAC accreditation.
- ❖ Resolve to form IQAC.
- ❖ To apply for permanent affiliation
- ❖ To apply for approval u/s 2F and 12B of U.G.C. act

**Status of implementation of resolutions:**

Some of the above mentioned resolutions are quite ambitious and the management has taken keen interest in pursuing these matters.

- ❖ The college has taken initiative in the process for NAAC accreditation. In the month July 2014 L.O.I was accepted and on 21<sup>st</sup> October IEQA was also successfully accepted.
- ❖ We are in the process of completing the SSR and uploading it.
- ❖ The IQAC was constituted during this year to enhance academic excellence.
- ❖ The college is awaiting NAAC accreditation so that we could apply for permanent affiliation.
- ❖ We are in the process of applying for 2F and 12B.

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If =yes‘, what are the efforts made by the institution in obtaining autonomy?**

Yes, the University of Mumbai has an autonomy scheme. However ours being relatively a new college, it has no plans to go in for autonomy.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

- ❖ The college has formed a students' Grievance Redressal Cell for the students. If the students complain to the members of the cell, the cell resolve the issues; even the gender issues are being heard and resolved.
- ❖ The college also a Women Development Cell which promotes and protect the interest of women.
- ❖ The management, the principal, and vice principal review the grievances brought to their notice by the faculty, students and the parents and redress them accordingly.
- ❖ Internally also several issues within the department are sorted out by the class teachers, Coordinators/Heads, Vice-Principal and Principal.
- ❖ The feedback is obtained during parent meeting and the issues are resolved by the authorities.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

No.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If =yes‘, what was the outcome and response of the institution to such an effort?**

- The feedback of following three types is collected from students:
  - Course feedback at the end of each semester
  - Yearly feedback on institutional teaching-learning process
- The feedback so collected are analysed and the results/outcomes are

communicated to the authorities including the faculty members.

- The result analysis is done every year and the issues are discussed for continual improvement in the result.
- The Principal interacts with the students of every class at the end of the semester and takes the feedback from them verbally as well as by asking them to fill in the feedback forms. The principal follows up the cases after interacting with the individual teachers.
- The management takes the report from the Principal, Vice-Principal, and other sources from time to time and give instructions accordingly to mention discipline and improve the academic standard of institution.

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

- ❖ The college organises orientation programs and guest lectures for the professional development of the teaching and non teaching staff. Faculty members are deputed to attend the conferences and seminars
- ❖ Faculty members are promoted to undertake projects and activities
- ❖ The e-learning platform is provided to the faculty members to upload the instructional and learning material.
- ❖ Staffs are encouraged to participate in professional development programmes such as workshops, conferences, seminars. The expenditure on attending such programmes are born by the management.
- ❖ College also organises ICT training program for the staff.

#### 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employee for the roles and responsibilities they perform?

- ❖ Various workshops are arranged by professional organizations on teaching-learning process, financial literacy, research methodology, journalism etc.
- ❖ The faculty members are trained to development of curriculum to match the employability needs.
- ❖ The faculty members are trained to develop the Quality Hand Book of the institute elaborating on graduate attributes, learning outcomes, course development and evaluation.
- ❖ Faculty is encouraged to enrol for M.Phil, Ph. D.
- ❖ The college grants leave to teachers for writing exams for further study.
- ❖ Teachers are encouraged to write research papers.
- ❖ Facilities are provided to teachers to attend the NSS orientation programs in other cities.

#### 6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

- ❖ The institute follows the format provided by UGC on obtaining Self-Appraisal and Performance-appraisal from the faculty members.
- ❖ In order to have performance appraisal system, the faculty are asked to give self-appraisal report.
- ❖ The principal asks the teachers to give the report on syllabus completion in every semester. The Principal gets the feedback from the students on the basis of this report.
- ❖ Feedbacks on the performance of the teachers are being taken from parents in the PTA meeting in each semester.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decision taken? How are they communicated to the appropriate stakeholders?**

- ❖ The Principal discusses the self appraisal reports of the teachers, feedback from students and parents with the management. The management then decides and takes the appropriate actions and measures to enhance the quality of education in the institution. The management's views and instructions are being communicated to the stakeholder by the Principal to get the desirable effects and changes.
- ❖ On the basis of the feedback, remedial measures are being taken in the academic spheres.
- ❖ Research is an area where faculty members need to pay more attention and work hard.
- ❖ More and more teachers are to be deputed to participate in training programs and workshops.

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

- ❖ The college provides Staff Rooms that are well lit, well ventilated and having all basic amenities like lockers, cupboards, water coolers, intercom etc.
- ❖ The management provides emergency medical funds to needy employees.
- ❖ The management gives advance salary to teaching and non teaching staff as per requirement.
- ❖ Loan facilities are given to the non teaching staff without charging any interest. Most of the staff have availed of such benefits.

**6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?**

- ❖ The college advertises for the vacant post in reputed newspaper such as Times of India/ Indian Express for wide publicity.
- ❖ College conducts its recruitment of staff according to the guidelines provided by UGC & University of Mumbai. Faculty members are recruited through a duly constituted selection panel as per norms laid down by the University.
- ❖ As an incentive to retain the efficient and experience staff The management ensures annual increments in salary and other compensation.
- ❖ The college promotes faculty members for creativity & innovations.

- ❖ Good work culture is developed at the institution.
- ❖ The good infrastructure of the college attracts teachers with good calibre. Moreover, the remuneration offered to the teaching and non teaching staff is higher in comparison to similar unaided institution in the vicinity.

## 6.4 Financial Management & Resource Mobilization

### 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- The financial management of the college is monitored through the budgetary process.
- Review of the receipts and payments of the year is undertaken periodically.
- The General Secretary of the trust personally monitors the finances of the institution and accords sanction for most of the expenses including all major expenses.
- The office reports to the trust about the expenses incurred in the college.
- The audited statements of account are reviewed and approved by the trustee.

### 6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

- ❖ Internal audit monitors the budget monthly.
- ❖ The external audit is conducted by qualified Chartered Accountant and the annual statements of account are filed with Statutory Authority.
- ❖ The audit has been completed for the financial year 2013-14.
- ❖ The accounts of the college have been audited regularly. There have been no major objections observed by the Chartered Accountant. However minor queries raised by them are answered before the finalization of audit.

### 6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

- ❖ The major sources of funding for the college are students' fees, donations from well-wishers and contribution from the management. The expenditure is managed within the resources of management.

- ❖ The audited statements of account are enclosed in annexure V (a, b, c, d, e, f, g, h,).

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

- ❖ Since the institution for all its activities is able to fund from its own resources, there is no practise of securing additional funding from external sources.
- ❖ The institution obtains donations in kind by way of books and equipments.
- ❖ The institute is planning to seek financial support for conduct of Minor and Major Research projects from the University of Mumbai and the UGC.

**6.5 Internal Quality Assurance System (IQAS)****6.5.1 Internal Quality Assurance System (IQAS)**

- a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**
- ❖ Yes, the college has constituted Internal Quality Assurance Cell (IQAC) in the academic year 2014-15. The composition of IQAC is as per the norms of NAAC/UGC. The first meeting of IQAC was held on 13<sup>th</sup> September 2014.
- ❖ In order to maintain quality in education, the college has started conducting internal audit of all the departments at the end of every semester.
- ❖ The institutional policies are framed by the IQAC in line with the mission & vision of the institute.
- b) How many decisions of IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?**
- ❖ The management has approved most of the suggestions given by the IQAC. Some of the suggestions have been implemented. They are
- Students' development programmes have been conducted to improve the skills for their future growth prospects.
  - Faculty development programmes have been conducted to improve the teaching standards e.g. research methodology workshop and ICT training session.
  - A research committee has been formed to undertake various research activities to enhance the research aptitude of faculty members as well as students.
- ❖ We are in the process of implementation of the following suggestions recommended by IQAC.
- Revamping of library facilities for augmentation of learning resources.
  - Upgradation of classrooms with ICT facilities.
  - Streamlining of office administration.
- c) Does the IQAC have external members on its committees? If so mention any significant contribution made by them.**
- ❖ Yes, the IQAC has two external members on its committee. One of its members, Dr. Abhilash Kasabwala, a medical practitioner has been actively involved in organising the health camps in the college.
- ❖ The other member Mr. Chandresh Kakkar, a Chartered Accountant is involved in organising and delivering guidance lectures in the subject of Accountancy.

**d) How do students and alumni contribute to the effective functioning of the IQAC?**

**Students and alumni contribute to the effective functioning of the IQAC by:**

- ❖ Suggesting measures to enhance quality of teaching-learning process.
- ❖ Organizing employability enhancement programs
- ❖ Giving guidelines on projects & seminars
- ❖ Assisting in Organization of out reached activities

We are in the process of forming an Alumni Association and expect the alumni and current students to contribute significantly in the effective functioning of the IQAC.

**6.5.2 Does the institution have an integrated framework for quality assurance of the academics and administrative activities? If 'yes' give details on its operationalisation.**

- ❖ Yearly calendar/plan is display on the web site and notice board
- ❖ The committees are constituted to undertake activities
- ❖ The Quality Hand Book is prepared which will act as main guidelines for curriculum implementation
- ❖ An academic monitoring committee is also constituted for effective implementation of program curriculum.
- ❖ The principal in consultation with course coordinators prepares lesson planning and draft a curriculum calendar.
- ❖ The activities include the entire semester schedule and at the end of the semester, the principal goes to each class and interact with the students and takes a feedback for quality enhancement.
- ❖ These feedback mechanisms are complemented with students' council's suggestions which are taken into account.

**6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes' give details enumerating its impact.**

- ❖ The college encourages its faculty to go for orientation programs, workshops and seminars related to their subjects.
- ❖ The feedbacks from the faculty are taken into consideration in enhancing academic quality standards.
- ❖ The college has organized workshops for all the staff members by inviting renowned professionals in the field of quality assessment. One such session was held on quality assessment in higher education on 26th September 2014 which generated a lot of enthusiasm among teachers for academic excellence.
- ❖ Our faculty have also been deputed to attend workshops on quality assessment and NAAC accreditation.

**6.5.4 Does the institution undertake Academics Audit or other external review of the academics provisions? If ‘yes’ how are outcome used to improve the institution activities?**

- ❖ The college has a system of academic audit in so far as the Principal visiting every class at the end of each semester and take a feedback from the students regarding the quality of teaching, teacher effectiveness and whether the syllabus has been completed.
- ❖ At the end of each semester the performances of the students are analysed and reviewed & necessary suggestions are invited from all the stake holders which are taken into consideration.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

- ❖ The institute has set up the internal monitoring committee in line with the parameters/criteria of external agency.
- ❖ The committees formed and details are provided in criterion. 2.3.1.
- ❖ In keeping with the guidelines of University of Mumbai, the internal quality mechanism as stated above are implemented.

**6.5.6 What institutional mechanism is in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcomes?**

- ❖ At the institutional level, The Secretary of the trust himself being an academician takes a periodic review and also discusses the academic process with the Principal and gives his feedback.
- ❖ The Principal through the IQAC reviews the teaching-learning process and takes feedbacks from all stake holders and implements measures for academic improvements.
- ❖ The Academic Monitoring committee and the Review Committee keep on taking Review of the functioning of the college and report to the management for taking measures to improve infrastructural facilities and academic performance.
- ❖ The coordinators/heads of departments review the academic performance of students course wise once in a month and suggest remedial actions.
- ❖ The subject teachers along with mentors follow up the performances and review the teaching-learning process.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

- ❖ The institution communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders through publication of annual reports, publication of magazines, audio-visual presentation on annual day.
- ❖ The institution organises periodic meetings of its stake holders and communicate the quality assurance policies to them. The students and the

- ❖ parents are intimated through SMSs' and letters.
- ❖ Besides this the stakeholders are also updated through the college website [www.cwc.in](http://www.cwc.in), on quality mechanism.

## CRITERIA VII: INNOVATIONS AND BEST PRACTICES

### 7.1 ENVIRONMENT CONSCIOUSNESS

#### **Go-Green**



#### **Save Electricity**



#### **7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?**

Yes, the Institution periodically conducts a green audit of its campus and facilities. The management takes keen interest in maintaining surrounding clean and green.

- ❖ The NSS volunteers campaign against the use of plastic bags by creating awareness about pollution free environment. The government itself advises to avoid plastic bags to become eco conscious.

#### **7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**

The following initiative is taken by the college to make the campus eco friendly:

##### **Energy conservation:**

- i) Students & teachers are advised to consume energy economically in the staff room, classrooms, corridors etc.
- ii) The ordinary bulbs and tube lights are being replaced in phases with CFL bulb throughout the campus.
- iii) LCD monitors are used in the computer lab so that energy is less consumed.
- iv) The college has installed air-conditioners in very few places and are used sparingly contributing towards saving energy. Similarly the elevator is used as per requirement encouraging the staff and students to use staircases.
- v) Our College NSS students have been involved in spreading awareness on energy conservation concepts in the locality

**Use of renewable energy:**

- i) Through the activity-“Best out of Waste”, our students are involved in segregating the waste into disposable items and items that are reusable with modification.
- ii) Bottles, cans and plastics are separated so that it can be recycled.

**Water harvesting:**

The college has rain water harvesting provisions and also has a bore well which is used for gardening and sanitation.

**Plantation:**

The College, under the supervision of NSS unit has taken initiative in plantings, saplings and nurturing green environment. Through such activities the students have been made aware of environmental consciousness and protect the green surroundings.

The entire college has greenery due to the plantation programmes of NSS. If a visitor or a Chief Guest is invited to the college, he is requested to plant a sapling in the premises.

**E-waste management:**

The outdated computers and electronic equipments are phased out and these are disposed off in a responsible manner and these are replaced with new ones.

**7.2 INNOVATIONS****7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.****Innovation 1: Full Time Activity Chairman**

❖ The college has an independent activity chairman: Mr. Prashant Kashid who coordinates the co-curricular and extracurricular activities at the university as well as the college level. This has given a special thrust towards service learning and holistic developments of the students.

These actions include the following:

- i) Sports day
- ii) Annual day
- iii) Teachers day
- iv) Blood donation camp
- v) Health camp
- vi) Environment/Go green day.
- vii) Peace rally

- viii) Relief work during natural disasters (Uttarakhand, Jammu & Kashmir)
- ix) Tree plantation drive.
- x) Swacch Bharat Abhiyan
- xi) Communal harmony programs.

### **Innovation 2: Quality Hand Book (QHB)**

- ❖ The college has introduced the concept of Quality Hand Book (QHB) for each course which serves as ready reference on topics as well as learning outcomes.
- ❖ The college conducts remedial teaching in English, maths & stats, accounts & finance to weaker students which helps in enhancing their academic performance.
- ❖ The college has an open door policy where the student is free to approach the principal and the management for redressal of their grievances.
- ❖ The college NSS unit is very active guided by dedicated staff who over the years have been organizing many activities which include social forestry, adoption of a village etc.

### **BEST PRACTICE - I**

#### **1. Title of the Practice:**

#### **Quality Hand Book (QHB)**

#### **2. Goals/Objectives:**

1. To enhance the quality of teaching-learning process in the institution
2. To provide insight into a program and the particular course
3. To describe the program objectives and outcomes, course objectives and outcomes, teaching-learning methods used, course content and instructional plan
4. To provide an overview of evaluation and assessment pattern
5. To develop interest and professional skills in students to become successful individuals.
6. To determine the most effective method of presentation of the course content by the teacher.
7. To enable proper planning and mobilization of effective teaching aids for a more enhanced learning experience.
8. To maintain the uniformity in the teaching-learning process irrespective of faculty turn over for new entrant in a particular course as well.
9. To provide a micro as well as macro plan of implementation of the prescribed curriculum.

#### **3. The Context:**

The present system of higher education in India faces various challenges. With 10+2+3 scheme of education, students coming from School and Junior colleges

with the background of rote learning have to adapt to a considerable higher standard of instructional level. Besides many of our students come from first generation learners. It is important to make this transition student friendly from secondary education to higher education.

The present semester system imposes a time constraint on the teachers for completion of the prescribed curriculum. Therefore it is important to plan and schedule each course module according to the available instructional weeks.

Besides, being a self financing institution, the faculty always have scope and avenues to migrate to an aided institution with better career prospects. In view of it, it is important to develop a manual like that of a quality hand book which gives a detailed plan of action for curriculum implementation. Therefore our college has developed a concept of quality handbook (QHB) for each course. It contains Programme objectives and outcomes along with course objectives and outcomes. It also contains detailed teaching-learning schedule, evaluation plan and teaching aids adopted.

#### **4. Practice:**

The college is required to follow the curriculum as prescribed by the University of Mumbai. At the end of the academic year each teacher is allotted work load for the following academic year. Therefore the concerned teacher is required to plan the curriculum delivery by preparing a manual termed as Quality Hand book (QHB). QHB's are developed course wise. In the process of developing these manuals there is consultancy within the departments and inputs and guidance from senior faculty members under the supervision of the Course Coordinator are taken into consideration. For a sample of detailed handbook copy please refer to criterion 1.1.2.

The QHB contains preamble, vision and mission of the institution, programme objectives and outcomes along with course objectives and outcomes. These objectives and outcomes are developed in line with objectives of the University and vision and mission of the institute. This QHB is also a step towards enhancing the students employability and better prospects.

The course content designed by the university is divided into different modules. This in turn is subdivided in to chapters. The QHB each chapter contents, the instructional methods, teaching methods and necessary learning and instruction materials.

The QHB also defines the evaluation plan and the scheme of examination. The evaluation scheme includes progressive/internal assessment and the pattern of breakup of marks for such evaluation. It also includes details of Semester End examination along with pattern of question paper.

This quality handbook brought out as a manual at the beginning of the academic year is displayed and made available to the faculty and the students and also accessible in the college library.

**5. Evidence of success:**

The QHB implemented for delivery of curriculum has given a clear vision and proper direction to each one of our faculty members. It has also enhanced their level of confidence in completion of their syllabus in time. It has enabled our teachers to use ICT and other teaching aids effectively and adopt different teaching methodology. In spite of semester system with continuous and comprehensive evaluation schedules, the teachers are able to complete their syllabus on time.

The evidence of success is also noticed in the improved positive feedback, both formal and informal, from students. It has also attracted the attention of prospective aspirants through the existing students which is witnessed by larger responses for admission in to this college. Secondly, it has also resulted in decrease in dropout rates of the students.

**6. Problems encountered and resources required:**

The concept of QHB is not being prevalent in every college New teachers who join this institution have experienced difficulties in planning and preparing these manuals. Change in curriculum and evaluation pattern from time to time has compelled the teachers to do necessary modifications.

The students who come from first generation learners often are satisfied with the traditional methodology, and hence are not very enthusiastic to go beyond certain limits, Due to this the high ideals/course outcomes listed in the QHB remain unfulfilled.

Developing Quality Hand Book (QHB) requires good intellectual resources. Many a time new teachers find it challenging and require guidance. Necessary financial assistance is made available by the management for developing and printing these handbooks.

**7. Contact Details :**

Name of the Principal	:	DR.ZAHIDA SHAIKH
Name of the Institution	:	CLARA'S COLLEGE OF COMMERCE
City	:	Mumbai
Pin code	:	400054
Accreditation status	:	First Cycle.
Work phone	:	02226365385
Fax	:	02226365385
Website	:	<a href="http://www.childrenwelfare.in">www.childrenwelfare.in</a>
E-mail	:	<a href="mailto:zahidashaikh66@gmail.com">zahidashaikh66@gmail.com</a>
Mobile	:	9821565746

**BEST PRACTICE - II****1. Title of the Practice:**

**Community Development through Children Welfare Centre (CWC)  
(Health Camp and Communal Harmony Programme)**

**2. Goals / Objectives**

- 1) To promote peace and harmony in the community
- 2) To develop the attitude of “Sarv Dharm Samabhav”
- 3) To serve as an example for others by taking initiative to promote health care for the betterment and well being of the citizens
- 4) To provide basic medical amenities to the economically backward class
- 5) To develop love and respect for the people of all faiths
- 6) To inculcate the values of religious tolerance and co-existence among communities
- 7) To work for the betterment of the underprivileged section of the society
- 8) To create equal opportunity for people of all caste, creed and colour.
- 9) To generate awareness on blood donation and its significance in saving lives during emergencies.
- 10) To achieve the goal of “Vasudhaiva Kutumbakam” (The world is one family)

**3. The Context**

Children Welfare Centre believes in being a catalyst between the society and the education. The trustee of Children Welfare Centre strongly believes that it cannot remain aloof from the problems of the society and its belief is ‘service to mankind is service to God.’ To inculcate essential social values among the students Children Welfare Centre plays a pivotal role in instilling such qualities by organizing and actively participating in all such activities such as Health Camp, Blood Donation Camp, Communal Harmony programme, Peace rallies, Education to street children, Collection of relief funds and materials for disaster victims , Spreading awareness about the cause of girl child and senior citizens safety, Environmental protection programs, Swaccha Bharat Abhiyan etc.

However, two of the above mentioned activities, Health Camp and Communal Harmony are organized on large scale and hence have great impact on local communities. Even though health is of prime importance people do not accord the priority which is partly due to lack of finance and ignorance. Because of expensive medical treatments, people especially of lower strata of society cannot afford such medical treatment. Hence bringing together of medical and paramedical staff for the benefit of community through the involvement of our students and staff has its own significance. Secondly in the face of regular incidence involving radical and extremist elements, there is disturbance of peace

in the community. All religions teach love, peace and tolerance. Hence it is important to organize programs that foster communal harmony and contribute to national integration. As it is rightly said and taught in the colleges that institution should be a part of the society, the management, the principal, professors and students of Clara's College of Commerce take pride in spreading the social message of communal harmony, peace and religious tolerance.

#### **4. The Practice:**

##### **a) Health Camp:**

The health camp is organized on the college ground every year. The students, teachers and the people from the locality are involved in this camp. The information about the date, place and the objectives of the camp are displayed in the form of banners placed at prime locations. The students prepare posters and placards to spread the awareness about the health camp.

The next step is setting up of various committees for organizing the health camp. The committees include the following:

- i) Organizing committee plans and works for organizing the health camp.
- ii) Public Relations committee invites specialized doctors, interns and paramedical staff from the leading hospitals. The members of the committee receive the doctors and interns and take care of their requirements. The local police station & the RTO are intimated for getting necessary permission for the use of vehicles & the use of loud speakers and mega phones. Members also seek essential permissions from MCGM for displaying the banners for publicity.
- iii) Registration committee registers the numbers of patients and takes down the details of their names, address, phone numbers and the nature of their diseases.
- iv) Logistic committee looks after the arrangement of the health camp by setting up cabins for the doctors for examining the patient, making provision for ambulance, Blood Donation Van and Cancer detection van.
- v) Hospitality committee takes care of the refreshment and lunch to be provided to the guests, doctors, the members of all the committees and other staff member.
- vi) Health camp involves the students, teachers, parents and people of the locality as volunteers in carrying out the entire campaign.
- vii) Approximately 1500 people get benefits from the medical camp.

##### **B) Communal Harrnony Program**

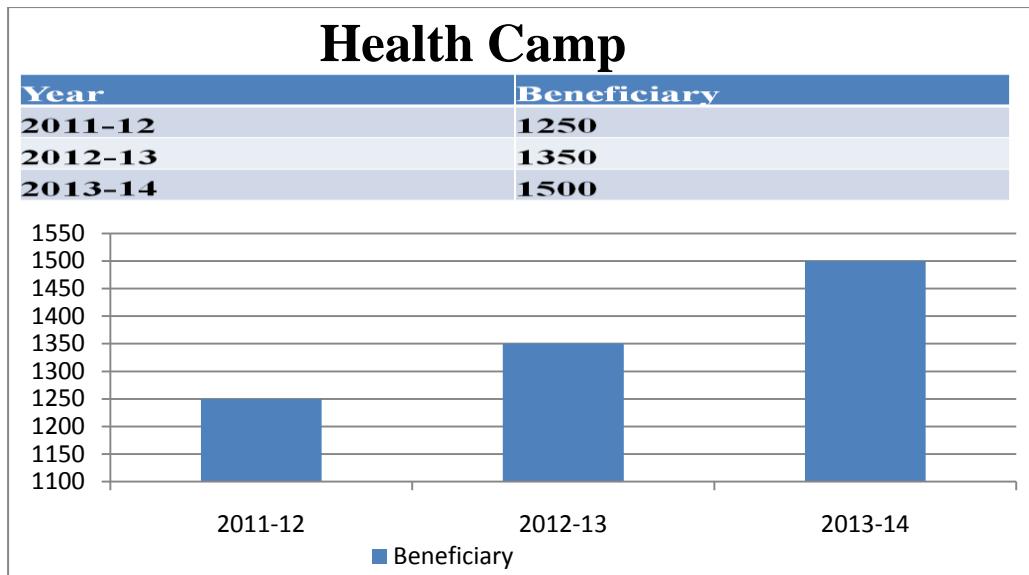
- i. Setting up of organizing committees to plan communal harmony programs. These committees include:

- Steering committee is the main committee which organizes the entire program.
  - Public relation committee contacts eminent religious speakers and resource persons.
  - Reception committee receives dignitaries and guests.
  - Logistic committee takes care of setting up of infrastructure-stage, stalls, seating arrangement, audio-visual amenities etc.
  - Hospitality committee provides refreshments to the guests.
- ii. Eminent speakers from different communities are invited to speak on important values as scripted in Holy books especially on religious tolerance and humanity.
- iii. Necessary permissions are obtained from the concerned authority i.e. state government, MCGM and police department for organizing Communal Harmony Program.
- iv. Prominent citizens and locals from area are involved in planning and executing the program.
- v. Atmosphere of communal harmony is created where in Holy Scriptures, stalls and quotations are displayed.
- vi. Promoting participation of people from different religions to interact with each other on a common platform to evolve strategies to maintain communal harmony.
- vii. Interfaith meet is arranged, various festivals such as Diwali, Eid, Dashera, X-Mas, are celebrated to foster the spirit of communal harmony.
- viii. Youth are involved in 'Cricket for Peace' matches. It is organized in collaboration with Mohalla Committees and police department to spread the message of unity and integrity in the society.
- ix. Clara's College of Commerce in coordination with Mohalla Committee Movement Trust, Ekta Manch and Mumbai police, organizes seminars, symposiums, workshops on national integration.
- x. Geet-Gazal programs, Kavi- sammelans, Mushairas are organized to promote culture and traditions of different communities.

As it is rightly said and taught in the colleges that institution should be a part of the society, the management, the principal, professors and students of Clara's College of Commerce take pride in spreading the social message of communal harmony, peace and religious tolerance.

## 5. Evidence of success:

### a) Health Camp :



- i. The health camp has made a difference in the lives of the poor.
- ii. Many people have benefited from this programme.
- iii. People in the vicinity appreciate the programme. Their active participation has created goodwill for the college in the vicinity.
- iv. The success of this programme is reflected in increase in number of patients registering every year by 10-15%.
- v. The newspaper and news channels cover the event and appreciated for the same.

### b) Communal Harmony:

- i. The program has been covered by various mass media which has given impetus for such a movement in the society. Articles published in the news papers are self explanatory.
- ii. In our college students from all communities and belonging to different faith study together. The involvement of these students in the communal harmony programs has lasting impact on them. This has contributed a lot in creating a healthy and harmonious atmosphere on the campus.
- iii. The managing trustee Shri. Ajay Kaul has been working relentlessly for many years for promoting communal harmony in the area. Even during the times of 1992 Mumbai riots and thereafter, the area did not witness any communal riot. Our institution with the efforts of Mohallah Committee has managed to maintain peace and communal harmony in the area even today.

## 6. Problems encountered and Resources Required:

### a) Health Camp:

- i. In spite of efforts to create health awareness among the people, most of them are not serious about their health.

- ii. People do not continue their follow up treatment.
- iii. Time constraint is one of the problems faced by the institute. It is difficult to handle 1500 patients with different problems on a single day.

**b) Communal Harmony:**

- i. Resources are mobilized from various sources. Even our institution sets aside certain funds. Financial assistance is also received from philanthropists for this noble cause besides contributions from N.G.O.s.
- ii. Students, faculty and other stake holders along with Mohalla committee, Ekta Manch and other like minded N.G.O.s form part of human resources for organizing such programs. Even local people come forward whole heartedly and support this cause by involving themselves in such programs.
- iii. However spreading the message of secularism amongst people sometimes becomes difficult due to extreme views of the fundamentalists from the different sects and communities.

**7. Contact Details:**

Name of the Principal	:	DR.ZAHIDA SHAIKH
Name of the Institution	:	CLARA'S COLLEGE OF COMMERCE
City	:	Mumbai
Pin code	:	400054
Accreditation status	:	First Cycle.
Work phone	:	02226365385
Fax	:	02226365385
Website	:	<a href="http://www.childrenwelfare.in">www.childrenwelfare.in</a>
E-mail	:	<a href="mailto:zahidashaikh66@gmail.com">zahidashaikh66@gmail.com</a>
Mobile	:	9821565746



## Health Camp

## Communal Harmony



## **Evaluative Report of the DEPARTMENT OF COMMERCE**

1. Name of the department : **Bachelor of Commerce (B.Com)**
2. Year of Establishment : **The College was established in the year 1999-2000.**
3. Names of Programmes / Courses offered (UG, PG, M.Phil, Ph.D., Integrated Masters Integrated Ph.D., etc.): **Under Graduate Programme (Bachelor of Commerce)**

Yr.		<b>Bachelor of Commerce</b>			
		<b>Semester I</b>		<b>Semester II</b>	
1 <sup>st</sup>	1.1	Accountancy & Financial Management-I	2.1 2.2	Accountancy & Financial Management-II	
	1.2	Business Communication <b>(with tutorials)</b>	2.3 2.4	Business Communication <b>(with tutorials)-II</b>	
	1.3	Business Economics-I	2.5	Business Economics-II	
	1.4	Commerce-I	2.6	Commerce-II	
	1.5	Environmental Studies	2.7	Environmental Studies-II	
	1.6	Foundation Course-I Mathematical & Statistical Techniques <b>(with tutorials)-II</b>		Foundation Course-II Mathematical & Statistical Techniques <b>(with tutorials)-II</b>	
2 <sup>nd</sup>	3.1	<b>Semester III</b> Accountancy & Financial Management-III	4.1 4.2	<b>Semester IV</b> Accountancy & Financial Management-III	
	3.2	Advertising-I	4.3	Advertising-II	
	3.3	Business Economics-III	4.4	Business Economics-IV	
	3.4	Business Law-I	4.5	Business Law-II	
	3.5	Commerce-III	4.6	Commerce-IV	
	3.6	Foundation Course-III		Foundation Course-IV	
3 <sup>rd</sup>	5.1	<b>Semester V</b> Financial Accounting & Auditing-V <b>{Financial Accounting}</b>	6.1 6.2	<b>Semester VI</b> Computer Systems & Application	
	5.2	Financial Accounting & Auditing-VI <b>{Cost Accounting}</b>	6.3 6.4	Commerce-VI Direct & Indirect Taxes-II <b>{Indirect Tax}</b>	
	5.3		6.5	Economics -VI Financial & Auditing-VIII <b>{Financial Accounting}</b>	
	5.4	Financial Accounting & Auditing-V	6.6	Financial Accounting & Auditing-IX <b>Costing</b>	
	5.5				
	5.6				
	5.7				

	Commerce-V {M.H.R.M.- Marketing} Direct & Indirect Taxes-I {Direct Tax} Computer Systems & Application	6.7	Financial Accounting & Auditing-X {Auditing}
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4. Names of Interdisciplinary courses and the departments/units involved:

**List of Interdisciplinary Programmes:**

Sr. No	Name of Departments	Specialization
1	Bachelor of Management Studies (BMS)	Marketing
2	Bachelor of Accounting & Finance (BAF)	Accounts and Finance
3	Bachelor of Mass Media Management (BMM)	Advertising

**List of interdisciplinary courses is:**

Sr. No	Courses
i)	EVS
ii)	Law
iii)	Taxation
iv)	Accounting
v)	Commerce
vi)	Foundation course
vii)	Economic
viii)	Finance
ix)	Marketing & Advertising
x)	Journalism
xi)	Mass Media

5. Annual/ semester/choice based credit system (Programme wise) :**Credit Based Semester and Grading System (CBSGS)**

**A) Credit Based Semester and Grading System (CBSGS) 60-40.**

**a) Internal Assessment—40%  
40 Marks**

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks

3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

**b) Semester End Examination --- 60% (60 Marks)**

- 1) Duration – These examinations shall be of 2 Hours duration.
- 2) Question Paper Pattern:-
  - i. There shall be four questions each of 15 marks.
  - ii. All questions shall be compulsory with internal choice within the questions.
  - iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

**B) Credit Based Semester and Grading System (CBSGS)75-25.w.e.f****A.Y.2014-15 onward.****a) Internal Assessment–25% (25Marks)**

Sr. No.	Particulars	Marks
1	One periodical class test*	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and	05 Marks

**b) Semester End Examinations – 75%****75 Marks**

- i) Duration—These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**6. Participation of the department in the courses offered by other departments:**

The following teachers are full time Assistant Professors in the B.Com department. They also are involved in teaching various programmes in the BMM, BMS & BAF department.

Sr. No	Name of Faculty	Courses taken in TYB.Com	Departments
1	Prof.Rita Singh	E.V.S	BMM
2	Prof.Diana Rayen	Advertising	BMM & BMS

		MHRM	
3	Prof.Surinder Rana	Economics	BMM
4	Prof.Surendra Chaudhary	Mathematics & Statistics	BMS
5	Prof.Aksha Memon	Accountancy	BAF & BMS
6	Prof.Jude D'Souza	Foundation Course Business Law	BMM & BMS
7	Prof.Shalini Shashidharan	Commerce	BMM
8	Prof.Anish Desai	Computer	BAF, BMM & BMS
9	Prof. Babita A. Kanojia	Accountancy	BAF
10	Prof. Aarti Ahuja	Commerce	BMS & BMM

The below mentioned teachers take up the respective courses in the Professional programmes.

Year	Sr. No	Name of Faculty	Departments	Courses
2014-15	1.	Prof.Diana Rayen	BMS	Special studies in Marketing Retail Management
			BMM	Agency Management Advertising in Contemporary Society Advertising
	2.	Prof.Surinder Rana	BAF BMM	Economic Principles of Management
	3.	Prof.Surendra Chaudhary	BMS	Mathematics & Statistics
	4.	Prof. Shalini Shashidharan	BMM	Accounts Organizational Behaviour
	5.	Prof. Aarti Ahuja	BMS BMM	Public Relations Mass Communications Creative Writing
	6.	Prof. Jude Dsouza	BMS	Business Law Business Aspect in Banking Insurance
	7.	Prof. Aksha Memon	BAF BMS	Accounts Accounts
	8.	Prof. Anish Desai	BMS BMM BAF	Computers Computers Computers

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **None**.

8. Details of courses/ programmes discontinued (if any) with reasons: **None**

**9. Number of teaching posts:**

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	10	10

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.Rita Singh	B.Sc M.Sc M.Phil B.Ed	Asst. Prof. Vice-Principal	Chemistry	08	Nil
Prof.Diana Rayen	B.Com M.Com B.Ed	Asst. Prof Head of Commerce Department	Commerce	07	Nil
Prof.Surinder Rana	B.A. M.A. M.Phil B.Ed	Asst. Prof	Economics	03	Nil
Prof.Surendra Chaudhary	B.Com M.Com PGDFM	Asst. Prof	Mathematics & Statistics	04	Nil
Prof.Babita Kanojia	B.Com M.Com B.Ed PGDFM NET M.Phil	Asst. Prof	Accountancy	02	Nil
Prof.Aksha Memon	B.Com M.Com	Asst. Prof	Accountancy	02	Nil

	Part II NET				
Prof.Jude D'Souza	B.A. M.H.R.D. M.	Asst. Prof	Commerce	01	Nil
Prof.Shalin i Shashidhar an	B.Com M.Com NET	Asst. Prof	Commerce	01	Nil
Prof.Aarti Ahuja	B.Sc M.A.(Engli sh Literature) MBA (Mktg.& Finance)	Asst. Prof	Commerce	01	Nil
Prof.Anish Desai	D.I.E. (Engineer ing Diploma in Industrial Electroni cs) B.Sc. (Compu ter Science) Advanced Diploma in Business Mgmt.	Asst. Prof	I.T.	01	Nil

### 11. List of senior visiting faculty:

We have Visiting Faculty for T.Y.B.Com students for the subject of Taxation.

Name	Qualific ation	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Minaz Khoja	B.Com M.Com	Assistant professor	Accountancy Pursuing CA	04	Nil

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty: **30%**

13. Student -Teacher Ratio (programme wise): **80:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Sr.No	Name of Staff	Designation
1	Ms.Neeta Wadhwani	Head Clerk
2	Mr.Prashant Walavalkar	Accountant
3	Mrs.Priti. Maslee	Junior Clerk
4	Mr.Nilesh Wadekar	Junior Clerk
5	Mrs.Shalaka Naik	Junior Clerk

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name of Faculty	Post Graduation	M.Phil	P.hD
Mrs.Rita Singh	√	√	-
Ms.Diana Rayen	√	-	-
Mr.Surinder Rana	√	√	-
Mr.Surendra Chaudhary	√	-	-
Mrs.Babita Kanojia	√	√	-
Ms.Aksha Memon	√	-	-
Mr.Jude D'Souza	√	-	-
Mrs.Shalini Shashidharan	√	-	-
Ms.Aarti Ahuja	√	-	-
Mr.Anish Desai	√	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

**19. Publications:****a) Publication per faculty:**

Sr. No	Name of Teachers	Title of Paper	Venue	Journal/ Conference	ISBN No.
4.	Mrs. Rita Singh	Studies on Pd(O), Pt(O), Rh (I), Ni(II), Co(II) and Zr(IV) Complexes of 4- Amino- 3Hydrazino- 5 Mercaoti-1,2,4 Triazole	P.G. Centre of Chemistry (M.U) College of Commerce Patna	Asian Journal of Chemistry	Vol. No. 3(1993), 639-643
5.	Mrs Babita Kanojia	Application of HRA in Software Industries with reference to Western Mumbai	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Transmission of Education system in rural area with reference to Gujarat	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-0-9
		HR development audit for Business Improvement	KES' Shroff College of Arts & Commerce	National Conference	978-93-82062-49-3
		Sustainable Development and Environmental Issues with reference to Water Pollution	Pragati College of Arts & Commerce	National Conference	978-93-5097-557-2

		Sustainable Industrial Development with reference to Green Industry	Thakur College of Science & Commerce	National conference	978-81-922978-4-2
		Innovative Business Model- Management by Quality	Suchita Times	e-journal	0972-7124
		View of Professionals Accountant with reference to Social Responsibility Accounting	Thakur college of Science and commerce	International conference	978-93-83072-64-4
		“Global Recession Recovery and Resurgences: an opportunity, challenges & strategic for sustainable growth in India”	Manglam Publisher & Distributor Delhi	Books	978-93-82816-15-7
6.	Ms Aksha Memon	Green Business Model	St. Francis Institute Of Management & Research Mumbai	International conference	978-81-926742-1-6
		Green Business Model with reference to Green IT		International Journal	0975-895X
		International Research conference on “International	Thakur college of Science and commerce	International conference	978-93-83072-64-4

		Year of light 2014”			
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20. Areas of consultancy and income generated: **None**

21. Faculty as members in:

**a) Faculty as members of the College Editorial Board:**

Sr.No	Name of the members
1.	Mrs. Babita Kanoujia
2.	Ms. Aarti Ahuja

**b) National committees :**

Sr. No	Name of Faculty	Committees	Date	Registration
1	Babita A. Kanojia	All India Commerce Association	20/09/12	MH667

c) International Committees : **None**

d) Editorial Boards : **None**

**22. Student projects:**

a) Percentage of students who have done in-house projects including inter departmental /programme: **None**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **None**

**23. Awards/Recognitions received by faculty and students:**

**a) Faculty Awards/Recognition:**

**The following awards have been constituted to motivate, recognize and appreciate the faculty for their efforts to attain the best results at the University Examinations.**

Year	Name of faculty	Achievement	Awards/ Recognitions

<b>2012 — 2013</b>	Prof. Vijay Jadhav	<b>FOR ACHIEVING <u>95%</u> RESULTS IN FINANCIAL ACCOUNTING &amp; AUDITING – II T.Y.B.COM. EXAMINATION – MARCH' 2012</b>	LATE SMT. KAUL MEMORIAL AWARD CLARA
	Prof. Mrs, Chani Khedwal	<b>FOR ACHIEVING <u>92%</u> RESULTS IN COMPUTER SYSTEM &amp; APPLICATION T.Y.B.COM. EXAMINATION – MARCH' 2012</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
	Prof.Diana.Rayen	<b>FOR ACHIEVING <u>98%</u> RESULTS IN MHRM T.Y.B.Com. EXAMINATION – MARCH' 2013</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
<b>2014- 15</b>	Prof.Diana.Rayen	<b>FOR ACHIEVING <u>98%</u> RESULTS IN MHRM T.Y.B.Com. EXAMINATION – MARCH' 2014</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
	Prof. Mrs, Chani Khedwal	<b>FOR ACHIEVING <u>93.3%</u> RESULTS IN COMPUTER SYSTEM &amp; APPLICATION T.Y.B.COM. EXAMINATION – MARCH' 2014</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
	Prof. Minaz Khoja	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD PRESENTED TO FOR ACHIEVING <u>98.75%</u> RESULTS IN TAXATION T.Y.B.Com. EXAMINATION – MARCH' 2014</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
7.	Prof. Surinder.Rana	<b>FOR ACHIEVING <u>90.91%</u> RESULTS IN Economics T.Y.B.Com EXAMINATION – MARCH' 2014</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD

**Students Awards/Recognition:**

The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations.

<b>Year</b>	<b>Name of Students</b>	<b>Achievements</b>	<b>Awards/Recognitions</b>
<b>2011-12</b>	<u>Ms.Sekkeh. Hina</u>	FOR SECURING <u>88.67%</u> MARKS in <b>T.Y.B.Com EXAMINATION-2011.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
<b>2012-13</b>	Mr.Rahim. Ratnani	FOR SECURING <u>80%</u> MARKS in <b>T.Y.B.Com EXAMINATION-2012.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
<b>2013-14</b>	Ms.Shaikh.Sanober	FOR SECURING <u>85.57%</u> MARKS in <b>T.Y.B.Com EXAMINATION-2013.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
<b>2014-15</b>	Ms.Yadav.Kavita	FOR SECURING FOR SECURING <u>7.00 GPA</u> in <b>T.Y.B.Com EXAMINATION-2014</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD

**24. List of eminent academicians and scientists / visitors to the department:**

Subject Experts of Mumbai University		
<b>SR. No.</b>	<b>Name of Resource Person</b>	<b>Subject</b>
1.	Mrs.Usha Iyer	Guidance lectures for students in the subject of Economics at the T.Y.B.Com level.
2.	Mr.Rahul Malkani	Guidance lectures to enhance the understanding, analysis and interpretation of financial statements and schedules.
3.	Mr.Deepak Jaggi	Guidance lectures for students on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course.
4.	Ms.Priti Singh	Sikkim Manipal University- To orient the students on how to prepare themselves for the CAT i.e. for

		pursuing the M.B.A. Programme.
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25. Seminars/ Conferences/Workshops organized & the source of funding: **All these programs are funded by the Management.**

Details of Workshop	Date	Nos. of Beneficiaries
<b>Master Series</b>		
f) Research Methodology	26/11/2014	18
g) Computer training program	20/12/2014	18
h) Research Content	19/01/2015	18
i) Research Paper Presentation	19/01/2015	18
j) National Symposium on Emotional Intelligence on teaching – Learning	28/02/2015	18
<b>Learner Series</b>		15
i) Effective presentation skills	22/11/2014	
j) Workshop on Research Methodology	26/11/2014	15
k) Computer training program	20/12/2014	15
l) Research Content	19/01/2015	20
m) Financial literacy	22/01/2015	25
n) Career Option in Sports Management	28/01/2015	20
o) Two days workshop on TALLY ERP-9 Computerized Accounting	18/02/2015 & 20/02/2015	20
p) Symposium on ‘Emotional Intelligence and Teaching-Learning Methods.’	28/02/2015	06

26. Student Profile Programmes /Course wise:

Name of the Course/programme	Years	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
F.Y.B.Com.	2011-12	301	301	186	115	89.36%
	2012-13	286	286	183	103	93.35%

	2013-14	280	280	178	102	85.71%
S.Y.B.Com.	2011-12	299	299	179	120	90.96%
	2012-13	262	262	164	98	92.36%
	2013-14	233	233	138	95	96.13%
T.Y.B.Com	2011-12	266	266	163	103	69.93%
	2012-13	268	268	165	112	75.00%
	2013-14	243	243	142	100	62.00%

\*M = Male \*F = Female

## 27. Diversity of Students

Name of the	% of students from the same state	% of students from other States	% of students from abroad
B. Com.	97%	3%	NIL

28. How many students have cleared national and state competitive examinations such as NET/SLET/GATE/Civil services, Defence services etc.: **Details are not available.**

## 29. Student progression:

Student Progression	Against % Enrolled
UG to PG	2011-12 - 30%
	2012-13 - 40%
	2013-14 - 31%
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed - Campus selection - Other than campus recruitment	40%
Entrepreneurship/Self-employment	N. A.

### 30. Details of Infrastructural facilities

i) Text Books:	2,787 Nos.
ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

### B.Com

- a) Library Facilities:
- b) No. of Titles of Books :- 65
- c) No. of Journals / Periodical sub scribal :- 6

Library Holding	Year 2010-2011		Year 2011-2012		Year 2012-2013		Year 2013-2014		Year 2014-2015	
	No.	Total cost								
Text Books	303	45,670/-	59	7,650/-	65	5,900/-	82	10,810/-	195	23,930/-
Reference Book	323	Donated	9	Donated	118	Donated	14	Donated	45	Donated
Journals/ periodical	1	435/-	3	1,310/-	3	1,330/-	2	1,160/-	4	5,500/-

### d) Internet facilities for Staff & Students:

Places	No of computers	Internet enable computers
Computer Lab	35 computers	35 computers with WIFI
Library	1 computer	1 computer Internet enabled
Projector rooms	3 computers	3 computers Internet enabled
Administrative office	3 computers	3 computers Internet enabled

- e) Class rooms with ICT facility: The College has 3 Classrooms well equipped with a LCD Projector
- f) Laboratories: Not applicable, however we have a computer lab.

### 31. Number of students receiving financial assistance from college, University, government or other agencies:

1. 5% from College Management
2. 5% from other agencies

**32. Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:**

1. Various Seminars and Workshops are conducted for students to give them an overview of various industries and to develop job related skills. Professionals from Various institutions offering professional courses are invited on campus. They brief the students about the requirements of the industry and courses designed to enable students to be absorbed in the industry.
2. Guest Lectures by experienced professors and subject experts are conducted for T.Y.B.Com students to enable them to be successful at the University Examinations.

**The eminent academicians who are invited as speakers were:**

Subject Experts of Mumbai University		
SR. No.	Name of Resource Person	Subject
1.	Mrs.Usha Iyer	Guidance lectures for students in the subject of Economics at the T.Y.B.Com level.
2.	Mr.Rahul Malkani	Guidance lectures to enhance the understanding, analysis and interpretation of financial statements and schedules.
3.	Mr.Deepak Jaggi	Guidance lectures for students on how to prepare themselves for the CPT i.e. for pursuing the C.A. Course.
4.	Ms.Priti Singh	Sikkim Manipal University- To orient the students on how to prepare themselves for the CAT i.e. for pursuing the M.B.A. Programme.

**33. Teaching methods adopted to improve student learning:**

The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

1. Group Discussion Method
2. Blended Lecture Method
3. Language Improvement Lecture
4. Remedial Teaching Session

5. Case study
6. Tutorial/Assignment

#### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

The institution works in association with various non-government organisation to achieve various objectives of Communal Harmony among the local residents, providing affordable quality education to the backward and poorer sections of the area and to improve health and hygiene conditions of local residents. The college also works with certain NGO's to promote education among the street children's.

##### **1. Activity for street children in memory of Late Saugat in association with Ekta Manch.**

One day fun-fair is conducted for the local street children and they are encouraged to join the teaching programmes designed for them.

##### **2. Blood Donation and Thalassemia Detection Camp in association with Mahatma Gandhi Blood Bank.**

This is an annual project taken up on the 14th December in memory of Late Mrs.Clara Kaul which aims at collecting maximum unit of blood and counsels students detected with Thalassemia.

##### **3. Annual Health Camp in association with Ekta Manch**

This is an annual project taken up on the 14th April in memory of Saugat. The health camp aims at creating awareness as well as detection of ailments.

##### **4. Annual Rural Project**

The N.S.S. unit of Clara's College of Commerce in association with Yusuf Meherally Centre, Panvel, work jointly for the upliftment and provision of better medical and educational facilities at the adopted area Taragaon, Panvel, Raigad district.

Cleanliness campaign development of rural industries, giving information about better teaching methods, encouraging new sports, conducting medical camp and various other programmes during the seven day residential camp.

##### **5. Communal Harmony Programmes**

Various community development programmes are carried out at the local adopted area i.e. Versova Village and Yari Road in association with Ekta

Manch. This ongoing project includes a Langer i.e. food for underprivileged on every weekend.

#### **6. Swachha Bharat Abhiyan**

The Swachha Bharat Abhiyan was inaugurated on 2nd October, 2014 as per the directives of central government. The programme aims at creating awareness about cleanliness and other hygiene issues in the local area. The N.S.S. Volunteer has adopted local Bus Depot as an ongoing project looked into the maintenance of its cleanliness.

Sr No.	Name of activities	Year	Number of beneficiary
1.	Working in coordination with NGO'S.	2011-12	210
		2012-13	250
		2013-14	320
		2014-15	350
2.	Student work with NSS unit	2011-12	250
		2012-13	280
		2013-14	330
		2014-15	380
3.	Street children's education.	2014-15	45
4.	Communal Harmony Programmes.	2011-12	800
		2014-15	900
5.	Swachh Bharat Abhiyan	2014-15	1200
6.	Medical Camps	2011-12	1,100
		2012-13	1,150
		2013-14	1,200
7.	Blood Donation camp	2011-12	100
		2012-13	102
		2013-14	103
		2014-15	45

#### **35. SWOC analysis of the department and Future plans:**

##### **Strength of the Department**

1. Spacious and Well Ventilated Class Rooms
2. Hygienic and Clean Campus Environment.
3. 3 Classrooms well equipped with a LCD Projector, a good sound system, a desktop with 2G Internet.
4. Computer Laboratory with 40 desktops with 2G Internet facility in it. It also has an LCD Projector in it.
5. Playground to encourage outdoor sports such as Cricket, Football, Hockey etc.
6. Gymkhana to encourage indoor sports such as Chess, Carom, Table Tennis.
7. Well equipped gymnasium for students.

8. Canteen offers wholesome food at affordable prices.
9. CCTV Camera in all the class rooms and all over the campus.
10. Free ship and concessions to the financially weak and academically excelling learner.
11. Well qualified and experienced counselor to guide and counsel learner with behavior problem.
12. Well qualified, well experience approved teachers who are always ready to adopt new techniques of knowledge sharing.
13. Free emergency medical services at the nearby Kalsekar Hospital.
14. Highly supportive and cooperative administrative staff.
15. Campus free from ragging and use of Tobacco related product.

**Weaknesses of the Department:**

1. Few class rooms with ICT facilities.
2. Less staff involvement in research activities.

**Opportunities:**

1. Increase in number of elective subjects providing ample choice to the learner.
2. Provision of post graduate courses.

**Constraints:**

1. Time and Space constraint.
2. Quality of learner.

**Future Plan:**

1. Introduction of short term professional courses
2. To begin with campus recruitment
3. To increase participation of the faculty in Research Activities.

**EVALUATIVE REPORT OF THE DEPARTMENTS****DEPARTMENT OF MANAGEMENT STUDIES (BMS)**

1. Name of the department : **MANAGEMENT STUDIES**
2. Year of Establishment : **JUNE 2007**
3. Names of Programmes / Courses offered (UG, PG, M. Phil., Ph.D., Integrated Masters Integrated Ph.D., etc.): **Under Graduate Programme**

<b><u>Bachelor of Management Studies (B.M.S.)</u></b>						
		<b>SEMESTER I</b>		<b>SEMESTER II</b>		
<b>1<sup>st</sup></b>	1	Foundation of Human Skills	1	Business Environment		
	2	Introduction to financial Accounts	2	Industrial Law		
	3	Business Law	3	Computer Application in Business		
	4	Business Statistics	4	Managerial Economics		
	5	Business Communication	56	Business Mathematics		
	6	Principles of Management	7	Introduction to Cost Accounting		
	7	Introduction to Computers		Environmental Management		
<b>2<sup>nd</sup></b>		<b>SEMESTER III</b>		<b>SEMESTER IV</b>		
	1	Management Accounting	1	Productivity & Quality Management		
	2	Managerial Economics	2	Direct & Indirect Taxes		
	3	Marketing Management	3	Export & Import Procedures & Documents		
	4	Business Aspects In Banking & Insurance	4	Co-operatives & Rural Markets		
	5	Productivity & Material Management	5	Research Methods In Business		
	6	Strategic Management	6	Public Relations Management		
<b>3<sup>rd</sup></b>		<b>SEMESTER V</b>		<b>SEMESTER VI</b>		
	1	Human Resource Management	1	Entrepreneurship & Management Of Small & Medium Enterprises		
	2	Service Sector Management	2	Operation Research		
	3	Financial Management	3	International Finance		
	4	Elements of Logistics & Supply Chain Management	4	Indian Management Thought & Practice		
	5	Business Ethics & Corporate Responsibility	5	International Marketing		
	6	Special Studies In Marketing	6	Retail Management		
	7		7	Investment Analysis & Portfolio Management		

**Bachelor of Management studies (BMS)**

**4.** Names of Interdisciplinary courses and the departments/units involved:

**B.Com/ BMM/ BAF.** The College also offers the following professional courses i.e.

Sr. No	Name of departments	Specialization
1.	Bachelor of Commerce (B.Com)	Commerce
2.	Bachelor of Commerce Accounting & Finance (BAF)	Accounting & Finance
3.	Bachelor of Media Management (BMM)	Advertising

**List of interdisciplinary courses are:**

Sr. No	Courses
1.	EVS
2.	Law
3.	Taxation
4.	Accounting
5.	Commerce
6.	Foundation course
7.	Economic
8.	Finance
9.	Marketing & Advertising
10.	Journalism
11.	Mass Media

**5.** Annual/ semester/choice based credit system (Programme wise):

**A) Credit Based Semester and Grading System (CBSGS) 60-40.**

**a) Internal Assessment—40% 40 Marks**

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

**b) Semester End Examination --- 60% 60 Marks**

1) Duration – These examinations shall be of 2 Hours duration.

2) Question Paper Pattern:-

i. There shall be four questions each of 15 marks.

ii. All questions shall be compulsory with internal choice within the questions.

iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weight age of the topic.

**B) Credit Based Semester and Grading System (CBSGS) 75-25. w.e.f**

**A.Y.2014-15 onward.**

**a) Internal Assessment–25%**

Sr.	Particulars	25Marks
1	One periodical class test*	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

**b) Semester End Examinations – 75%**

**75 Marks**

- i) Duration—These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weight age of the topic.

**6. Participation of the department in the courses offered by other departments:**

The following teachers are full time Assistant Professors in the BMS department.

Sr. no	Name of faculty	Programme	Courses
1.	<b>Mr. Faisal Tanwar(Coordinator)</b>	<b>BMS</b>	i) Marketing ii) Productivity & Quality Management iii) Logistics & Supply Chain Management
2.	<b>Dr. Mamta Rajani</b>	<b>BMS</b>	i) Economics
3.	<b>Mr. Amit Bansod</b>	<b>BMS</b>	i) Management
4.	<b>Mr. R. V. Pangam</b>	<b>BMS</b>	i) Management

They are also involved in teaching various courses in BMM, B.Com &BAF department

<b>1.Mr. Faisal Tanwar (Co-Ordinator)</b>	I) BAF : i) Management II)BMM : i) Marketing ii) Advertisement iii) Media
<b>2.Dr. Mamta Rajani</b>	I) BAF : i) Economics II)B.Com : i) Economics
<b>3.Mr. Amit Bansod</b>	I) BAF : i) Management II)BMM: i) Management
<b>4.Mr. R. V. Pangam</b>	II)BMM : i) Management

**7.** Courses in collaboration with other universities, industries, foreign institutions, etc: **None**

**8.** Details of courses/programmes discontinued (if any) with reasons: **None**

**9. Number of teaching posts:**

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	<b>4</b>	<b>4</b>

**10.** Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Faisal Tanwar	BMS MBA/MMS	Assistant Professor	Marketing	4	Nil
Dr. Mamta Rajani	B.Com; M.Com M.A.(Economics) B.ED, M.Phil Ph.D	Assistant Professor	Economics	7	Nil
Mr. Amit Bansod	B Com MBA/MMS SET	Assistant Professor	Marketing	1	Nil
Mr. R. V. Pangam	M.A. M.Ed NET, SET	Assistant Professor	Education	2	Nil

**11.** List of senior visiting faculty:

Name	Qualification	Designation	Specialisation	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs.Seema Petkar	B.Com M.Com B.Ed M.Phil	Asst. Prof.	Commerce and Management	8 Years	Nil
Mr.Surendra Chaudhary	B.Com M.Com PGDFM	Asst. Prof	Maths & Stats	5 Years	Nil

Prof.Diana Rayen	B.Com M.Com B.Ed	Asst. Prof Head of Commerce Department	Commerce	7 Years	Nil
Mr. Minaz Khoja	B.Com M.Com	Assistant professor	Accountancy	4 Years	Nil
Premchand Yadav	B.Sc M.Sc B.Ed	Assistant professor	Maths & Stats	4 Years	Nil

**12.** Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty: **20%**

**13.** Student -Teacher Ratio (programme wise): **55:1**

**14.** Number of academic support staff (technical) and administrative staff; sanctioned and filled: **05**

Sr. No.	Name	Designation
1.	Ms.Neeta Wadhwani	Head Clerk
2.	Mr.Prashant Walavalkar	Accountant
3.	Mrs.Priti Maslee	Junior Clerk
4.	Mr.Nilesh Wadekar	Junior Clerk
5.	Mrs.Shalaka Naik	Junior Clerk

**15.** Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil / PG :

Name of Faculty	Post Graduation	M.Phil	P.hD
Mr. Faisal Tanwar	√	-	-
Mrs.Mamta Rajani	√	√	√
Mr.Amit Bansod	√	-	-
Mr. Ramchandra Pangam	√	-	-

**16.** Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

**17.** Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

b) Publication per faculty: **None**

20. Areas of consultancy and income generated: **None**

21. Faculty as members in:

a) National committees : **None**

b) International Committees : **None**

c) Editorial Board: **Faculty as members of the College Editorial Board**

Sr.No	Name of the Members
1.	Mrs. Mamta Rajani
2.	Mr. Vaibhav Pangam

22. **Student projects:**

a) Percentage of students who have done in-house projects including inter departmental/programme:

Year	Class	Percentage
2011-12	T.Y.BMS	100%
2012-13	T.Y.BMS	100%
2013-14	T.Y.BMS	98%
2014-15	T.Y.BMS	94%

c) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: **40%** of T.Y.BMS Students

23. Awards / Recognitions received by faculty and students:

**a) Faculty Awards/Recognition:**

The following awards have been constituted to motivate, recognize and appreciate the faculty for their efforts to attain the best results at the University Examinations.

Year	Name of faculties	Achievements	Awards/Recognitions
2012-2013	Mr.Faisal Tanwar	FOR ACHIEVING <b>100% RESULTS</b> IN Entrepreneurship & Management Of Small & Medium Enterprises SEM - VI T.Y.B.M.S EXAMINATION— MARCH' 2012	LATE SMT. CLARA KAUL MEMORIAL AWARD
	Mr.Faisal Tanwar	FOR ACHIEVING <b>100% RESULTS</b> IN International Marketing SEM - VI	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012-

		<b>T.Y.B.M.S EXAMINATION— MARCH' 2012</b>	<b>2013</b>
	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Principal & Practices of Direct Marketing SEM - VI <b>T.Y.B.M.M EXAMINATION— MARCH' 2012</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2012- 2013</b>
	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Advertising and Market Research SEM - VI <b>T.Y.B.M.M EXAMINATION— MARCH' 2012</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2012- 2013</b>
<b>2013- 2014</b>	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>96%RESULTS</u></b> IN International Marketing SEM - VI <b>T.Y.B.M.S EXAMINATION— MARCH' 2013</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD</b>
	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Principal & Practices of Direct Marketing SEM - VI <b>T.Y.B.M.M EXAMINATION— MARCH' 2013</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2013- 2014</b>
	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>100%RESULTS</u></b> IN Advertising and Market Research SEM - VI <b>T.Y.B.M.M EXAMINATION— MARCH' 2013</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2013- 2014</b>
	Mr.Faisal Tanwar	FOR ACHIEVING <b><u>100%</u></b> <b><u>%RESULTS</u></b> IN Principals of management- II SEM - VI <b>T.Y.B.A.F EXAMINATION— MARCH' 2013</b>	<b>LATE SMT. CLARAKAUL MEMORIAL AWARD 2013- 2014</b>
	Mrs. Seema Petkar	FOR ACHIEVING <b><u>100%</u></b> <b><u>RESULTS</u></b> IN INDIAN MANAGEMENT THOUGHT & PRACTICES SEM - VI	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014

		<b>T.Y.B.M.S EXAMINATION- MARCH' 2013</b>	
	Ms. Diana Rayen	<b>FOR ACHIEVING <u>94.66%</u> RESULTS IN SPECIAL STUDIES IN MARKETING SEM-V T.Y.B.M.S EXAMINATION- MARCH' 2013</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013-2014
<b>2014- 2015</b>	Mr.Faisal Tanwar	<b>FOR ACHIEVING <u>97%</u>RESULTS IN Elements of logistic and supply chain management SEM - V T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr.Faisal Tanwar	<b>FOR ACHIEVING <u>95%</u>RESULTS IN Principal &amp; Practices of Direct Marketing SEM - VI T.Y.B.M.M EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr.Faisal Tanwar	<b>FOR ACHIEVING <u>95%</u>RESULTS IN Advertising and Market Research SEM - VI T.Y.B.M.M EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr.Faisal Tanwar	<b>FOR ACHIEVING <u>100%</u>RESULTS IN International Marketing SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr.Faisal Tanwar	<b>FOR ACHIEVING <u>100%</u>RESULTS IN Principals of management- II SEM - VI T.Y.B.A.F EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	<b>FOR ACHIEVING <u>93.4%</u> RESULTS IN BUSINESS ETHICS &amp; CSR. SEM - V T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015

	Mrs. Seema Petkar	<b>FOR ACHIEVING <u>93.4%</u> RESULTS IN SERVICE SECTOR MGMT. SEM - V T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	<b>FOR ACHIEVING <u>94.7%</u> RESULTS IN ENTREPRENEURSHIP &amp; MGMT. OF SMALL &amp; MEDIUM ENTERPRISES. SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mrs. Seema Petkar	<b>FOR ACHIEVING <u>96.50%</u> RESULTS IN INDIAN MGMT. THOUGHTS &amp; PRACTICES. SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Ms. Diana Rayen	<b>FOR ACHIEVING <u>91.80%</u> RESULTS IN SPECIAL STUDIES IN MARKETING SEM-V T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015
	Mr. Minaz khoja	<b>FOR ACHIEVING <u>96.50%</u> RESULTS IN INVESTMENT ANALYSIS &amp; PORTFOLIO MANAGEMENT SEM - VI T.Y.B.M.S EXAMINATION- MARCH' 2014</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014-2015

**Students Awards/Recognition:**

a).The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations.

Sr.no.	Name of students	Achievements	Awards / Recognitions
1.	Miss. Baig Heena	<b>FOR SECURING <u>1st Rank-</u> <u>5<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2012.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012- 2013

2.	<b>Miss. Baig Heena</b>	<b>FOR SECURING <u>1st Rank-</u> <u>6<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2012.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2012- 2013
3.	<b>Mr. Pankaj Vishwakarma</b>	<b>FOR SECURING <u>1st Rank-</u> <u>5<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2013.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013- 2014
4.	<b>Mr. Pankaj Vishwakarma</b>	<b>FOR SECURING <u>1st Rank-</u> <u>6<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2013.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2013- 2014
5.	<b>Mr. Virani Faizan</b>	<b>FOR SECURING <u>1st Rank-</u> <u>5<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2014.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014- 2015
6.	<b>Miss.Kundu Priti</b>	<b>FOR SECURING <u>1st Rank-</u> <u>6<sup>TH</sup> SEMESTER</u> in T.Y.B.M.S. EXAMINATION- 2014.</b>	LATE SMT. CLARAKAUL MEMORIAL AWARD 2014- 2015

**b).Cultural Awards/Recognition:**

Sr.No.	Name of students	Achievement	Awards / Recognitions
1.	<b>Mr. Sager Raj</b>	<b>“WESTERN INSTRUMENT” In Youth fest organize by University of Mumbai</b>	<b>3<sup>rd</sup> Rank from Mumbai university A.Y.2014-15</b>

**24. List of eminent academicians and scientists /visitors to the department:**

Sr no.	Month/year	Name of Resource person	Title of activities	Number of beneficiaries
1.	24 <sup>th</sup> March 2012	Miss. Kavita Shukla	Operation Research	60 students
2.	26 <sup>th</sup> October 2013	Mr. Shreenathan	Guidelines on Logistics	70 students
3.	27 <sup>th</sup> March 2013	Miss. Kavita Shukla	Operation Research	45 students
6.	July 2014	Mrs. Carol Andrade	Introduction to Media	50 students
7.	August 2014	Mr. ShabirBapu	Self defense for Girls	60 Students
8.	26 <sup>th</sup> November 2014	Dr. Gopal Kalkoti	Research Methods	10 Students

9.	30 <sup>th</sup> September 2014	Mrs. Nadia Motani	Role of capital & money market in india.	21 Students
10.	November 2014	Mr.Foram Metha	Effective PPT presentation	30 Students
11.	19 <sup>th</sup> January 2015	Mr. Arvind Luhar	Workshop on research content	02 Students

25. Seminars/Conferences/Workshops organized & the source of funding: All these programs are organised and funded by the Management.

Date	Name of Resource person	Title of activities
November 2014	Dr. Gopal Kalkoti	Research Methods
November 2014	Mr.Foram Metha	Effective PPT presentation
July 2014	Mrs.Coral Andrade	Introduction to Media
22 <sup>nd</sup> January 2015	Mr. Mohammed Hassan Ali	Financial literacy
20 <sup>th</sup> December 2014	Mrs. Chani Khedwal	Computer Training Programme
28 <sup>th</sup> February 2015	Dr.Vipual Vyas	Symposium on Emotional Intelligence and teaching –learning process

26. Student profile programme /course wise:

Name of the Course/programme (refer question no. 4)	Year	Applications received	Selected	Enrolled		Pass Percentage
				*M	*F	
F.Y.BMS	2011-12	77	68	15	07	97.05
	2012-13	65	59	49	16	91.67
	2013-14	85	73	45	28	89.04
S.Y.BMS	2011-12	78	78	23	19	80.59
	2012-13	64	64	43	21	95.31
	2013-14	55	55	40	15	86.64
T.Y.BMS	2011-12	55	55	37	18	67.27
	2012-13	76	76	45	29	68.42
	2013-14	61	61	41	20	60.00

\*M = Male \*F = Female

**27. Diversity of Students**

<b>Name of the Course</b>	<b>% of student from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
BMS(A.Y.2011-12)	97.06 %	2.94%	NIL
BMS(A.Y.2012-13)	96.55 %	3.45%	NIL
BMS(A.Y.2013-14)	97.26 %	2.74%	NIL
BMS(A.Y.2014-15)	96.34 %	3.66%	NIL

**28.** How many students have cleared national and state competitive examination such as NET, SLET, GATE, Civil services, defense services, etc: **Details are not Available**

**29. Student progression:**

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	2012-13 – 20%
	2013-14 – 22%
PG to M. Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
<b>Employed</b> Campus selection	None
Other than campus recruitment	35%
Entrepreneurship/Self-employment	15%

**30. Details of Infrastructural facilities****g) Library :**

i) Text Books:	2,787 Nos.
ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

**BMS Department:**

No. of Titles of Books: 119

No. of Journals / Periodical sub scribal: 06

Library holding	Year 2010-2011		Year 2011-2012		Year 2012-2013	
	No's	Total cost	No's	Total cost	No's	Total cost
Text Books	143	18,200/-	73	9,115/-	1	120/-
Reference Book	323	Donated	9	Donated	118	Donated
Journals/ periodical	1	435/-	3	1,310/-	3	1,330/-

No. of Reference books: 553

facilities for Students:

h) Internet Staff &	Year 2013-2014		Year 2014-2015	
	No's	Total cost	No's	Total cost
	55	8,330/-	218	30,517/-
	14	Donated	45	Donated
			44	17,840/-
	02	1,160/-	4	5,500/-

Places	No of computers	Internet enable computers
1. Computer Lab	35 computers	35 computers with WI-FI
2. Library	1 computer	1 computers with Internet
3. Projector rooms	3 computers	3 computers with Internet
4. Administrative office	3 computers	3 computers with Internet

- i) Class rooms with ICT facility: Three Classrooms well equipped with Projector.
- j) Laboratories: We have a Computer lab.

**31.** Number of students receiving financial assistance from college, University, government or other agencies:

3% from College Management

2 % from other agencies

**32.** Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:

Sr no.	Month/year	Name of Resource persons	Title of activities	Number of beneficiaries
1.	24 <sup>th</sup> March 2012	Miss. Kavita Shukla	Operation Research	60 students
2.	26 <sup>th</sup> October 2013	Mr. Shreenath	Guideline on Logistics	70 students
3.	27 <sup>th</sup> March 2013	Miss. Kavita Shukla	Operation Research	45 students
4.	August 2014	Dr. A.P.G.Adul	Educational lecture	30 students

		Kalam	at shanmukhananda hall Sion-E	
5.	July2014	Dr. Gopal Kalkoti Dr. Ancy Jose Dr.Pradeep Kamthekar	Avishkaar 2015 – EducationalResearch at K.P.B.Hinduja College, charni Road	3 students
6.	July 2014	Mrs.Andrade	Introduction to Media	50 students
7.	August 2014	Mr.SabirBapu	Self defense for Girls	60 students
8.	26 <sup>th</sup> November 2014	Dr. Gopal Kalkoti	Research Methods	10 students
9.	30 <sup>th</sup> September 2014	Mrs. Nadia Motani	Role of capital & money market	21 students
10.	22 <sup>nd</sup> November 2014	Mr.Foram Metha	Effective PPT presentation	30 students
11.	19 <sup>th</sup> January 2015	Mr. Arvind S. Luhar	workshop on research content	02 Students
12.	22 <sup>nd</sup> January 2015	Mr. Mohammed Hassan Ali	Financial literacy	25 students
13.	20&21 <sup>ST</sup> February 2015		National conference at Dalmia college, Malad.	02 Students

Industrial visits are organized every year to enhance the knowledge of the student to understand mechanism and working of the different industry and service sector.

Sr no.	Month/year	Place	Industries visited	Number of beneficiaries
1.	21 <sup>st</sup> December 2010	Nasik in Maharashtra	i)Asian Electronic ltd ii)VIP Industries Ltd	70 students
2.	10 <sup>th</sup> January 2012	Silvassa in Gujarat.	i) Parle Biscuit Factory ii) Akaar packaging co.	80 students
3.	12 <sup>th</sup> December 2012.	Shahpure in Maharashtra.	i)Fiber door making co. ii) Plastic Drum co.	95 students
4.	18 <sup>th</sup> February 2014	Silvassa in Gujarat.	i)Parle Biscuit Factory ii)Aloak textile Industry	110 students
5.	24 <sup>th</sup> February 2015	lonavala in Maharashtra.	i)Maganlal chikki ii)Monex lubricant iii) Cooger paints.	103 students

**33. Teaching methods adopted to improve student learning:** The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

7. Group Discussion Method
1. Blended Lecture Method
2. Language Improvement Lecture
3. Remedial Teaching Session
4. Case study
5. Tutorial/Assignment

## 6. QUIZ games etc

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Sr No.	Title of activities	Month /year	Number of beneficiaries
1.	Working in coordination with NGO'S.	2011-12	210
		2012-13	250
		2013-14	320
		2014-15	350
2.	Student work with NSS unit	2011-12	250
		2012-13	280
		2013-14	330
		2014-15	380
3.	Street children's education.	2014-15	45
4.	Communal harmony programmes.	2011-12	800
		2014-15	900
5.	Swachh Bharat abhiyan	2014-15	1200
6.	Free Medical camps.	2011-12	1,100
		2012-13	1,150
		2013-14	1,200
7.	Blood Donation camp	2011-12	100
		2012-13	102
		2013-14	103
		2014-15	45

### 35. SWOC analysis of the department and Future plans:

#### Strength:

1. Good infrastructural facilities.
2. Experienced and qualified faculty members.
3. Free medical camps for needy.
4. College gives concessions to the underprivileged students.
5. Play ground for sports & activities.
6. CCTV'S installed in the college premises help in monitoring the students and maintaining discipline.
7. Rewards & awards for students and teachers.

#### Weaknesses:

1. As the college is located far away from railway station students find it difficult to commute.
2. Prescribed syllabus needs up gradation.
3. With reduction in internal assessment the scope for practical experience has become limited.

#### Opportunities:

1. E- Library can change the new way of learning.
2. To introduce Wi-Fi facility on the campus.
3. Upgrading with latest technology.
4. Professional programs for career development.

**Constraints:**

1. Students prefer aided college for fees benefit.
2. Students expect more updated syllabus for BMS course.
3. As the students join coaching class, their attendance in the college is affected.
4. Students with low percentage take admission which affects the standard of quality.

**Future Plan:**

1. The college plans to introduce Master level degrees in management.
2. New programs are to be introduced like specialization in finance.

## Evaluative Report of the Department of BAF

1. Name of the department : **B. Com. Accounting & Finance (BAF)**
2. Year of Establishment : **JUNE 2010**
3. Names of Programmes / Courses offered (UG, PG, M.Phil. Ph.D., Integrated Masters Integrated Ph.D., etc.): **Under Graduate Programme (B. Com. Accounting & Finance) (BAF)**

**The following courses are offered under (B. A. F.) Bachelor of Accounting & Finance**

<b>Bachelor of Commerce (Accounting &amp; Finance) (B.A.F.)</b>				
<b>YR.</b>	<b>SR. NO</b>	<b>COURSES</b>	<b>SR. NO</b>	<b>COURSES</b>
<b>SEMESTER I</b>		<b>SEMESTER II</b>		
<b>1<sup>st</sup></b>	1.1	Financial Accounting-I <b>{Elements of Financial Accounting}</b>	2.1	Financial Accounting-II <b>{Special Accounting Areas}</b>
	1.2	Cost Accounting-I <b>{Introduction &amp; Element of Cost}</b>	2.2	Auditing-I <b>{Introduction planning &amp; techniques of Auditing}</b>
	1.3	Economics-I <b>{Micro Economics}</b>	2.3	Financial Management-I <b>{Introduction to Financial Management}</b>
	1.4	Commerce-I <b>{Business Environment}</b>	2.4	Taxation-I <b>{Indirect Taxes -I}</b>
	1.5	Information Technology-I <b>{Introduction &amp; Elements}</b>	2.5	Business Law-I <b>{Business Regulatory Framework}</b>
	1.6	Business Communication-I <b>{Introduction &amp; Principles}</b>	2.6	Quantitative Methods for Business-I
	1.7	Foundation Course-I <b>{Fundamentals of Environment }</b>	2.7	Business Communication-II
<b>2<sup>nd</sup></b>	<b>SEMESTER III</b>		<b>SEMESTER IV</b>	
	3.1	Financial Accounting-III <b>{Special Accounting Areas}</b>	4.1	Financial Accounting-IV <b>{Special Accounting Areas}</b>

	3.2	Cost Accounting-II <b>{Methods of Costing}</b>	4.2	Management Accounting-I <b>{Introduction to Management Accounting}</b>
	3.3	Auditing-II {Technique of Auditing}	4.3	Taxation-II {Indirect Taxes -II}
	3.4	Economics-II {Macro Economics}	4.4	Commerce-II {Financial Market Operation}
	3.5	Business Law-II {Company Law}	4.5	Business Law-III {Industrial Regulatory Framework}
	3.6	Management-I {Business Environment}	4.6	Information Technology-II {Application in Accounting & Finance}
	3.7	Quantitative Methods for Business-II	4.7	Foundation Course-II(Value Education and Soft Skills)
	<b>SEMESTER V</b>		<b>SEMESTER VI</b>	
3 <sup>rd</sup>	5.1	Financial Accounting-V {Corporate Accounting}	6.1	Financial Accounting-VII {Corporate Accounting}
	5.2	Cost Accounting-III {Methods of Accounting}	6.2	Cost Accounting-IV {Techniques of Costing}
	5.3	Financial Accounting-VI {Corporate Accounting}	6.3	Auditing-III {Technique of Auditing& Audit Procedure}
	5.4	Management Accounting-II {Financial Statement Analysis}	6.4	Financial Accounting-VIII {Security Analysis & Management}
	5.5	Taxation-III {Direct Taxes -I}	6.5	Taxation-IV {Direct Taxes -II}
	5.6	Economics-III {Indian Economy}	6.6	Management-II {Principles of Management & Application}

4. Names of Interdisciplinary courses and the departments/units involved:

**The College also offers the following professional courses i.e.**

Sr. No	Name of departments	Specialization
1.	Bachelor of Commerce (B.Com)	Commerce

2.	Bachelor of Management Studies (BMS-Marketing)	Marketing
3.	Bachelor of Media Management (BMM-Advertising)	Advertising

**List of interdisciplinary courses are:**

Sr. No	Courses	Sr. No	Courses
1	EVS	8	Foundation course
2	Law	9	Economic
3	Taxation	10	Entrepreneurship & Management Of Small & Medium Enterprises
4	Accounting	11	Productivity & Quality Management
5	Commerce	12	Marketing Management
6	Research Methods In Business	13	Journalism
7	Marketing & Advertising	14	Mass Media

5. Annual/ semester/choice based credit system (Programme wise) :**Credit Based Semester and Grading System (CBSGS)**

**A) Credit Based Semester and Grading System (CBSGS) 60-40 academic year 2013-14 was offered was follows:**

a) **Internal Assessment–40%**

**40 Marks**

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher Concerned	10 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

b) **Semester End Examination --- 60% 60 Marks**

1) Duration – These examinations shall be of 2 Hours duration.

2) Question Paper Pattern:-

**There shall be four questions each of 15 marks.**

1. All questions shall be compulsory with internal choice within the questions.

2. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

**B) Credit Based Semester and Grading System (CBSGS) 75-25 is effective from June, 2014.**

**a) Internal Assessment–25%**

**25 Marks**

Sr. No.	Particulars	Marks
1	One periodical class test*	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in	05 Marks

**b) Semester End Examinations – 75% (75 Marks)**

- i) Duration—These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern

**There shall be five questions each of 15 marks.**

- 1. All questions shall be compulsory with internal choice within the questions.
- 2. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**6. Participation of the department in the courses offered by other departments:**

The following teachers are full time Assistant Professors in the BAF department. They are also involved in teaching various programmes in the BMS and B.Com.

Sr.No	Name of faculty	Programme	Courses
1.	Mr. Vijaykumar Makwana (Co-ordinator)	BAF	i) Financial Accounting ii)Cost Accounting iii)Management Accounting iv)Financial Management
2.	Mr. Shahid Ansari	BAF	i)Auditing ii) Cost accounting iii)Management Accounting iv)Financial Accounting
3.	Mr. Minaz Khoja	BAF	i)Financial Accounting

**List of faculty teaching in various departments**

Sr. No	Name of faculty	Programme	Courses

1	Mr.Shahid Ansari	BMS	Accounts
2	Mr. Minaz Khoja	B.Com	Taxation Accounts

7. Courses in collaboration with other universities, industries, foreign institutions, etc: **None**

8. Details of courses/programmes discontinued (if any) with reasons: **None**

9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Assistant Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years experience	No. of Ph.D students guided for last 4 years
Mr.Vijay Kumar Makwana	B.Com M.Com M.Phil SET	Assistant Professor Coordinator	Accountancy	07	Nil
Mr.Shahd Ansari	B.Com M.Com NET PGDF M	Assistant Professor	Accountancy	02	Nil
Mr.Minz Khoja	B.Com M.Com	Assistant Professor	Accountancy	04	Nil

11. List of senior visiting faculty:

Name	Qualification	Designation	Specialization	No. of Years experience	No. of Ph.D students guided for last 4 years
Ms. Dimple Kakkar	B.A. M.A. B.Ed	Asst. Prof.	English	03	Nil
Ms. Aksha Memon	B.Com M.Com-I M.Com -II NET	Asst. Prof.	Accountancy	02	Nil
Mr. Faisal Tanwar	BMS M.B.A./ MMS (Marketing )	Asst. Prof.	Management	04	Nil
Mr. Premchand Yadav	M.Sc. B. Ed	Asst. Prof.	Statistic	05	Nil

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty): **10%**
13. Student -Teacher Ratio (programme wise): **43:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: **05**

Sr. No.	Name	Designation
1.	Ms.Neeta Wadhwani	Head Clerk
2.	Mr.Prashant Walavalkar	Accountant
3.	Mrs.Priti Maslee	Junior Clerk
4.	Mr.Nilesh Wadekar	Junior Clerk
5.	Mrs.Shalaka Naik	Junior Clerk

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name of faculty	Post. Graduation	M. Phil	Ph.D
Mr. VijaykumarMakwana	√	√	-
MrShahid Ansari	√	-	-
Mr. Minaz Khoja	√	-	-

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**
18. Research Centre/facility recognized by the University: **None**
19. Publications:
- d) Publication per faculty: **None**
20. Areas of consultancy and income generated: **None**
21. Faculty as members in:
- a) National committees : **None**  
 b) International Committees: **None**  
 c) Editorial Board : **None**
22. Student projects:
- a. Percentage of students who have done in-house projects including inter departmental /programme: **None**
- b. Percentage of students placed for projects in organizations outside the institution. i.e in Research laboratories/Industry/ other agencies: **None**
23. Awards/Recognitions received by faculty and students:

<b>Year</b>	<b>Sr.No.</b>	<b>Name of Faculty</b>	<b>Achievements</b>	<b>Awards/ Recognitions</b>
2012 – 13	1.	Prof. Vijay Jadhav	For Achieving <u>95%</u> Results In Financial Accounting & Auditing – II T.Y.B.Com. Examination – March' 2012	Late Smt. Clara Kaul Memorial Award
	2.	Prof. Mrs, Chani Khedwal (Coordinator)	For Achieving <u>92%</u> Results In Computer System & Application T.Y.B.Com. Examination – March' 2012	Late Smt. Clara Kaul Memorial Award
	3.	Prof. Vijaykumar Makwana	For Achieving <u>95%</u> Results In Financial	Late Smt. Clara Kaul Memorial

		Co-ordinator	Accounting-V T.Y.B.A.F. Examination – March' 2013	Award
2013- 14	1.	Prof. Vijaykumar Makwana Co-ordinator	For Achieving <u>100%</u> Results In Cost Accounting -III T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	2.	Prof. Vijaykumar Makwana Co-ordinator	FOR Achieving <u>97.36%</u> Result In Auditing T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	3.	Prof. Minaz Khoja	For Achieving <u>97.37%</u> Results In Taxation –III T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	4.	Prof. Minaz Khoja	For Achieving <u>100%</u> Results In Taxation -IV T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	5	Mr. Faisal Tanwar	For Achieving <u>100%</u> Results In Principles Of Management And Application T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	6	Mr. Surinder Rana	For Achieving <u>97.37%</u> Results In Economics T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award
	7	Mr. Naresh Dhanawade	For Achieving <u>92.10%</u> Results In Financial Accounting – VII T.Y.B.A.F. Examination – March' 2013	Late Smt. Clara Kaul Memorial Award

2014-15	1.	Prof. Minaz Khoja	For Achieving <u>98.75%</u> Results In Direct & Indirect Taxes_T.Y.B.COM. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	2.	Prof. Minaz Khoja	For Achieving <u>96.50%</u> Results In Investment Analysis& Portfolio Management_Sem – VI T.Y.B.M.S Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	3.	Prof. Vijaykumar Makwana Co-ordinator	For Achieving <u>95%</u> Results In Financial Accounting-V Sem – V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
	4.	Prof. Vijaykumar Makwana Co-ordinator	For Achieving <u>100%</u> Results In Cost Accounting - III Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara kaul Memorial Award
	5.	Prof. Vijaykumar Makwana Co-ordinator	For Achieving <u>95%</u> Results In Cost Accounting – IV Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara kaul Memorial Award
	6.	Prof. Vijaykumar Makwana Co-ordinator	For Achieving <u>100%</u> Results In Financial Accounting – VII Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara kaul Memorial Award
	7.	Prof. Shahid Ansari	For Achieving <u>100%</u> Results In Auditing – III Sem - VI	Late Smt. Clara Kaul Memorial Award

			T.Y.B.A.F. Examination – March' 2014	
8.	Prof. Shahid Ansari		For Achieving <u>100%</u> Results In Taxation –IV Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
9.	Ms. Aksha Memon		For Achieving <u>100%</u> Results In Financial Accounting – IV Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
10.	Ms. Aksha Memon		For Achieving <u>100%</u> <b>Results</b> <b>In Taxation –III</b> Sem - V T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
11.	Mr. Surinder Rana		For Achieving <u>100%</u> <b>Results</b> <b>In Economics – III</b> <b>Sem - V</b> T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award
12.	MR. FAISAL TANWAR		For Achieving <u>100%</u> Results In Principles Of Management Sem - VI T.Y.B.A.F. Examination – March' 2014	Late Smt. Clara Kaul Memorial Award

**Awards/Recognition received by students in Cultural activities**

<b>Sr. No.</b>	<b>Name of Students</b>	<b>Achievement</b>	<b>Awards/Recognition s</b>
1	Mr.Haldankar Ninad	Student of F.Y. BAF has achieved second rank in “Youth Fest “for on the	Awards received during the academic year 2013-14 from

		spot painting competition.	University of Mumbai.
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**Students Awards/Recognition:**

The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University Examinations:

Year	Sr. No	Name of students	Academic Achievements	Awards/ Recognition
2013-14	1.	Mr. Maredia Azim	For Securing 1 <sup>st</sup> rank and 88.67% in T.Y.B.A.F. EXAMINATION- 2013.	Late Smt.Clara Kaul Memorial Award
2014-15	1.	Mr. Reddy Vilas	For Securing 1 <sup>st</sup> rank and securing 7.00 GPA In SEM – V T.Y.B.A.F. EXAMINATION- 2014.	Late Smt. Clara Kaul Memorial Award
	2.	Mr. Reddy Vilas	For Securing 1 <sup>st</sup> rank and securing 6.69 GPA In SEM – VI T.Y.B.A.F. EXAMINATION- 2014.	Late Smt. Clara Kaul Memorial Award

24. List of eminent academicians and scientists/visitors to the department:

Sr No.	Date	Name of Resource persons	Title of activities	Number of beneficiaries
1	30/09/2014	Ms. Nadia Motani	Role of capital and money market in India	21 students of T.Y.BAF
2	August 2014	Mr.Sharif Bapu	Self defense for Girls	40 Students

25. Seminars/Conferences/Workshops organized & the source of funding: **All these programs were organised and funded by the Management.**

Date	Title of activity	Name of Resource person

27 <sup>th</sup> July,2013	Extempore – Topic- Money the biggest motivation for people at work place	In House competition
November 2014	Research Methods	Dr. Gopal Kalkoti
November 2014	Effective PPT presentation	Mr.Foram Metha
28 <sup>th</sup> February 2015	Symposium on Emotional Intelligence and teaching – learning process	Dr. Vipul Vyas
22 <sup>nd</sup> January 2015	Financial literacy	Mr. Mohammed Hassan Ali
18/02/2015 & 20/02'2015	TallyERP 9 Computerized Accounting	Ms. Hetal Gala and Mr. Dharmarj Maingade

## 26. Student profile programme/course wise:

Name of the Course/ Programme	YEAR	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
F.Y.BAF	2011-12	26	22	15	07	95.45
	2012-13	35	33	23	10	91.67
	2013-14	51	45	32	13	100
S.Y.BAF	2011-12	42	42	23	19	80.59
	2012-13	22	22	14	08	95.45
	2013-14	27	27	20	07	96.29
T.Y.BAF	2012-13	39	39	21	18	92.11
	2013-14	20	20	15	05	85

\*M = Male \*F = Female

## 27. Diversity of Students

<b>Name of the Course</b>	<b>% of students from the same state</b>	<b>% of students from other States</b>	<b>% of students from abroad</b>
BAF (A.Y.2011-12)	95.46%	4.54%	NIL
BAF (A.Y.2012-13)	100%	NIL	NIL
BAF (A.Y.2013-14)	97.78%	2.22%	NIL
BAF (A.Y.2014-15)	100%	NIL	NIL

28. How many students have cleared National and state competitive examination such as NET,/GATE/CIVIL ,/defense services, etc.: None

29. Student progression:

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	44%
PG to M.Phil.	Not Available
PG to Ph.D.	Not Available
Ph.D. to Post-Doctoral	Not Available
<b>Employed</b>	
-Campus selection	Nil
-Other than campus recruitment	40%
Entrepreneurship/Self-employment	5%

30. Details of Infrastructural facilities

a) Library:

i) Text Books:	2,787 Nos.
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ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

**BAF Department**No. of Titles of Books: **94**No. of Journals / Periodical subscribed: - **6**

Library holding	Academic Year 2010-2011		Academic Year 2011-2012		Academic Year 2012-2013		Academic Year 2013-2014		Academic Year 2014-2015	
	No.	Total cost								
Text Books	80	10,625/-	213	25,095/-	94	13,055/-	93	13,980/-	178	24,965/-
Ref. Book	323	Donated	9	Donated	118	Donated	14	Donated	45	Donated
									44	17,840/-
Jour./ Peri.	1	435/-	3	1,310/-	3	1,330/-	2	1,160/-	4	5,500/-

b) Internet facilities for Staff & Students: College has a Computer Lab with Internet facility in it.

Particulars	No of Computers	Internet facility available in
I) Computer Lab	35 computers	35 For All computers (Wi-Fi Facility)
II) Library	1 computer	1 Internet enabled
III) Projector Classrooms	3 computers	2 Internet enabled
IV) Administrative office	3 computers	3 computer Internet enabled

- a) Class rooms with ICT facility: Three Classrooms well equipped with Projector.
  - b) Laboratories: We have a computer lab.
31. Number of students receiving financial assistance from college, University, government or other agencies:
3. 1% from College Management.
  4. 10 % from other agencies.

32. Details on student enrichment programmes (special lectures /workshops/seminar) with external experts:

Sr No.	Date	Title of activities	Name of recourse persons	Number of beneficiaries
1	30/09/2014	Role of capital and money market in India	Ms. Nadia Motani	21 students of T.Y.BAF
2	August 2014	Self defense for Girls	Mr.Sharif Bapu	40 Students
3	18/02/2015 & 20/02/2015	Tally ERP 9 Computerized Accounting	Ms. Hetal Gala and Mr. Dharmarj Maingade	106 of BAF students
4	22/01/2015.	Financial Literacy	Mr.Mohammed Hasan Ali	60 of BAF students

2. Industrial visits are organized every year to enhance the knowledge of the student to make them understand the practical implication of their respective subjects.

Sr. No.	Month/year	Place	Industries visited	Number of beneficiaries
1.	17 <sup>th</sup> & 18 <sup>th</sup> December,2010	Nasik in Maharashtra	Asian Electronics Ltd. & VIP baggage industry	50 students.
2.	10 <sup>th</sup> & 11 <sup>th</sup> January 2012	Silvassa in Gujarat.	Parle Biscuit Factory & Akaar pharma packaging co.	74 students
3.	8 <sup>th</sup> December,2012	Mumbai in Maharashtra.	Reserve Bank of India and Life Insurance Company.	50 students
4.	23 <sup>rd</sup> December,2013	Mumbai in Maharashtra	BSE Training Institute in Bombay Stock Exchange	50 students
5	24 <sup>th</sup> February,2015	Lonavala in	1.Maganala	92 Students

		Maharashtra	Chikkiwala 2.Monex Lubricants Co. 3.Cooger Paints	
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33. Teaching methods adopted to improve student learning: The chalk and talk method is commonly used by all the teaching faculties. In addition, faculties use:

8. Group Discussion Method
9. Blended Lecture Method
10. Language Improvement Lecture
11. Remedial Teaching Session
12. QUIZ games etc
13. Case study
14. Tutorial/Assignment

34. Participation Institutional Social Responsibility (ISR) and Extension activities:

Sr. No.	Title of activity	Month /year	Number of beneficiary
1.	Working in coordination with NGO'S.	2011-12 2012-13 2013-14 2014-15	210 250 320 350
2.	Student work with NSS unit.	2011-12 2012-13 2013-14 2014-15	250 280 330 380
3.	Street Children' Education.	2014-15	45
4.	Communal Harmony programmes.	2011-12 2014-15	800 900
5.	Swachh Bharat Abhiyan	2014-15	1200
6.	Free Medical camps.	2011-12 2012-13 2013-14	1,100 1,150 1,200
7	Blood donation camp	2011-12	100

		2012-13	102
		2013-14	105
		2014-15	45

The institution works in association with various Non- government organizations to achieve its objectives of Communal Harmony among the local residents, providing affordable quality education to the socially and economically backward class to improve hygiene and health conditions of local residents.

### 35. SWOC analysis of the department and Future plans:

#### **Strength:**

1. The college has good infrastructure consisting of spacious classrooms, audio-visual system and Over Head Projectors (OHP).
2. The college has various facilities like Gymnasium, Library, Canteen, Audio Visual rooms.
3. The college arranges transport facilities for students for participation in Outdoor activities.
4. The College is situated in Versova to serve the educational needs of the various communities living in Versova and Madh village.
5. The college offers financial assistance and fee concessions to the needy students.

#### **Weaknesses:**

1. Location of the college is far away from Andheri Railway station which takes too much time to reach the college.
2. Average students take admission to the BAF course along with few brilliant students.

#### **Opportunities:**

1. The College has already purchased a plot of land in the vicinity where a multi storeyed building is proposed to be built in the near future.
2. The college is planning to provide e-learning facility in library for students.
3. The class rooms can be up graded with ICT facilities.
4. The present library can be equipped with more space and more reference books and text books.
5. The college can easily raise funds as and when necessary through its social network.
6. There is a good support from the students for participating in various co-curricular and extracurricular activities.

7. The college has scope to recruit more qualified staff for teaching.

**Constraints:**

1. The college has competition with various well known colleges situated in the vicinity.
2. Being an unaided college the rate of job turnout among faculty members is high.

**Future Plan:**

1. The college is planning to apply for one more division of BAF due to increasing demand for the course.
2. The college proposes to start post-graduation programmes, diploma and certificate courses.

## **Evaluative Report of the Department of MASS MEDIA**

1. Name of the department : **Mass Media**
2. Year of Establishment : **JUNE 2007**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters Integrated Ph.D. etc.) : **Under Graduate Programme Bachelor of Mass Media (B.M.M.)**

Bachelor of Mass Media (B.M.M.)				
		<b>SEM-I</b>		<b>SEM-II</b>
<b>1<sup>st</sup></b>	1.1	Effective Communication Skills	2.1	Effective Communication Skills-II
	1.2		2.2	Political Concepts & Indian Political System
	1.3	Fundamentals of Mass Communication	2.3	Principles of Management & Marketing
	1.4		2.4	Introduction to Psychology
	1.5	Introduction to Computers	2.5	Translation Skills
	1.6	Introduction to 20th Century World History	2.6	Introduction to World Literature
	1.7	Introduction to Sociology Economics		
		<b>SEM-III</b>		<b>SEM-IV</b>
<b>2<sup>n</sup> <sup>d</sup></b>	3.1	Introduction to Creative Writing	4.1	Introduction to Advertising
	3.2		4.2	Introduction to Journalism
	3.3	Introduction to Cultural Studies	4.3	Print Production and Photography
	3.4		4.4	Radio and Television
	3.5	Introduction to Public Relations	4.5	Mass Media Research
	3.6	Introduction to Media Studies	4.6	Organizational Behaviour
		Understanding Cinema Advanced Computers		
		<b>SEM-V</b>		<b>SEM-VI</b>
<b>3<sup>r</sup> <sup>d</sup></b>	5.1	Advertising in Contemporary Society	6.1	Advertising and Marketing Research
	5.2		6.2	Lagal Environment and Advertising Ethics
	5.3	Copywriting	6.3	Financial Management for Marketing and Advertising
	5.4	Advertising Design	6.4	Agency Management
	5.5	Consumer Behaviour	6.5	The Principles and Practice of Direct Marketing
	5.6	Media Planning and Buying	6.6	Contemporary Issues
		Brand Building	6.7	

4. Names of Interdisciplinary courses and the departments / units involved:

**List of interdisciplinary Programmes:**

Sr. No	Name of Departments	Specialization
1	Bachelor of Management Studies (BMS)	Marketing
2	Bachelor of Accounting and Finance (BAF)	Accounts and Finance
3	Bachelor of Commerce (B.Com)	Commerce

**List of Interdisciplinary courses is :**

Sr. No	Courses
i)	Foundation Course
ii)	Law
iii)	Taxation
iv)	Accounting
v)	EVS
vi)	Commerce
vii)	Economics
viii)	Financial Accounting
ix)	Information Technology
x)	Marketing
xi)	Management
xii)	Research
xiii)	Human Resource Management

5. Annual/ semester/choice based credit system (Programme wise) : **Credit Based Semester and Grading System (CBSGS)**

**A) Credit Based Semester and Grading System (CBSGS) 60-40.**

**a) Internal Assessment–40%**

**40 Marks**

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation	05 Marks

	and exhibit of leadership qualities in organizing related academic actives	
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**b) Semester End Examination --- 60%****60 Marks**

- 1) Duration – These examinations shall be of 2 Hours duration.
- 2) Question Paper Pattern:-
  - i. There shall be four questions each of 15 marks.
  - ii. All questions shall be compulsory with internal choice within the questions.
  - iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

**B) Credit Based Semester and Grading System (CBSGS)75-25.W.E.F****A.Y.2014-15 onward.****a) Internal Assessment–25%****25Marks**

Sr. No.	Particulars	Marks
1	One periodical class test*	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related	05 Marks

**b) Semester End Examinations – 75%****75 Marks**

- i) Duration–These examinations shall be of 2.5 Hours duration
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
  - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**6. Participation of the department in the courses offered by other departments:**

The following teachers are full time Assistant Professors in the BMM department. They also are involved in teaching various programmes in the BMS & BAF department.

**BMM Department**

Sr.No.	Name of Faculty	Courses
1.	<b>Mrs.Seema Petkar (Co-Ordinator)</b>	<ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• Brand Building</li> <li>• World History</li> </ul>

2.	<b>Mrs.Dimple Kakkar</b>	<ul style="list-style-type: none"> <li>• Contemporary Issues</li> <li>• Cultural Studies</li> <li>• Media Studies</li> <li>• Sociology</li> <li>• Intro.to World Literature</li> <li>• Intro.to Journalism</li> <li>• Effective Communication Skills</li> </ul>
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**List of faculty teaching in other departments:**

Sr. No.	Name of Faculty	Department	Courses
1	Dr.Seema Petkar	BMS	<ul style="list-style-type: none"> <li>• Service Sector Mgmt.</li> <li>• Business Ethics</li> <li>• IMTP</li> <li>• Entrepreneurship of Small and Medium Enterprises</li> <li>• Co-operative and Rural Markets</li> </ul>
2	Mrs.Dimple Kakkar	BMS	<ul style="list-style-type: none"> <li>• Foundation of Human Skills</li> <li>• Environmental Management</li> </ul>
		BAF	<ul style="list-style-type: none"> <li>• Business Communication</li> <li>• Principles of Mgmt.</li> </ul>

7. Courses in collaboration with other universities, industries, foreign institutions etc : **None**

8. Details of courses/programmes discontinued (if any) with reasons : **None**

9. Number of teaching posts:

Designation	Sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years	No. of Ph.D.

				of Experience	Students guided for the last 4 years
Dr.Seema Petkar	B.Com M.Com B.Ed M.Phil P.hD	Asst. Prof.	Commerce and Management	8	Nil
Mrs. Dimple Kakkar	B.A. M.A.(English) B.Ed	Asst. Prof.	English	3	Nil

## 11. List of senior visiting faculty:

Name	Qualification	Designation	Specialisation	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Miss.Rubina Ahmad	B.A. M.A.	Asst. Prof.	Advertising Design	08	Nil
Mr. Chetan Mathur	B.A. M.A.	Asst. Prof.	Photography	10	Nil
Miss. Diana Rayen	B.Com. M.Com. B.Ed	Asst. Prof.	Advertising	10	Nil
Mrs.Rita Singh	B. Sc. M. Sc. M. Phil. B. Ed.	Asst. Prof. Vice-Principal	Chemistry	08	Nil
Mr. Faisal Tanwar	BMS M.B.A./ MMS (Marketin ng	Asst. Prof.	Management	04	Nil

12. Percentage of lectures delivered and practical classes handled (programme wise by temporary faculty: **20%**

13. Student -Teacher Ratio (programme wise): **25:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-**05**

Sr. No.	Name	Designation
1.	Ms.Neeta Wadhwani	Head Clerk
2.	Mr.Prashant Walavalkar	Accountant
3.	Mrs.Priti Maslee	Junior Clerk
4.	Mr.Nilesh Wadekar	Junior Clerk
5.	Mrs.Shalaka Naik	Junior Clerk

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

Name of Faculty	Post Graduation	M.Phil	P.hD
Dr. Seema Petkar	√	√	√
Mrs. Dimple Kakkar	√		

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: **None**

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: **None**

18. Research Centre /facility recognized by the University: **None**

19. Publications:

Name of the faculty	Topic of the papers	Name of the Journal	Year of Publication
Dr.Seema Petkar	Mergers & Acquisitions by Indian Companies in India. Mergers & Acquisitions in the Indian banking sectors.	Global Research Journal	2013-2014

20. Areas of consultancy and income generated: None

21. a) National Committees

Name of the Faculty	Name of the Committee	Registration No.	Date and Year
Dr.Seema Petkar	All India Commerce Association	251	2011

b) International Committees: None

c) Faculty as members of the college Editorial Board

Sr. No.	Name of the Members
1.	Dr. Seema Petkar

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental / programme :

Year	Class	Percentage
2011-12	T.Y.BMM	100%
2012-13	T.Y.BMM	100%
2013-14	T.Y.BMM	100%
2014-15	T.Y.BMM	100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories / Industry / other agencies: **25%**

23. Awards / Recognitions received by faculty and students:

**a) Faculty Awards/Recognition by faculty:**

The following awards have been constituted to motivate, recognize and appreciate the faculty for their efforts to attain the best results at the University Examinations.

Year	Name of faculty	Achievements	Awards/ Recognitions
2014-15	Dr.Seema Petkar (Co-ordinator)	FOR ACHIEVING 94.44 % RESULTS IN CONSUMER BEHAVIOUR T.Y.BMM EXAMINATION MARCH' 2014	LATE SMT. CLARA KAUL MEMORIAL AWARD
2013-14	Prof. Avadhesh Yadav	FOR ACHIEVING 100% RESULTS IN MEDIA PLANNING & BUYING COPYWRITING FINANCIAL MANAGEMENT T.Y.BMM EXAMINATION MARCH' 2013	LATE SMT. CLARA KAUL MEMORIAL AWARD
	Prof.Faisal Tanwar	FOR ACHIEVING <u>100%RESULTS</u> IN Principal & Practices of Direct Marketing SEM - VI T.Y.BMM EXAMINATION	LATE SMT. CLARAKAUL MEMORIAL AWARD

	Prof.Faisal Tanwar	MARCH' 2013 FOR ACHIEVING <b><u>100%RESULTS</u></b> <b>IN Advertising and Market Research SEM - VI</b> <b>T.Y.BMM EXAMINATION – MARCH' 2013</b>	<b>LATE SMT. CLARAKAU L MEMORIAL AWARD</b>
2011-12	Prof. Chetan Mathur	FOR ACHIEVING 100% RESULTS <b>IN CONTEMPORARY ISSUES</b> <b>T.Y.BMM EXAMINATION MARCH' 2011</b>	<b>LATE SMT. CLARA KAUL MEMORIAL AWARD</b>

**b. Students Awards/Recognition:**

- a) The following awards have been constituted to recognize and appreciate the learner for their efforts to attain the best results at the University

Year	Name of Student s	Achievements	Awards/ Recognitions
2012-13	Ms.Shai kh Sana	FOR SECURING 70.00 % MARKS in <b>T.Y.BMM EXAMINATION-2011-12.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD
2013-14	Mr. Bakshi Abhishek	FOR SECURING 70.00 % MARKS in <b>SEM - VI</b> <b>T.Y.BMM EXAMINATION-2012-13.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD ANNUAL DAY
2014-15	Ms.Raj Neelima	FOR SECURING 69.50 % <b>SEM - VI</b> <b>T.Y.BMM EXAMINATION-2013-14.</b>	LATE SMT. CLARA KAUL MEMORIAL AWARD ANNUAL DAY

**b).Cultural Awards/Recognition:**

Sr.No.	Name of students	Achievement	Awards / Recognitions
2.	Mr. Phophale Siddesh	Student of S.Y.BMM has achieved second rank in "Youth Fest "for on the spot Photography competition organized by Mumbai University	Awards received during the academic year 2013-14 from University of Mumbai.

24. List of eminent academicians and scientists / visitors to the department:

Sr. No.	Month /Year	Title of Activities	Name of Resource Persons	Number of Beneficiaries
1	March, 2012	Brand Building	Prof.Anita Mandrekar	18
2	March, 2013	Brand Building Consumer Behavior	Prof.Anita Mandrekar	18
3	March, 2013	Copy Writing	Prof.Hanif Lakdawala	18
4	July, 2014	Journalism	Mrs. Carol Andrade	40
5	August, 2014	Self Defense	Mr.Sabir Bapu	25
6	November, 2014	PPT Presentation	Mr.Forum Mehta	10

25. Seminars / Conferences / Workshops organized & the source of funding: **All these programs are organised and funded by the Management.**

Date	Name of Resource persons	Title of activities
November 2014	Dr. Gopal Kalkoti	Research Methodology
November 2014	Mr.Foram Metha	Effective PPT presentation
July 2014	Mrs.Coral Andrade	Introduction to Media
22 <sup>nd</sup> January 2015	Mr. Mohammed Hassan Ali	Financial literacy
20 <sup>th</sup> December 2014	Mrs. Chani Khedwal	Computer Training Programme
28 <sup>th</sup> February 2015	Dr.Vipual Vyas	Symposium on Emotional Intelligence and teaching –learning process

26. Student profile programme / course wise:

\*M = Male \*F = Female

Name of the	Year	Applications	Enrolled

Course/ programme		received	Selected	*M	*F	Pass Percentag
F.Y.BMM	2011-12	25	23	15	8	91.3%
	2012-13	26	25	15	10	84.00%
	2013-14	19	16	10	6	100%
S.Y.BMM	2011-12	23	21	18	3	100%
	2012-13	21	21	14	7	85.7%
	2013-14	19	19	12	7	94.7%
T.Y.BMM	2011-12	24	24	13	11	90.9%
	2012-13	18	18	16	2	100%
	2013-14	20	18	11	7	61.1%

## 27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BMM (A.Y.2011-12)	87%	13%	----
BMM (A.Y.2012-13)	100%	----	----
BMM (A.Y.2013-14)	69%	31%	----
BMM (A.Y.2014-15)	95%	5%	----

28. How many students have cleared national and state competitive examination such as NET, SLET, GATE, Civil Services, Defense Services etc.: **Details are Not Available**

## 29. Student progression:

Student progression	Against % enrolled
UG to PG	2012-13 (20%) 2013-14 (18%)
PG to M.Phil.	N/A
PG to Ph.D.	N/A
Ph.D. to Post-Doctoral	N/A

<b>Employed</b> - Campus selection - Other than campus recruitment	---
Entrepreneurship/Self-employment	N/A

## 30. Details of Infrastructural facilities

## k) Library

i) Text Books:	2,787 Nos.
ii) Reference Books:	761 Nos.
iii) Magazines:	06 Nos.

**BMM Department**

Library holding	Academic Year 2010-2011		Academic Year 2011-2012		Academic Year 2012-2013		Academic Year 2013-2014		Academic Year 2014-2015	
	No	Total cost	No.	Total cost						
Text Books	40	5125/-	103	7095/-	64	13,055/-	73	13,980/-	178	22,965/-
Reference Book	32	Donated	9	Donate d	11	Donated	14	Donate d	45	Donated
	3		8		18		44		44	17,840/-
Journals/periodical	1	435/-	3	1,310/-	3	1,330/-	2	1,160/-	4	5,500/-

- I) Internet facilities for Staff & Students : College has a Computer Lab with Internet facility in it

Particulars	No of Computers	Internet facility available
I) Computer Lab	35 computers	All computers (Wi-Fi Facility)
II) Library	1 computer	1 Internet enabled
III) Projector Classrooms	3 computers	3 Internet enabled
IV) Administrative office	3 computers	3 computer Internet enabled
V) Audio Visual Classroom	1 computer	1 Internet enabled

- m) CT facility : Three Classrooms well equipped with Projector  
n) Laboratories :We have a Computer Laboratory

31. Number of students receiving financial assistance from college, University, government or other agencies:

- 5. 2% from College Management
- 6. 2% from other agencies

32. Details on student enrichment programmes (special lectures / workshops/seminar) with external experts:

Following are the special lectures seminars /workshop organized for students enrichment

Sr. No.	Month /Year	Name of Resource Persons	Title of Activities	Number of Beneficiaries
1	March, 2012	Prof.Anita Mandrekar	Brand Building	18
2	March, 2013	Prof.Anita Mandrekar	Consumer Behaviour	18
3	January, 2013	Prof.Avadhesh Yadav	Ad-Design Project Presentation	22
4	March, 2013	Prof.Hanif Lakdawala	Copy Writing	18
5	July, 2014	Mrs.Carol Andrade	Intro.to Journalism	40
6	August, 2014	Mr.Sharif Bapu	Self Defense	25
7	November, 2014	Mr.Forum Mehta	Effective PPT Presentation	10
8	January, 2015	Financial Literacy	Mr.Mohd.Hasan Ali	25

3. Industrial visits are organized every year to enhance the knowledge of the students to Make them understand the practical implications of their respective subjects.

Sr. No.	Month / Year	Place	Industries Visited	No.of Beneficiary
1	January, 2012	Silvassa, Gujarat	Aakar Institute	53
2	January, 2013	Pune	Film Institute	50
3	January, 2014	Silvassa, Gujarat	Film Archives	50
4	February, 2015	Pune	Film Archives and Kesari Newspaper	38

33. Teaching methods adopted to improve student learning : The chalk and talk

method is commonly used by all the teaching faculties. In addition, faculties use:

15. Group Discussion Method
16. Case Study Method
17. Blended Lecture Method
18. Remedial Teaching Session
19. Language Improvement Lecture
20. Quiz Games etc
21. Tutorial/Assignments

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Sr No.	Title of activities	Year	Number of beneficiaries
1.	Working in coordination with NGO'S.	2011-12 2012-13 2013-14 2014-15	210 250 320 350
2.	Student work with NSS unit.	2011-12 2012-13 2013-14 2014-15	250 280 330 380
3.	Street Children' Education.	2014-15	45
4.	Communal Harmony Programmes.	2011-12 2014-15	800 900
5.	Swachh Bharat Abhiyan	2014-15	1200
6.	Free Medical Camps.	2011-12 2012-13 2013-14	1,100 1,150 1,200
7.	Blood Donation Camp	2011-12 2012-13 2013-14 2014-15	100 102 105 45

The institution works in association with various Non-government organizations to achieve its objectives of Communal Harmony among the local residents, providing affordable quality education to the socially and economically backward class to improve hygiene and health conditions of local residents.

35. SWOC analysis of the department and Future plans:

**Strength:**

8. Good infrastructure and facilities.
9. Experienced and qualified faculty.
10. Free medical camp ever year.
11. Concession to the needy students.
12. Big play ground for sports & activities.
13. CCTV'S installed in the college premises.
14. Rewards & awards for students and teachers.

**Weaknesses:**

4. Low rate of students' enrolment in BMM due to financial constraints.
5. College is far away from railway station.

**Opportunities:**

5. Increasing demand and employment opportunities in the field of Mass Media.
6. Up gradation of ICT.
7. Up gradation of library.
8. Introduction of PG courses in Mass Media
9. Involvement of staff in research activity.

**Constraints:**

1. Students belonging to first generation learners.

**Future Plan:**

1. To introduce specialization in the subject of journalism.

**University of Mumbai**



AFFILIATION SECTION  
No. Aff.II/ICD/2014-15/ 4101  
7<sup>th</sup> March, 2015

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the Children Welfare Centre Clara's Commerce College, 2<sup>nd</sup> Buddha Lane, Yari Road, Versova, Mumbai-400 061, is an affiliated College to the University of Mumbai and the following courses are conducted in the said College.

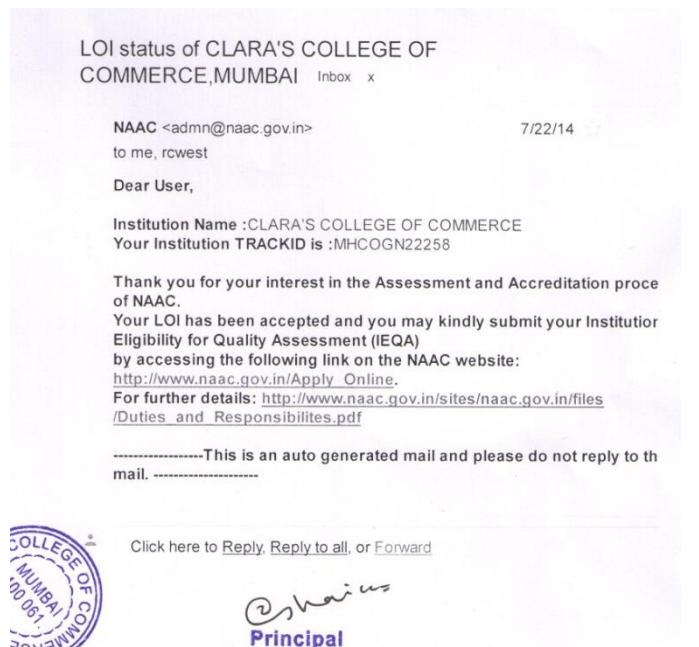
Sr. No	Course	Affiliation (permanent/ Temporary)	Period of Validity for the years (s)
1.	B.Com	Temporary	From 1997-1998 to 2014-2015
2.	B.M.S.	Temporary	From 2008-2009 to 2014-2015
3.	B.M.M.	Temporary	From 2008-2009 to 2014-2015
4.	B.Com.(A & F)	Temporary	From 2010- 2011 to 2014-2015

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.

Dr. Rajpal Hande  
 Director  
 Board of College and University Development

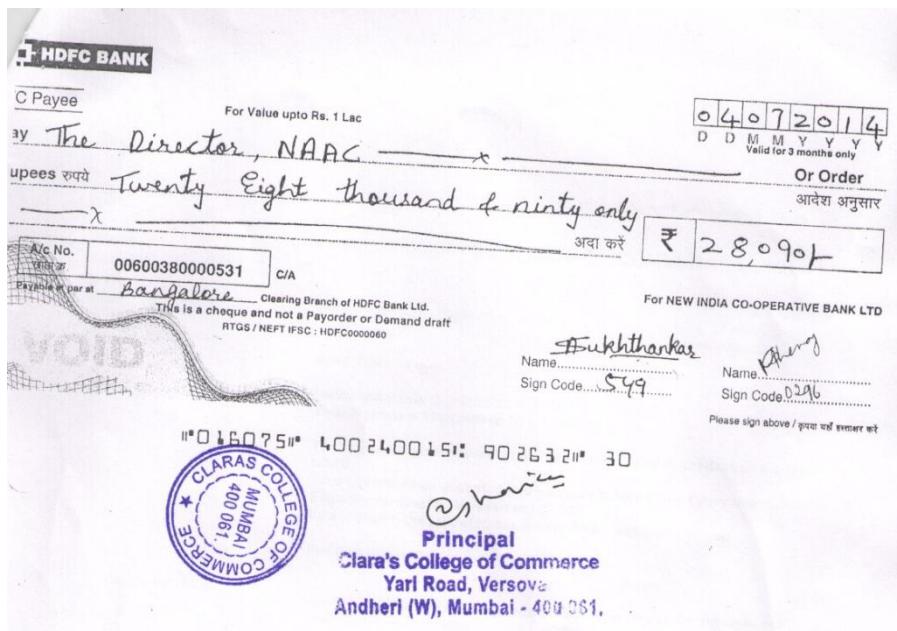
**Annexure – I**

**Approval of Courses of Affiliating University**



### Annexure – II (a)

#### Statement of LOI

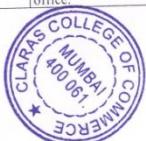


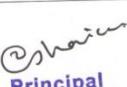
### Annexure – II (b)

#### Payment cheque to NAAC

### IEQA EVALUATION RESULT

DETAILS	RESULT
Track ID	MHCOGN22258
Name Of the College	CLARA'S COLLEGE OF COMMERCE
Address	YARI ROAD ,VERSOVA ANDHERI(WEST)
E-Mail	clarascollegeofcommerce9@gmail.com
IEQA Submission Date	21/10/2014
IEQA Closing Date	21/10/2014
IEQA Evaluation Status	<p>Congratulations ! You have earned IEQA status . Institution should submit SSR/SAR (5 hard copies and 1 soft copy ) within 6 months from the date of obtaining IEQA Status. One month before submission of hardcopy , softcopy of SSR/SAR to be uploaded on institutional website with intimation to NAAC. Please refer NAAC website (<a href="http://www.naac.gov.in">www.naac.gov.in</a>) for guidelines regarding submission of SSR/SAR, fee and other documents at the time of submission of SSR/SAR. Please contact your regional co-ordinator in case of any issues/clarifications.</p> <p>Kindly note: SSR/SAR should be submitted by post/courier only. SSR/SAR will not be accepted by hand in NAAC office.</p>



  
**Principal**  
 Clara's College of Commerce  
 Yari Road, Versova,  
 Andheri (W), Mumbai - 400 061.

### Annexure – III (a) IEQA Evaluation Result

Track ID-MHCOGN22258

College Name-CLARA'S  
COLLEGE OF COMMERCE

Page 1 of 3

IEQA SUBMISSION DATE-21/10/2014

**INSTITUTIONAL ELIGIBILITY FOR QUALITY ASSESSMENT(IEQA)  
QUESTIONNAIRE**

<b>1 COLLEGE DETAILS</b>			
Name of the college	CLARA'S COLLEGE OF COMMERCE	Year of establishment	1999
Location of the college	URBAN		
<b>2 ADDRESS</b>			
Address	YARI ROAD ,VERSOVA ANDHERI(WEST)	City	Mumbai
State	Maharashtra	Pin Code	400061
Website	www.childrenswelfare.in	E-Mail	clarascollegeofcommerce9@gmail.com
Phone STD Code	022	Phone No	26365385
Fax STD Code	022	Fax	26365385
<b>3 HEAD OF THE INSTITUTION</b>			
Name	Dr. MRS.ZAHIDA SHAIKH	Designation	PRINCIPAL
Status of appointment	PERMANENT		
<b>4 CONTACT DETAILS OF HEAD OF THE INSTITUTION</b>			
Phone std code	022	Phone number	29208892
Fax std code	022	Fax	26365385
Mobile	+919821565746	E-Mail	zahidashaikh66@gmail.com
<b>5 DOES THE COLLEGE FUNCTION FROM</b>			
<b>a. MAIN CAMPUS</b>			
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.	
OWN BUILDINGS	1.0	2968.8	
RENTED BUILDINGS	0.0	0.0	
<b>b. SATELLITE CAMPUS</b>			
	AREA OF THE CAMPUS IN ACRES	TOTAL BUILT UP AREA IN sq.m.	
OWN BUILDINGS	0.0	0.0	
RENTED BUILDINGS	0.0	0.0	
<b>6 NAME OF THE UNIVERSITIES TO WHICH THE COLLEGE IS AFFILIATED OR CONSTITUENT</b>			
University1 Nature of relationship with the university	University of Mumbai, Mumbai AFFILIATED	Other If affiliated, status of affiliation	TEMPORARY
University2 Nature of relationship with the university		Other If affiliated, status of affiliation	
University3 Nature of relationship with the university		Other If affiliated, status of affiliation	
<b>7 STATUTORY PROFESSIONAL REGULATORY COUNCIL(S)</b>			
Does the college offer any programme recognized by any Statutory Professional Regulatory Council(s)?	no		
Programmes offered	Name of the Regulatory Council(s)		
<b>8 COLLEGE FUNCTIONING</b>			
Type of college	CO-EDUCATION	Time of functioning	DAY COLLEGE
Nature of funding	SELF-FINANCING	Management	MINORITY
<b>9 MANAGEMENT/TRUST DETAILS</b>			
Name of the Management	CHILDREN WELFARE CENTRE	Recognition under Ugc Act.1956	NEITHER 2f NOR 12B



*Principal*  
 Clara's College of Commerce  
 Yari Road, Versova,  
 Andheri (W), Mumbai - 400 061.

**Annexure – III(b) – Statement of IEQA**

Track ID-MHCOGN22258		College Name-CLARA'S COLLEGE OF COMMERCE		Page 2 of 3	
<b>10 MANAGEMENT/TRUST OF THE COLLEGE IS REGISTERED UNDER</b>					
Society's registration Act of 1960	yes	Relevant Act of the respective state	Govt.	yes	
Any other(please specify)					
<b>11 NUMBER OF DEGREES OFFERED BY THE COLLEGE</b>					
UG	4	PG	0		
Research	0	Others	0		
Total	4				
<b>12 DETAILS OF DEGREES OFFERED(B.A., M.A., B.Com., M.Com., B.Sc., M.Sc., M.Phil., Ph.D., etc.)</b>					
Arts		Commerce	01		
Science		Education			
Health Science		Engineering & Technology			
Management		Others			
Is the college opting for Assessment & Accreditation of Teacher Education department separately?					
Is the college opting for Assessment & Accreditation of Physical Education department separately?					
Number of departments	yes				
	4				
<b>13 TOTAL NUMBER OF STUDENTS(INCLUDING THOSE IN SELF-FINANCING PROGRAMMES)</b>					
UG	Male	Female	PG	Male	Female
				M.Phil/Ph.D	
					Value Added Courses(Certificate/Diploma)
General	773	401	0	0	0
SC/ST	12	23	0	0	0
OBC	4	8	0	0	0
Total	789	432	0	0	0
Grand Total	1221				0
<b>14 TOTAL NUMBER OF STUDENTS IN SELF-FINANCING PROGRAMMES</b>					
UG	Male	Female	PG	Male	Female
				M.Phil/Ph.D	
					Value Added Courses(Certificate/Diploma)
General	0	0	0	0	0
SC/ST	0	0	0	0	0
OBC	0	0	0	0	0
Total	0	0	0	0	0
Grand Total	0				0
Total number of students in the college 1221					
<b>15 NUMBER OF TEACHING, TECHNICAL AND ADMINISTRATIVE STAFF</b>					
Permanent	Male	Female	Temporary	Male	Female
				Total	
Teachers with PG	3	3	3	4	6
Teachers with M.Phil.	0	0	0	0	0
Teachers with Ph.D	0	1	0	0	0
Teachers with NET/SLET	3	3	0	0	1
Technical staff	1	1	0	0	3
Administrative staff	0	2	0	0	1
Support staff	5	1	0	0	2
Total no. of teachers	3	4	3	4	8
<b>16 SUPPORT SERVICES</b>					
Number of titles of books	2000				
Number of journals	7				
Number of e-resources	1				
Does the college have a registered Alumni Association?	no				
Does the college have a functional Placement Cell?	yes				
<b>17 UNIT COST OF EDUCATION</b>					
Unit Cost=Total annual expenditure divided by no. of students enrolled	9971.0				

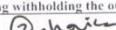

  
**Principal**  
**Clara's College of Commerce**  
**Yari Road, Versova,**  
**Andheri (W), Mumbai - 400 061.**

### Annexure – III(c) – Statement of IEQA

<b>Unit cost calculated excluding salary component</b>	3433.0
<b>18 MENTION FIVE ACADEMIC MILESTONES OF THE COLLEGE</b>	
First	CLARA'S COLLEGE OF COMMERCE WAS ESTABLISHED IN 1999 IMPARTING B.COM DEGREE COURSE.PROFESSIONAL COURSES IN BMS AND BMM WERE INTRODUCED IN 2007-2008 AND BAF IN 2010.
Second	MANAGING TRUSTEE AND THE GENERAL SECRETARY OF CHILDREN WELFARE CENTRE MR.AJAY KAUL WAS AWARDED MOTHER TERESA AWARD FOR PEACE IN 2011.INSTITUTION HAS BEEN CEASELESSLY WORKING FOR PROMOTING COMMUNAL HARMONY IN THE SOCIETY.
Third	HEALTH CAMPS AND AWARENESS PROGRAMMES ARE REGULAR FEATURES OF THE INSTITUTION.
Fourth	AWARDING SCHOLARSHIPS AND ENDOWMENT PRIZES TO THE MERIT HOLDER STUDENTS IS ALSO ONE OF THE CRITERIA OF THE INSTITUTION.
Fifth	STUDENTS EXCEL IN THE INTER-COLLEGiate FESTIVALS ORGANISED BY UNIVERSITY OF MUMBAI.
<b>Section 2: Institutional Data Questionnaire</b>	
1. The college has in place a structured internal quality assurance system for ensuring continuous quality monitoring or improvement	YES
2. Library has reading room facilities for students and faculty separately	YES
3. The college uses the students feedback for analysis and improvement purposes	YES
4. Basic computer literacy is ensured for all students in a structured way such as add on courses	YES
5. The college provides financial aid to at least 10% of the general category students	YES
6. The college has a mechanism for counselling students	YES
7. An annual in-house academic calendar is prepared and implemented by the college	YES
8. The college has a mechanism for addressing grievances of students and staff	YES
9. The college promotes scholarly activities of the faculty beyond the syllabus	YES
10. Internet facility is available in the college for faculty and students	YES
11. The college campus is differently-abled friendly	YES
12. The college has a formal mechanism to promote research activities of its students and faculty.	YES
13. The college has adequate sports facility	YES
14. The college has developed a short term and a long term plan for its development and growth	YES
15. Percentage of classrooms equipped with LCD projector	25-50%
16. Percentage of teachers using audio-visual aids including computer-aided teaching	20-40%
17. The average number of extension activities organised by the college during the last four years	>6
18. Average percentage utilization of annual allocated funds for the last four years	>75%
19. Maintenance expenditure on infrastructure as percentage of the total annual budget	>4%
20. Average pass percentage of graduating students	>70%
21. Computer students ratio	<1:30
22. Percentage of faculty benefitted from UGC and other staff development programmes (average of last four years)	>10%
23. Percentage of permanent teachers with Ph.D. qualification	<20%
24. Percentage of classes taught by guest faculty or temporary teachers	<20%
25. Students teacher ratio	>50:1
26. Percentage of faculty positions filled against sanctioned posts	>80%
27. Number of add-on courses conducted by the college	<3
28. Awards received by the students in sports and cultural activities in the last four years	State or University Level
29. Percentage of teachers having on-going or completed research projects in the last four years	<10%
30. Number of academic seminars or conferences or workshops that the college has organized (average of last four years)	2-4
31. Number of Journals subscribed in the library National or International	<10
32. Percentage of students admitted against the reservation category as per Government of India norms	<50%

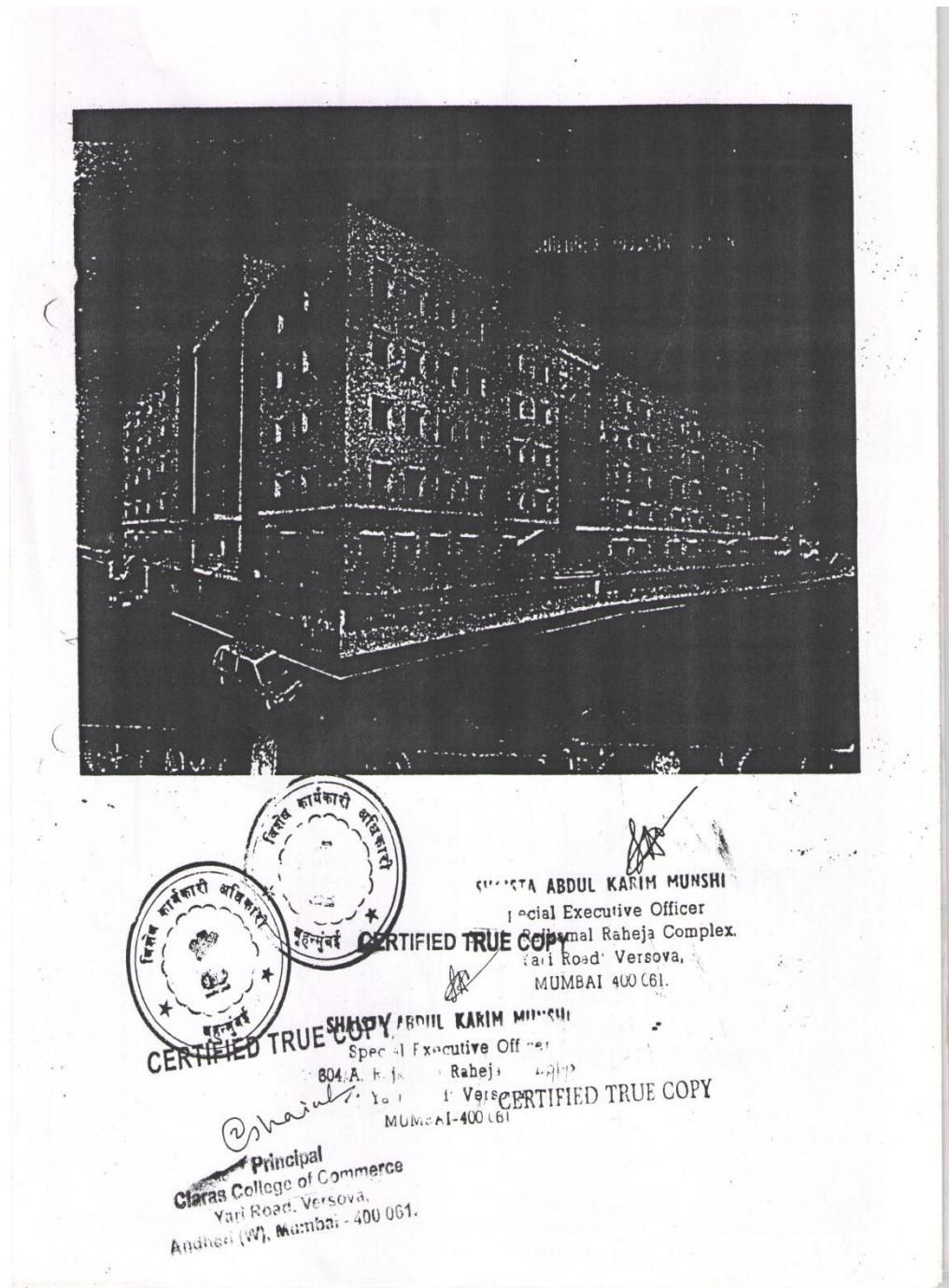
**Certificate**

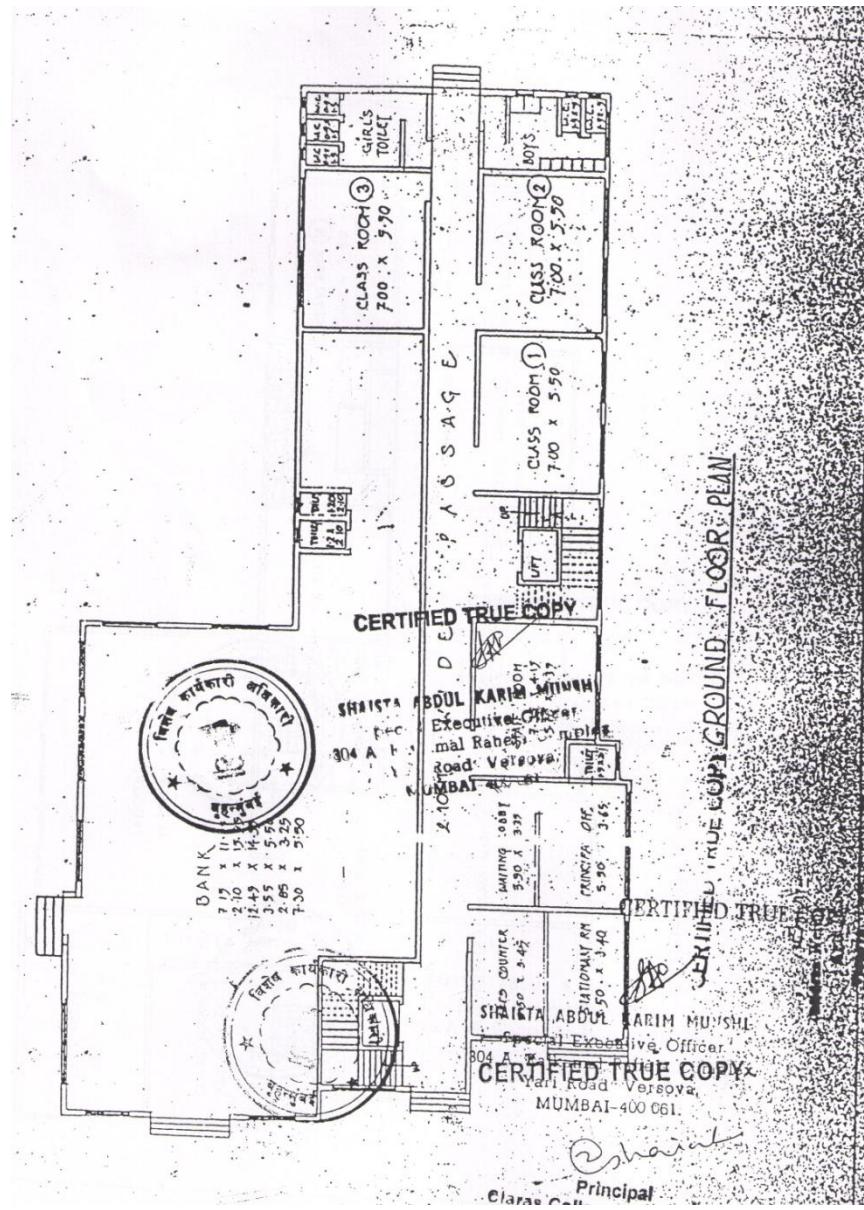
This is to certify that the information given in the IEQA application is true to the best of my knowledge and ability and if the same is found to be false or misleading, I authorize NAAC to initiate any action which it deems fit including withholding the outcome of the Peer Team Visit.



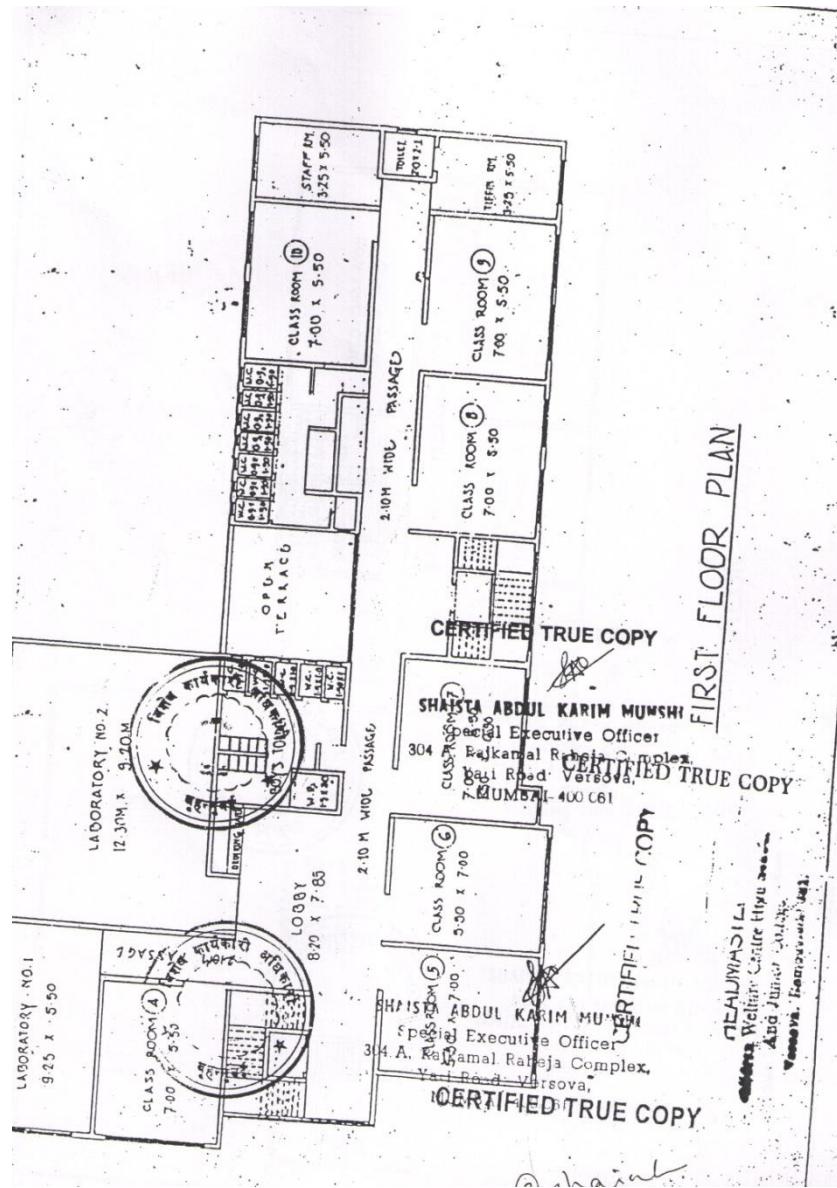
**Principal**  
**Clara's College of Commerce**  
**Yari Road, Versova,**  
**Ladheri (W), Mumbai - 400 061.**

**Annexure – III(d) – Statement of IEQA**

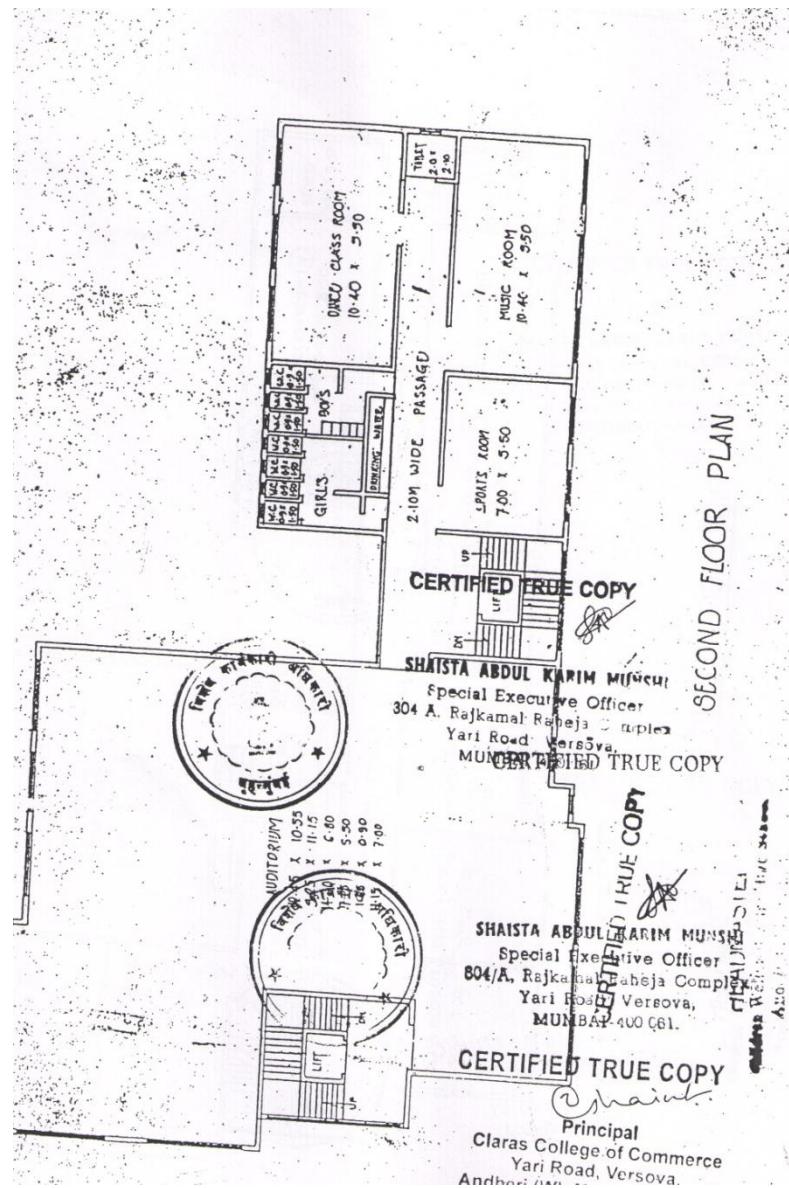
**Annexure – IV(a) Master Plan of Institution**



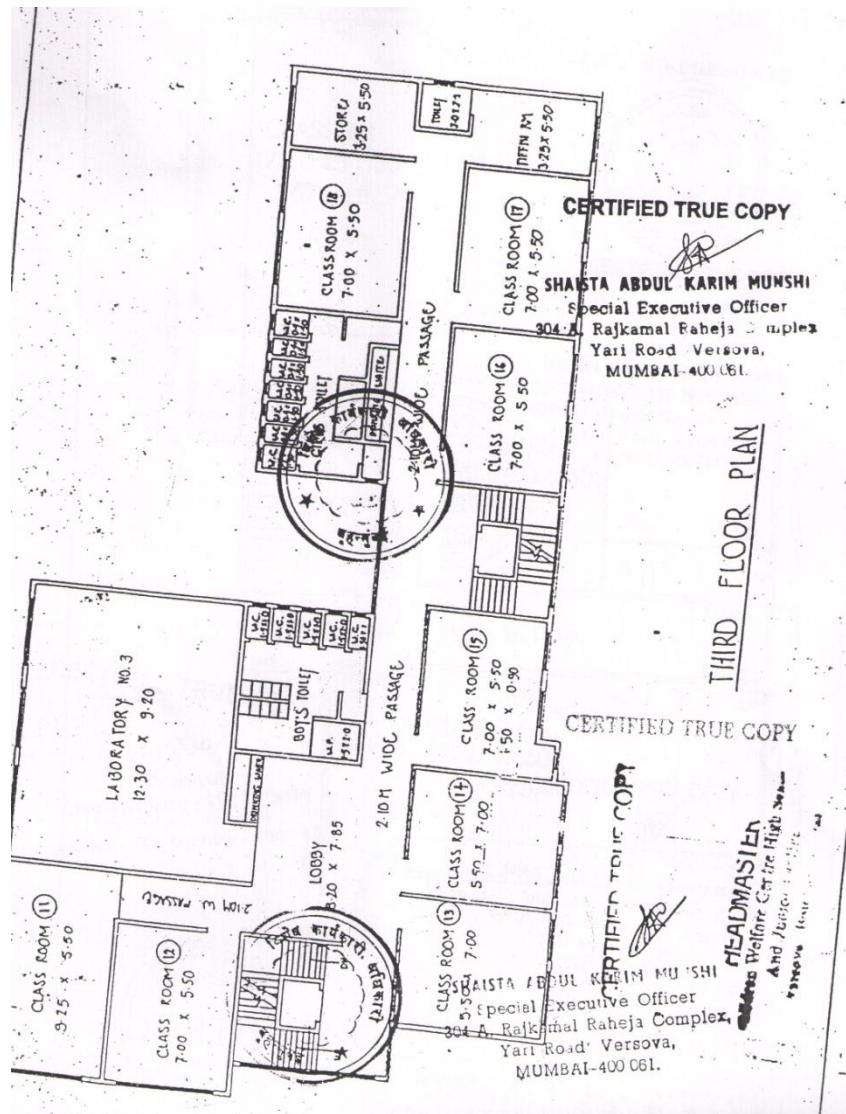
### Annexure – IV(b) Master Plan of Institution



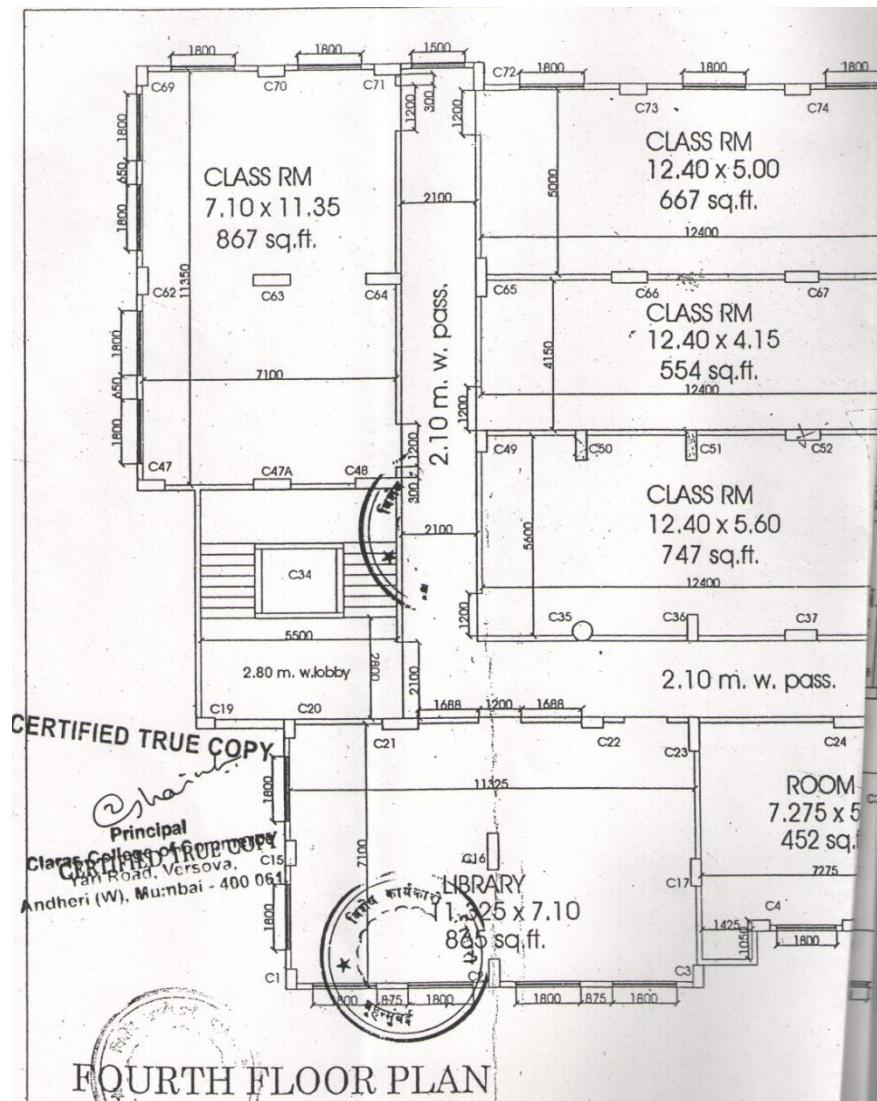
Annexure – IV(c) Master Plan of Institution



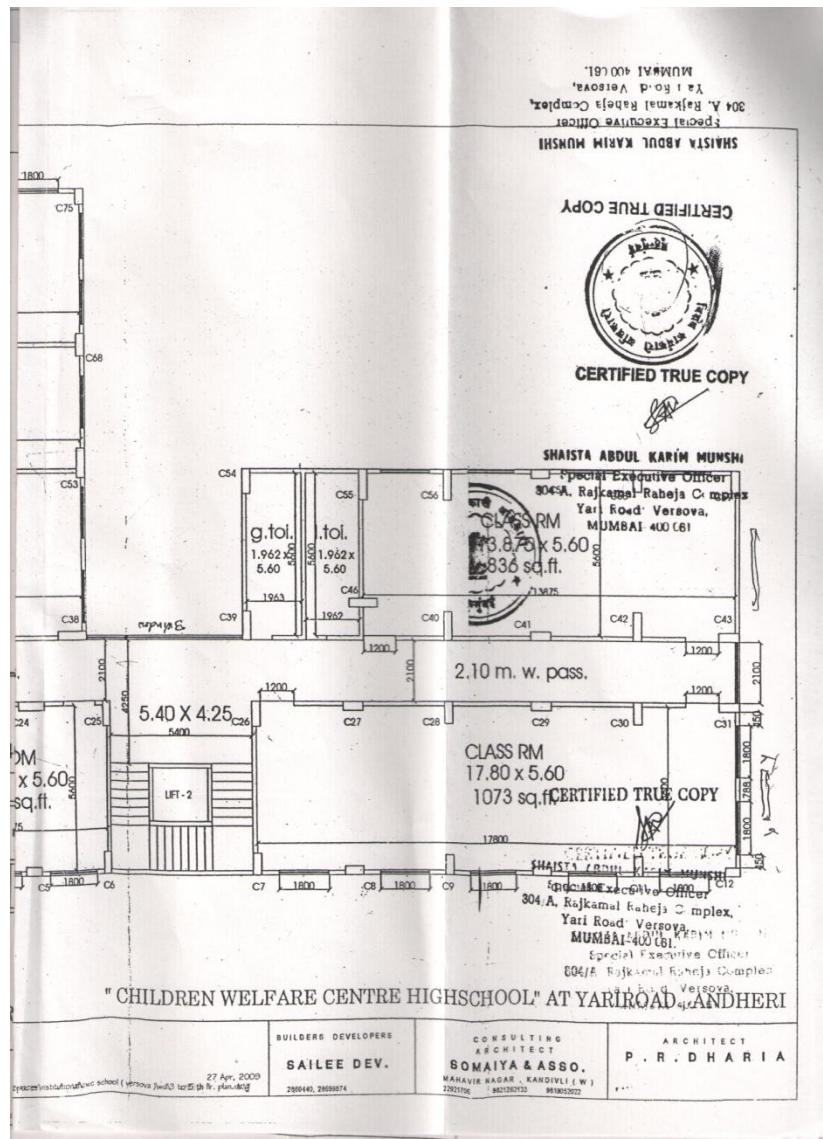
## **Annexure – IV(d) Master Plan of Institution**



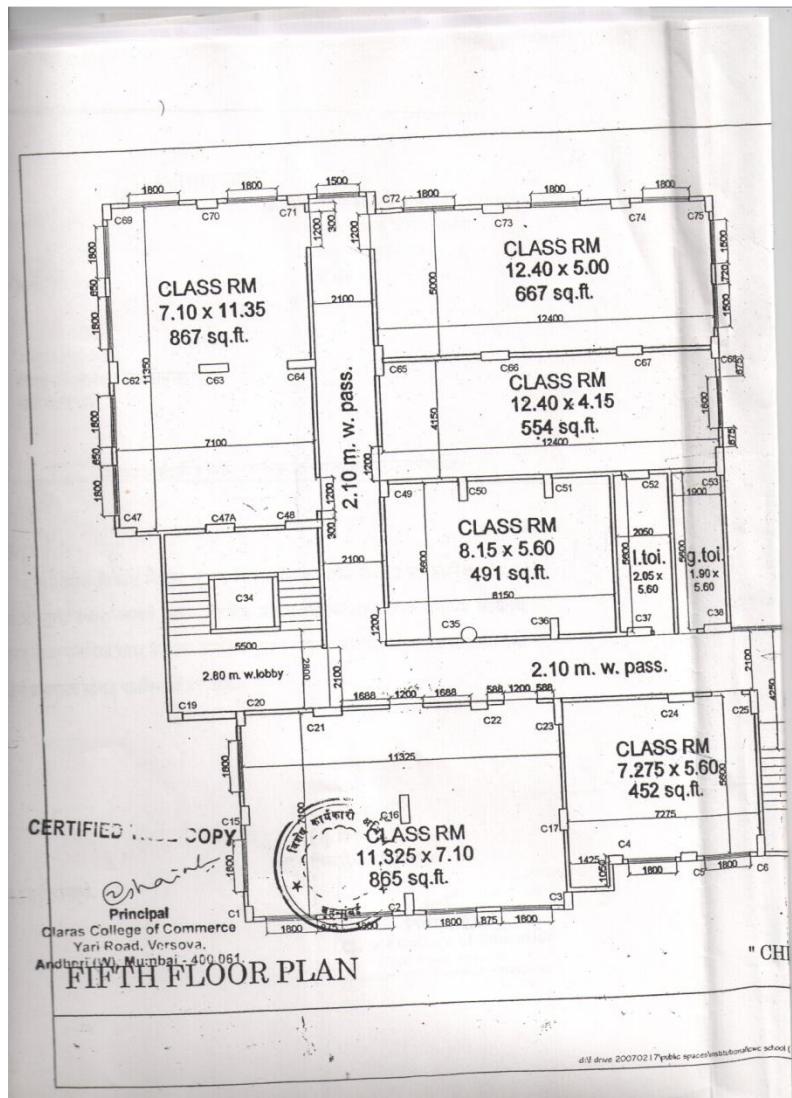
Annexure – IV(e) Master Plan of Institution



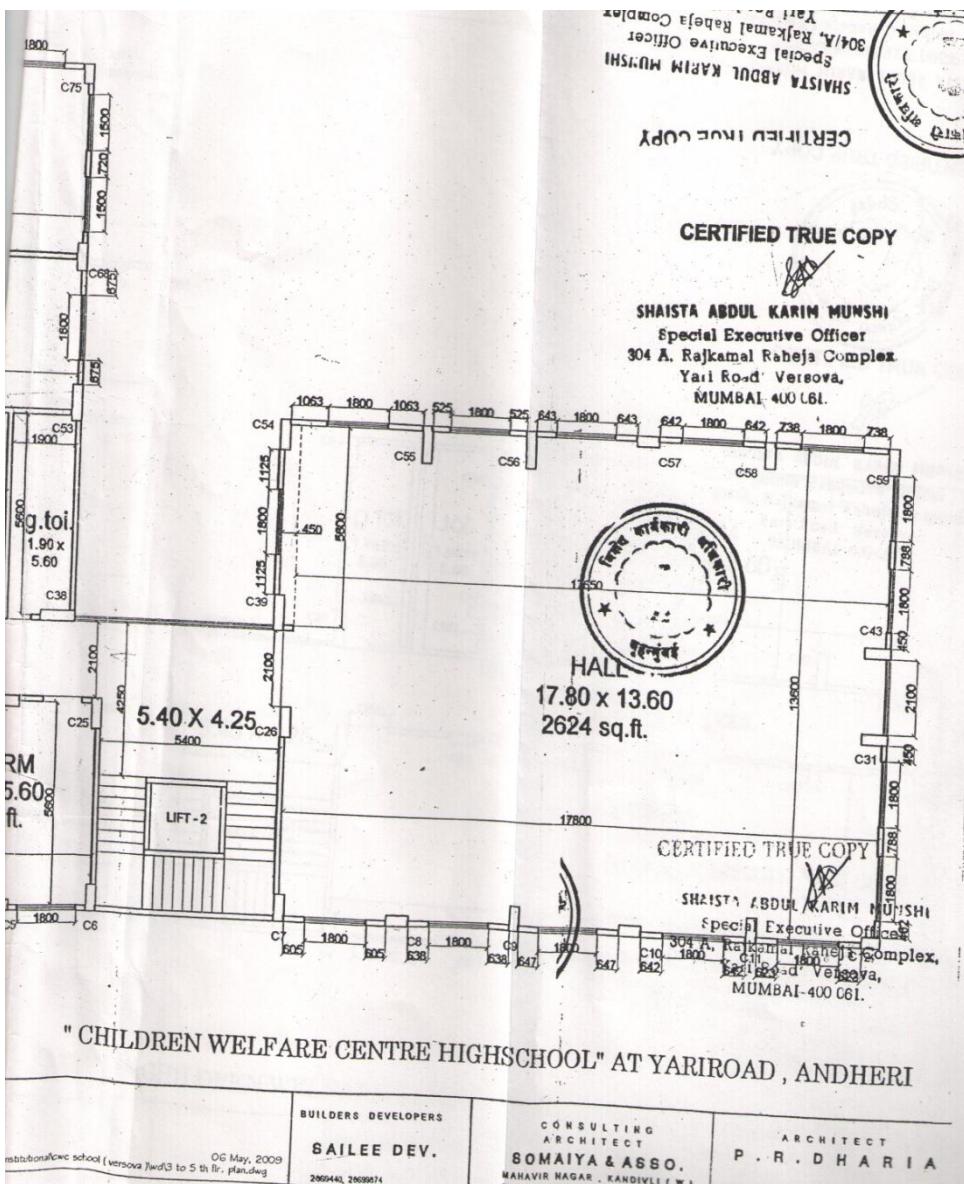
## **Annexure – IV(f) Master Plan of Institution**



### Annexure – IV(g) Master Plan of Institution



### Annexure – IV(h) Master Plan of Institution



### Annexure – IV(i) Master Plan of Institution

CLARA COLLEGE OF COMMERCE (Division of Children Welfare Centre-Trust)		
<u>BALANCE SHEET AS ON 31ST MARCH, 2011</u>		
Particulars	Sch	As on 31st Mar , 11
<b>LIABILITIES</b>		
Reserve & Surplus	1	6,652,865
<b>TOTAL</b>		<b>6,652,865</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>	2	
Opening WDV		552,171
Less : Depreciation		87,024
Net Block		<b>465,147</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	1,600,387
Loans & Advances	4	15,100
Cash & Bank Balances	5	5,182,164
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>		
a) Current Liabilities	6	6,797,651
<b>NET CURRENT ASSETS</b>		<b>609,933</b>
<b>TOTAL</b>		<b>6,652,865</b>

The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached

FOR PKC & ASSOCIATES  
Chartered Accountants

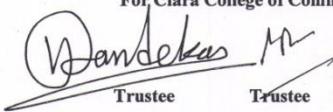
*(Pradeep Choudhary)*  
(Pradeep Choudhary)  
Proprietor  
Place : Mumbai  
Date : 31.05.2011

M NO 106G2B  
MUMBAI  
PKC & ASSOCIATES  
\*CHARTERED ACCOUNTANTS\*

For Clara College of Commerce  
*Dendekar*  
Trustee

*M*  
Trustee

### Annexure – V(a) Audited Balance sheet (2010-2011)

CLARA COLLEGE OF COMMERCE {Division of Children Welfare Centre-Trust}		
<u>INCOME &amp; EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2011</u>		
Particulars	Sch	Year Ended 31st Mar, 11
<b>INCOME:</b>		
Tuition Fees		6,276,675
Term Fees		261,530
Admission Fees		306,160
Other Income	7	5,998,224
<b>TOTAL - "A"</b>		<b>12,842,589</b>
<b>EXPENDITURE:</b>		
Administrative & Other Expenses	8	6,087,356
Depreciation		273,052
<b>TOTAL - "B"</b>		<b>6,360,408</b>
Excess of Income over Expenditure {A - B}		6,482,181
Transferred to Reserve & Surplus A/c		6,482,181
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		For Clara College of Commerce
Chartered Accountants		
(Pradeep Choudhary)		
Proprietor		Trustee
Place : Mumbai		M
Date : 31.05.2011		Trustee

### Annexure – V(b) Audited Balance sheet (2010-2011)

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2012**

Particulars	Sch	As on 31st Mar , 12
<b>LIABILITIES</b>		
Reserve & Surplus	1	15,069,417
<b>TOTAL</b>		<b>15,069,417</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>	2	
Opening WDV		557,038
Less : Depreciation		70,697
Net Block		<b>486,341</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	6,870,794
Loans & Advances	4	12,450
Cash & Bank Balances	5	8,666,364
		<b>15,549,609</b>
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>		
a) Current Liabilities	6	966,533
<b>NET CURRENT ASSETS</b>		<b>14,583,076</b>
<b>TOTAL</b>		<b>15,069,417</b>

The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached

**FOR PKC & ASSOCIATES**

Chartered Accountants

 (Pradeep Choudhary)

Proprietor

Place : Mumbai

Date : 15.06.2012

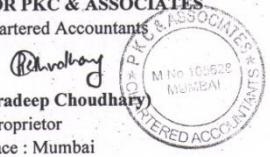
**For Clara College of Commerce**

  
  
 Trustee                      Trustee

**Annexure – V(c) Audited Balance sheet (2011-2012)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2012**

Particulars	Sch	Year Ended 31st Mar, 12
<b>INCOME:</b>		
Tuition Fees		9,125,915
Term Fees		254,700
Other Income	7	6,416,942
<b>TOTAL - "A"</b>		<b>15,797,557</b>
<b>EXPENDITURE:</b>		
Administrative & Other Expenses		7,081,035
Depreciation		299,971
<b>TOTAL - "B"</b>	8	<b>7,381,006</b>
Excess of Income over Expenditure {A - B}		8,416,551
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>8,416,551</b>
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached <b>FOR PKC &amp; ASSOCIATES</b> Chartered Accountants		For Clara College of Commerce
(Pradeep Choudhary) Proprietor Place : Mumbai Date : 15.06.2012	   Trustee              Trustee	

**Annexure – V(d) Audited Balance sheet (2011-2012)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**BALANCE SHEET AS ON 31ST MARCH, 2013**

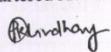
Particulars	Sch	As on 31st Mar , 13
<b>LIABILITIES</b>		
Reserve & Surplus	1	23,008,701
<b>TOTAL</b>		<b>23,008,701</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>	2	
Opening WDV		558,989
Less : Depreciation		65,805
Net Block		<b>493,184</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	11,014,073
Loans & Advances	4	22,468
Cash & Bank Balances	5	12,917,439
		23,953,980
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>	6	
a) Current Liabilities		1,438,463
<b>NET CURRENT ASSETS</b>		<b>22,515,517</b>
<b>TOTAL</b>		<b>23,008,701</b>

The Schedule referred to above form an integral part of the Balance Sheet

As per our report of even date attached

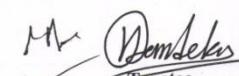
**FOR PKC & ASSOCIATES**

Chartered Accountants

  
 (Pradeep Choudhary)  
 Proprietor  
 Place : Mumbai  
 Date : 15.06.2013



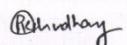
For Clara College of Commerce

  
 Mr. Domsela  
 Trustee

**Annexure – V(e) Audited Balance sheet (2012-2013)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2013**

Particulars	Sch	Year Ended 31st Mar, 13
<b>INCOME:</b>		
Tuition Fees		10,257,450
Term Fees		156,300
Other Income	7	6,305,698
<b>TOTAL - "A"</b>		<b>16,719,448</b>
<b>EXPENDITURE:</b>		
Administrative & Other Expenses	8	8,445,011
Depreciation		335,153
<b>TOTAL - "B"</b>		<b>8,780,164</b>
Excess of Income over Expenditure {A - B}		7,939,284
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>7,939,284</b>
The Schedule referred to above form an integral part of the Income & Expenditure A/c		
As per our report of even date attached		
<b>FOR PKC &amp; ASSOCIATES</b>		For Clara College of Commerce
Chartered Accountants		
		
(Pradeep Choudhary)		
Proprietor		
Place : Mumbai		
Date : 15.06.2013		

**Annexure – V(f) Audited Balance sheet (2012-2013)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

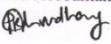
**BALANCE SHEET AS ON 31ST MARCH, 2014**

Particulars	Sch	As on 31st Mar , 14
<b>LIABILITIES</b>		
Reserve & Surplus	1	27,692,922
<b>TOTAL</b>		<b>27,692,922</b>
<b>ASSETS</b>		
<b>FIXED ASSETS</b>	2	
WDV		520,495
Less : Depreciation		55,114
Net Block		<b>465,381</b>
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>		
Inter Division Balance	3	15,396,014
Loans & Advances	4	28,911
Cash & Bank Balances	5	13,636,050
<b>LESS: CURRENT LIABILITIES &amp; PROVISIONS</b>		
a) Current Liabilities	6	29,060,976
<b>NET CURRENT ASSETS</b>		<b>1,833,435</b>
<b>TOTAL</b>		<b>27,227,541</b>
The Schedule referred to above form an integral part of the Balance Sheet		<b>27,692,922</b>

As per our report of even date attached

**FOR PKC & ASSOCIATES**

Chartered Accountants

  
 (Pradeep Choudhary)

Proprietor

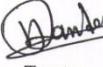
Place : Mumbai

Date : 09-06-2014



For Clara College of Commerce

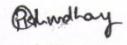
  
 Trustee

  
 Trustee

**Annexure – V(g) Audited Balance sheet (2013-2014)**

**CLARA COLLEGE OF COMMERCE**  
**{Division of Children Welfare Centre-Trust}**

**INCOME & EXPENDITURE A/C FOR THE YEAR ENDED 31ST MARCH, 2014**

Particulars	Sch	Year Ended 31st Mar, 14	
<b>INCOME:</b>			
Tuition Fees		10,168,920	
Term Fees		129,750	
Examination Fees		1,006,770	
Other Income	7	5,553,223	
<b>TOTAL - "A"</b>		<b>16,858,663</b>	
<b>EXPENDITURE:</b>			
Administrative & Other Expenses	8	11,874,906	
Depreciation		299,536	
<b>TOTAL - "B"</b>		<b>12,174,442</b>	
Excess of Income over Expenditure {A - B}		4,684,221	
<b>Transferred to Reserve &amp; Surplus A/c</b>		<b>4,684,221</b>	
The Schedule referred to above form an integral part of the Income & Expenditure A/c			
As per our report of even date attached FOR PKC & ASSOCIATES Chartered Accountants		For Clara College of Commerce	
 (Pradeep Choudhary) Proprietor Place : Mumbai Date : 09-06-2014	 * M. No. 108628 * MUMBAI CHARTERED ACCOUNTANTS	 Trustee	 Trustee

**Annexure – V(h) Audited Balance sheet (2013-2014)**