YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   R.A.Podar College of Commerce and Economics (Autonomous)

- Name of the Head of the institution   Dr. Shobana Vasudevan

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone No. of the Principal   02224141964

- Alternate phone No.   02224143178

- Mobile No. (Principal)   9820125173

- Registered e-mail ID (Principal)   shobana.vasudevan@gmail.com

- Address   L.N. Road, Matunga, Mumbai

- City/Town   Mumbai

- State/UT   Maharashtra

- Pin Code   400019

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy)   16/01/2019

- Type of Institution   Co-education

- Location   Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the IQAC Co-ordinator/Director   **Mr. Suryakant Pagare**

- Phone No.   **02224143178**

- Mobile No: **9819260071**

- IQAC e-mail ID   **iqac@rapodar.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.rapodar.ac.in/pdf/AQAR2020-21.pdf

4.Was the Academic Calendar prepared for that year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.rapodar.ac.in/pdf/Academic%20Calendar%202021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A+**	**NA**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**A**	**3.63**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**A+**	**3.68**	**2017**	**22/02/2017**	**21/02/2024**

6.Date of Establishment of IQAC   **20/06/2004**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
NA	**NA**	**NA**	**Nil**	**0**

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI   View File

9.No. of IQAC meetings held during the year   6

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

Faculty development programmes focusing on curriculum development, T-L tools and research conducted

Infrastructure augmentation for learners and faculty under RUSA 2.0

Collaborative research activities with academic institutions

Conceptualized and formulated Three new Programs for UG and Three new programs for PG programs

Conducted External Academic audit and processed successfully applications of Faculty under Career advancement scheme

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To continue with various initiatives to strengthen autonomy	**Review of syllabus for all programs was undertaken by the Board of Studies in the respective programs. Encouraged final year students to complete their non- academic credits (credit courses) and mandatory course (Responsible Citizenship Course)**
To conceptualise and formulate new programs under autonomy	**Three new UG programmes and 3 PG programmes conceptualised, designed and approved by the Governing Body of the College to be introduced from the Academic Year 2022-23**
Faculty and Staff development	**Provision of Laptops and other ICT material, Provision of High speed internet facilities, Conducted several FDPs to train faculty in the use of ICT tools and curriculum development - Four days programme (27/01/22 to 04/02/22) FDP for Faculty and Staff on MS Office suite and Productivity Tools**
To conduct Academic audit	**External academic audit conducted successfully on 29th August 2021**
To increase collaborative research activities	**Active role as an Academic partner for International Conference On Contemporary Business Trends at National Institute of Technology Srinagar Research project sponsored under Fulbright-Nehru Postdoctoral Research program in collaboration with The Texas A & M university completed by faculty member. Collaboration undertaken by faculty member with foreign researchers.**

To strengthen infrastructure facilities on college premises	Initiated ERP Installation for MIS under RUSA 2.0 (MasterSoft) Renovation of multipurpose auditorium with installation of PA system under RUSA 2.0 Library storage augmentation under RUSA 2.0 Installation of Digital Podiums under RUSA 2.0 Amplification of Wi-Fi Facility under RUSA 2.0 Continuation of MS Teams software for online teaching learning and evaluation. Enabled classrooms for dual mode (on-line and in person) Playground was upgraded with turf Incubation, Innovation, Start Up (E cell) Centre under RUSA 2.0 Fintech Lab under RUSA 2.0
To continue active alumni networking	Dedicated efforts to broaden the Alumni foundation of the college by augmenting the membership of Alumni Association, RAPAA The inaugural Late Principal G. P. Palekar Memorial Lecture was delivered by Gyaan Peeth and Podar Ratna Awardee Mr. Damodar Mauzo. The lecture was streamed live on YouTube and attended by teachers , students, and alumni
To enhance student welfare mechanism	The college followed Covid 19 protocols and provided hygienic and and clinical facilities for enabling hybrid teaching & learning mode safe and secure. Continued with MS Teams platform for teaching and other college activities and meetings . Created awareness among First year students through online Sessions on mental health by College counselor . The online consultation sessions increased to twice a week. Continuous

	Mentor mentee interactive sessions
To process Career advancement applications of faculty members	Successfully processed applications of Faculty under Career advancement scheme
To continue with the administration of SOP for online Teaching Learning and reporting tools for staff and faculty	E- submission of of academic and administrative activities conducted by Faculty and Staff members maintained on a daily basi
To continue with flagship events of college in online mode	Various forums organised and conducted flagship events of the college like TEDx, Moneta, Enigma, FINACC, Rostrum Spectrum, etc. online adhering to Covid-19 pandemic regulations

13.Was the AQAR placed before the statutory body?   **Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Development Committee	28/08/2023

14.Was the institutional data submitted to AISHE ?   **Yes**

- Year

Part A	
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Name of the statutory body	Date of meeting(s)
College Development Committee	28/08/2023

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
2021-22	20/12/2022

15.Multidisciplinary / interdisciplinary

R.A. Podar College has been a leading institution in the field of higher education since it's inception. The college is one of revered research center all over India. The college has always

implemented courses, activities, seminars, workshops that promote instilling the knowledge and development of skills from various fields like Languages, Literature, Music, Philosophy, Art, Dance, Theatre, Education, Mathematics, Statistics, Pure and Applied Sciences, Sociology, Economics, Sports, Translation and Interpretation fulfilling the objective of providing integrated higher education including professional and vocational education.

Even though the college primarily provides Commerce courses, it has been instrumental in designing and implementing courses that fall under the STEM (Science, Technology, Engineering, and Mathematics) umbrella. The college introduced a new programme titled 'B.Com in Actuarial Studies' under the autonomous structure in 2019-20 to deliver skills through a wide range of courses including the knowledge from the fields of Mathematics, Statistics, Economics and Finance to assess, evaluate and manage future financial risk, thereby addressing a wide range of practical problems in long-term financial planning and management to the learners. The College plans to introduce 3 new programs at the undergraduate level and 3 new programs at the post graduate level to accomplish the objective of becominga large multidisciplinary institution under the NEP policy 2020.

 The College is proactive in encouraging activities that focus on developing the physical and mental skills. The college conducts various activities like mandala art therapy, Prakruti Vandana, beach cleanup drives, Bhondla, Vigilance day to sensitise students towards the community, culture and environment. Webinars on digital marketing, Business skills, entrepreneurial development, resume building, career fairs are conducted to develop the soft skills and make the learners industry ready. Events like Esploro Presentado, Quizzers league, Mind Brew, Mathematrix, FINACC, MONETA, etc. are conducted every year to challenge the mental skills and build a research aptitude amongst the students. The College provides a conducive environment for the development of physical skills.

BEST PRACTICES:

Curriculum appraisal:

Student Induction Program : To facilitate a seamless integration of students into the new educational context, guiding them in exploring their potential and fostering their individual strengths, while instilling essential human values such as empathy, integrity, and compassion, to cultivate their roles as

responsible and valuable members of society.

Mandatory non academic courses: College provides two mandatory non academic courses titled Life enrichment course and Responsible citizenship. The responsible citizenship course aims at instilling a strong sense of responsibility within students, emphasizing the significance of ethical conduct across social and environmental spheres. The Life enrichment course aims to enable students to live an enriched life by helping them to take correct life decisions and building self-confidence.

16. Academic bank of credits (ABC):

Initial discussions were held in the academic year 2021-22 to brainstorm ideas to plan and streamline the activities for the implementation of NEP 2020. The first step in this regard was formation of committees for fulfilling various jobs. A committee was formed for handling the task of linking each and every student of the College to the ABC platform under a Digilocker Framework. The committee members attended various online programs related to the development of Academic bank of Credits and the following plan of action was chalked out:

· To guide and empower faculty members for instilling the knowledge of NEP 2020 and special emphasis to be put on creating academic bank of credits (ABC)

· To apply for approval for implementation of Academic Bank of Credits (ABC) for credit mobility between Higher Education Institutions (HEIs) to the UGC.

· To Prepare a user manual to enlighten and orient the students about the process of linking their credits digitally.

· To undertake various activities for successful linking of each student to Academic Bank of Credits (ABC)

17. Skill development:

The college takes great pride in its commitment to providing a diverse range of forums and credit courses that cater to the enhancement of employability of its students.

The 40+ college forums serve as platforms for students to sharpen and nurture their soft skills and leadership qualities. These forums create an environment where students can engage in meaningful discussions, debates, and collaborative activities,

fostering their personal growth and professional development.

In addition to the forums, the college offers credit courses that aim to instill skills aligned with the National Skills Qualifications Framework (NSQF). These courses are designed to equip students with practical, job-oriented skills that are highly relevant in today's competitive job market. By aligning with the NSQF, the college ensures that its students receive industry-recognized certifications and are prepared to meet the demands of the workforce.

A key focus of the college is to provide value-based education to its students. The tagline of the college is-Nurturing Intellect and Creating Personalities. To achieve this, several initiatives have been put in place, such as the Life Enrichment Cell, Student Induction Program, and the mandatory credit courses, Value enrichment course for first year learners and Responsible Citizenship course for final year learners. These initiatives aim to instill ethical values, social responsibility, and a sense of civic duty among the learners. By integrating these aspects into the curriculum, the college ensures that students not only acquire knowledge and skills but also develop a strong moral compass and a sense of community.

Looking ahead, the college plans to expand its offerings by introducing a basket of vocational courses in the new curriculum under the National Education Policy (NEP) 2020. This move aligns with the government's vision of promoting vocational education and skill development among students.

To bridge the gap between academia and industry, the college appoints industry professionals as visiting faculty members, particularly in the self-financing Programs. This ensures that students receive first hand knowledge and insights from experts who are actively engaged in their respective fields. Additionally, the college plans to extend this practice to conventional programs under the planned curriculum, further enriching the learning experience for all students.

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

The College has taken various steps for appropriate integration of Indian knowledge system into the curriculum. The College instituted a team of faculty members for integration of Indian Knowledge system into the curriculum.

Objective:

- To design a novel curriculum by reviewing the guidelines given under NEP 2020.

- To provide undergraduate students with the basic knowledge of Indian languages, traditions, ancient Indian knowledge, history and Indian arts.

- To equip the students with the ability to undertake research, societal initiatives, projects and collaboration or promotion of Indian value system and beliefs.

- To acknowledge the contribution of traditional Indian wisdom in various commercial fields.

- To instill skills in students to evaluate the Indian contribution in various contemporary fields of social sciences and technologies.

BEST PRACTICES:

Promotion of Indian Languages:At Podar, emphasis is always placed on preservation and promotion of Indian languages. There are various literary circles that encourage and commemorate the importance of Indian languages like celebration of Hindi Diwas, Marathi Rajbhasha Din, Gujarati Language Day, etc.

Promotion of Indian culture, traditions and Festivities: The events like Gurupournima celebration, Ganeshotsav, Raas Rang, Satyanarayan Katha, Bhajan Sandhya and Bhondla bring out the essence of Indian culture.

Promotion of Indian knowledge systems: Students are given an opportunity through credit courses to enroll themselves in a variety of courses focussing on ancient Indian knowledge, history and Indian philosophy. Many students successfully completed courses on Yoga, Indian culture, history and arts.

Promotion of Indian Values: The college held its first edition of Principal G. P. Palekar Memorial Annual Lecture to inculcate and inspire the students of Podar to follow the path of righteousness and instill moral values. Various stakeholders like the

Management, faculty members, alumni, students and the family of Mr. G P Palekar were invited to attend the seminar from around the world. The event revolved around the topic 'Joy of giving'.

The college plans to continue these activities for integration of Indian culture and ancient Indian Knowledge to create an atmosphere of cultural immersion and foster a deep appreciation for Indian traditions among the students.

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

Outcome-based education is an educational approach that focuses on defining specific learning outcomes and assessing students' achievements based on those outcomes. Podar college provides an excellent blend of theory and practical Knowledge to attain OBE.

BEST PRACTICES:

Conduct of workshop on Mapping Course Outcomes to Program Outcomes: The college conducted a workshop on program and course outcomes for successful implementation of outcome based education.This enabled the mapping of CO's to PO's and PO's to GA's.

Curriculum development to match the objectives of NEP 2020: The faculty designed its curriculum and educational activities to address these specific outcomes. They also created and used appropriate teaching tools for achieving the OBE.

Continuous Internal Evaluation: Students are provided with opportunities to apply theoretical knowledge to real-world scenarios through events, activities, case studies, projects and industrial visits. These activities form the part of Internal Evaluation which brings out the best in every student. They are also encouraged to develop critical thinking and problem-solving skills, necessary for judging business propositions' feasibility and profitability.

Curriculum appraisal: The curriculum includes assignments and research projects that require students to collect, organize, and

analyze commercial data, fostering their data management skills. Various initiatives, forums, and assignments promote self-discipline, responsibility, and decision-making abilities among students.The curriculum also covers topics related to scientific human resource management and encourages students to consider ethical and moral aspects of business practices.

Skill Based education: The college ensures that students stay informed about relevant laws and economic policies' impact on business through dedicated courses and credit courses. Communication skills are honed through presentations, viva-voce, and participation in various discussion platforms like Group Discussion Cell and Speakers' Academy..

Rubrics for Evaluation: Various departments of the College use well developed rubrics to evaluate students' performance in a standardized and transparent manner. Our rubrics help instructors provide consistent feedback and enable students to understand the expectations for each learning outcome.

Instill sense of social responsibility and patriotism: The college instills a sense of social responsibility and service to the nation through programs like NSS, NCC, DLLE, Value enrichment course and Responsible Citizenship.

Achieve graduate attributes: By integrating the program outcomes and course outcomes into the curriculum and the activities, the college aims to achieve the graduates attributes for the learners to excel in their careers and contribute positively to society.

20.Distance education/online education:

During the years 2020-2022, the adoption of blended learning due to state directives proved to be effective in exploring online education for learners. At Podar following initiatives were undertaken to provide the benefits of online education to the learners:

Introduction of online courses:The College collaborated with E-learning institutes to provide free online skill and ability enhancement courses titled Python Programming, Entrepreneurial Avenues in Financial Markets, Entrepreneurial Development Program under the aegis of RUSA 2.0

Encouragement to pursue online courses: Students were given an

opportunity to pursue online courses to complete their 12 non academic credits towards completion of their degree while learning from a remote location, giving them greater flexibility and convenience.

Online remedial coaching: The college recognized the benefits of online learning and decided to continue leveraging digital platforms to offer remedial coaching online. This approach allowed students to receive additional support and catch up on missed learning opportunities, regardless of their physical location.

Use of innovative teaching tools: The faculty members explored and made use of innovative and digital teaching tools to foster online education. The faculty members created E-Content, used platforms like MS teams, google classrooms, Zoom to conduct lectures, use of Google Jam Board, Concept board, Microsoft White Board to enhance the delivery of content and use of audio visual tools to support the teaching and learning process.

Extended Profile

1.Programme

1.1   07

Number of programmes offered during the year:

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

2.Student

2.1   3013

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2   978

Number of outgoing / final year students during the year:

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

2.3   **2950**

Number of students who appeared for the examinations
conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1   **194**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2   **38**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1	07
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1	3013
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

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File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	2950
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	194
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	38

Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3 Number of sanctioned posts for the year:	**30**

4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**1189**
4.2 Total number of Classrooms and Seminar halls	**29**
4.3 Total number of computers on campus for academic purposes	**391**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**2900000**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

In Mumbai, the commercial hub of India, many students are predisposed to pursue studies in business. The courses under the commerce stream are designed to keep them up to date on the most recent topics relevant to commerce, economy, environment, and related laws. Being an autonomous commerce college, the institutional curriculum continuously aims to suit the unique needs of the students by providing pertinent core and credit courses.

The POs and COs are outlined and defined in detail when constructing the curriculum. Outcomes are defined not only in terms of values, attitudes, and perceptions but also outline what learners are expected to do. These results can be measured and are observable. Each course's objectives have been established such that they represent the knowledge and skills that students have acquired.

To sensitise about global health, topics on climate change and its environmental implications are provided. Several courses are given to improve logical thinking and computer skills.

The program outcomes for any level of study include everything from an addition to the body of knowledge to the development of fundamental graduate-level abilities.

Foundation Course concentrate on the socioeconomic issues facing children and the community, helping students better comprehend local and regional issues.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://rapodar.ac.in/academics.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

4

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	[View File](#)

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

62

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

12

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

4

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution emphasizes its mission of unbiased knowledge

dissemination in a time when discrimination and prejudice prevail. The curriculum aims to foster an understanding of societal imbalances and the harmony between humans and nature. Social, gender, and environmental themes are integrated to sensitize students. Addressing global warming and alternative energy sources are highlighted in the environmental studies course and the 'Nature Club' promotes caring for local gardens and parks.

A mandatory non-academic credit course named 'The Responsible Citizenship' is mandatory for final-year students, aiming to develop responsible global citizens upholding human ideals for the peaceful survival of the universe. Frequent reviews and revisions ensure adaptability to trends and growing needs. Ethical behavior is valued for the betterment of society and preparing students to meet industry expectations.

The final-year Accounting course emphasizes professional ethics in practice. At the entry-level, the Value Enrichment Course nurtures students' physical, emotional, social, and spiritual welfare, encouraging holistic enrichment. The institution strives to produce responsible individuals who contribute positively to society and make a mark in their chosen fields.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

4

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1258

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

401

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://rapodar.ac.in/feedback.php
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://rapodar.ac.in/feedback.php
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

3013

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

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

1527

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution maintains compliance with regulatory admission standards, accommodating students with diverse intellectual abilities through remedial, bridging, and intense courses tailored to individual needs.

At the beginning of each course, prerequisites and prior

knowledge are clearly outlined. Special attention is given to underprivileged learners as departments offer foundational concept reviews to bridge knowledge gaps.

The Remedial and Intensive Coaching Cell facilitated online revision lectures for all academic levels using MS Teams, while diligently recording attendance and gathering feedback from students.

In addition to providing remedial tutoring, faculty members organized doubt-clearing meetings and motivational programs to empower and support students in their academic journey.

To foster critical and creative thinking, application-based questions, case studies, and Higher Order Thinking Skills (HOTS) questions were introduced, encouraging students to develop their problem-solving abilities.

The introduction of credit courses has been a progressive step by the college, enhancing students' knowledge and skills. These courses have proven particularly beneficial for learners from vernacular backgrounds, enabling them to bridge gaps and stay on par with their peers.

Overall, the institution's proactive approach ensures an inclusive and supportive learning environment, catering to the diverse needs of all students

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.rapodar.ac.in/ric.php

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/04/2022	2715	35

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

2.3 - Teaching- Learning Process

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

The institution emphasizes clarity in course objectives and outcomes across all departments, promoting practical skills and industrial understanding. Teachers meticulously plan their teaching and learning strategies well ahead of each academic year.

Case study method is predominantly used for teaching and learning. Subjects under applied components and ability-enhancement are dealt with experiential learning methods e.g. language learning involves making of a dictionary, EVS faculty encourages learners to make their map-book and so on.

Group projects, field-trips, industrial-visits are encouraged in the normal course of teaching and learning to encourage participative learnings.

To engage students, departmental events are organized, and a blend of conventional and innovative resources, like PowerPoint, YouTube, and Google Classroom, makes online learning interactive and exciting, boosting participation.

Continuous internal evaluation (40% of assessment)including assignments, projects, quizzes, and case study analyses, Viva voce, debates and panel interviews, etc. Effectively tappinginto students' skills and potential.

Through mentor-mentee relationships, teachers empathize with students and tailor teaching methods accordingly.

Various college forums offer opportunities for students to address evolving issues based on their experiences, fostering problem-solving abilities and imparting valuable life lessons. Signature events in these forums encourage unique teaching experiences, as students collaborate in designing and executing activities, honing their problem-solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://rapodar.ac.in/academics.php

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

During the academic year 2021-22, significant progress was made in integrating ICT into the teaching and learning process. All teachers received individual laptops, facilitating access to online resources and making the learning experience more engaging for both educators and students. The effectiveness of MS Teams for lectures, meetings, and administrative tasks led to its continued use, with additional training sessions to explore its full potential.

Digital podiums and improved Wi-Fi facilities further enhanced the teaching-learning experiences. Teachers utilized various tools such as PowerPoints, YouTube links, interactive videos, blogs, Google Sites, Jamboard, and Concept boards to create engaging and interactive classes.

Social media allowed for easy online communication with students, while blogs were used for interactive-quizzes. Live-quizzes with 'mentimeter' and learning tools like 'insert' aided in creating effective instructional materials.

Google-Forms enabled timely submissions and feedback, facilitating smooth interaction between teachers and students. Interactive E-content created by faculty members helped students adapt to the changing learning environment.

The remote accessibility of WEBOPEC software in the knowledge-resource-centre and the use of Google Classroom for online assignments simplified the distribution of study materials and submission of assignments. These initiatives collectively enhanced the teaching and learning processes, optimizing the integration of ICT in education.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://rapodar.ac.in/elearn.php
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

26

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	[View File](#)
Circulars with regard to assigning mentors to mentees	[View File](#)

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Academic Cell initiates the preparation of Academic-Calendar and at the beginning of the year in consultation with the HODs. The Timetable Committee creates an integrated class-by-class schedule for the academic year and distributes it in advance to all departments. Based on the provided timetables and the academic-calendar, each department makes a teaching-plan. Every subject's lesson-plan is created in the meetings held at departmental levels.

When creating and developing the lesson-plan for a common course across various divisions, teachers discuss mutual sharing with one another. When it comes to the coverage of the prescribed syllabi, such an exercise ensures objectivity, uniformity, and timely completion.

To standardize the lesson plan, a template is created and emailed to all faculty members. Expected learning outcomes or objectives, session structure, activity schedule, best teaching and learning techniques, a list of contents with key topics, and teaching methodology are a few other details that are included in the lesson-plan.

Periodical departmental meetings are conducted to review the coverage of syllabi and confirm their progression in line with the academic calendar. Any lags between the expected progression of teaching and the plan as per the academic calendar are identified and addressed at the departmental level.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

35

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

9

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

382

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

22.09

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The institution implemented IT integration to automate the examination process using an in-house system. The SAFEIITB app was utilized for online college exams and term-end exams, adhering to dual modes of instruction during the lockdown.

Continuous Internal Assessment involved class assessments, project-based assignments, case studies, and Viva-Voce, accounting for 40 marks of continuous evaluation. The SAFEIITB facilitated class tests.

Each department assigned a faculty member as the First Person Responsible (FPR) for each course, compiling students' performances for the examination department. Class facilitators administered online term-end exams as directed by the Controller of Examination.

Term-end Examinations were conducted using the SAFEIITB app, with faculty members trained to prepare questions. Students received instruction sessions to familiarize themselves with the app. The second term combined SAFEIITB app and limited in-person exams for first-year students based on state guidelines, taking students' time-off into account.

Auto-generated results were obtained using specialized in-house software.

To ensure assessment integrity, question papers were objectively reviewed by external senior faculties, maintaining anonymity through shuffling and coding of answer books. Model solutions and assessment rubrics eliminated subjectivity, decided in departmental meetings. Students could request revaluation and answer book photocopies. Empirical research projects were checked for plagiarism using Urkund software.

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

2.6 - Student Performance and Learning Outcomes

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

All of the programmes' curricula are prepared in accordance with the Program Educational Objectives (PEO) and Program Outcomes (PO). The curriculum and course content development process takes into account comments from various stakeholders, including academic and industrial specialists, and ensures that it is relevant to local, regional, national, and global developmental needs. The Board of Studies makes recommendations for the courses and then ratified by the Academic Council. Each department has a Board of Studies (BOS) constituted with members from academia, industry and alumni who, after deliberation, recommend the course syllabus. Every programme has programme outcomes and each course has course outcomes. Furthermore, each course in a programme has a course objective that explains the course's learning outcomes. Each department's Board of Studies reviews the relevance and requirements of any course offered in the department's programmes. The BOS meeting is conducted twice a year to review the curriculum, it revises courses if required

based on academic trends and market or industrial requirements.
A variety of academic, co-curricular, andextracurricular
activities (all of which are required as part of the curriculum)
are connected with the student's entire development, which has
an impact on national and global developmental needs.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File]()
Upload any additional information	[View File]()
Link for additional Information	https://www.rapodar.ac.in/academics.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The institution's well-crafted evaluation system plays a pivotal
role in gauging the attainment of program and course outcomes.
With the autonomy granted, we seized the opportunity to further
develop and tailor the evaluation pattern to align with our
institute's philosophies. The system is thoughtfully bifurcated
into continuous internal assessment and term-end written
examinations, with a balanced ratio of 4:6.

Continuous internal assessment includes assignments, projects,
presentations, and viva-voce, providing a subjective and
qualitative assessment of learners' progress in attaining the
learning outcomes. In contrast, the term-end exams offer an
objective quantification of their achievements.

Careful construction of question papers, assignments, projects,
presentations, and viva-voce ensures a rigorous evaluation of
learning outcomes. A session on Bloom's Taxonomy concepts aided
in refining the evaluation pattern.

Undergraduate students have exhibited exemplary performance in
both semester-end exams and internal assessments. Their
competence in solving case studies and problems showcases their
strong analytical and problem-solving skills. Notably, students
demonstrated remarkable abilities in communication, manners,
research methodology, and presentations, affirming a substantial
attainment of course outcomes. The grades secured by the
learners serve as a quantifiable measure of their overall
academic achievements.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://rapodar.ac.in/po_co.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

967

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1wouCSFUGbHXIXpw4taLML0tME865cJNe/view?usp=drive_link

2.7 - Student Satisfaction Survey

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

https://rapodar.ac.in/pdf/2.7.1.Student%20Satisfaction%20Score%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college provides research scholars with ample flexibility, guidance, and support to choose their study areas and conduct research. The college's research publication, "Podar-Prabodhan," actively fosters a research mindset among staff, teachers, and

students through the presentation and publication of their research work.

A well-defined research policy and code of conduct for research and publications uphold ethical and qualitative research standards. An internal review process ensures the research meets publication criteria. The Research, Development, and Consultancy Cell continuously encourages Ph.D. registrations, offering guidance and constructive reviews to bring out the best in researchers.

To maintain research integrity and originality, the college has acquired the "URKUND" plagiarism detection program, confirming the authenticity of projects by students, teachers, researchers, and staff.

The Ph.D. center carefully selects candidates and provides contemporary facilities and competent guidance for their research pursuits. Ph.D. Coursework, research methodology seminars, and workshops further support aspiring researchers.

The institute facilitates research with free, fast, and reliable Wi-Fi access and personal laptops for all teachers. Its state-of-the-art library offers a vast collection of on-shelves and online literature and databases, ensuring easy access for diligent researchers. The library also aids instructors and students in finding and accessing the required databases and books.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://rapodar.ac.in/pdf/Research%20Policy.pdf
Any additional information	View File

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the

year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	View File
Any additional information	View File

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

01

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	View File

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

00

NIL

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

00

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	NA
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

05

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	NA
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institute prioritizes research as a crucial element for continuous development and encourages undergraduate students to participate in prestigious events like the International Economics Convention and Avishkar Research Convention. College and Faculty membersprovide support for these endeavors. The Research, Development, and Innovation Cell offers guidance on research proposals and other research-related matters.

The Innovation Cell empowers students to explore and create innovations, hosting events like the Startup-Business event where students presented their startup ideas. The in-auction concept was introduced, allowing participants to bid on innovative products. The Cell also organized a webinar on "Business Driven by Design Thinking."

State-of-the-art FinTech Lab and Innovation Lab were developed with RUSA funds. The Entrepreneur Development Cell educates students about entrepreneurship through various events, including webinars on blogging and waste management as a profitable venture.

The E-Summit, in collaboration with Team MONETA®, provided budding entrepreneurs with practical experience in business and entrepreneurship. The institution also engaged in social responsibility through partnerships with IEWA, BSE IPF, and community-oriented events led by DLLE, NSS, and NCC units. Their efforts have positively impacted society and instilled patriotism in students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://rapodar.ac.in/infrainov.php

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

34

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

12

File Description	Documents
URL to the research page on HEI website	http://rapodar.ac.in/rc.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

2

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

6.45

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	View File

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	[View File](#)
List of training programmes, teachers and staff trained for undertaking consultancy	[View File](#)
List of facilities and staff available for undertaking consultancy	[View File](#)
Any additional information	[View File](#)

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college is committed to providing students with a comprehensive education, shaping them into valuable human resources who positively impact society. Social awareness and community development are integral aspects emphasized by the college. Forums like NSS, WDC, Extension Work, and Nature Club contribute to this mission.

Despite challenges, the NSS and DLLE units organized impactful events such as World AIDS Day, beach clean-up drives, blood donation drives, Traffic Warden Activities, Global Warming Week, and Disaster Management Week. The NCC unit sets an example of discipline for others to follow.

The college fosters resource management ideas and environmental preservation among students. Year-long activities like cleanliness campaigns, disaster management, street plays, and gender equality awareness campaigns contribute to overall student growth. The distribution of paper bags at Matunga Market raises awareness about the hazards of plastic consumption.

These events aim to advocate for the underprivileged, promote cleanliness and sanitation, instill responsible citizenship in children, and develop social, environmental, and civic consciousness among participants, students, and the public. Through these initiatives, the college actively promotes a sense

of social responsibility and empowers students to contribute positively to society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

32

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	View File

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

61

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2226

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

4

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

9

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college provides a range of facilities for an enhanced learning experience. It houses 25 classrooms and 2 tutorial rooms. Among them, 20 classrooms (F2-F9, S1-S10, M1, and M11) are ICT-enabled, facilitating interactive teaching. The sizable 180-student classroom F-2 is equipped with ICT and an integrated audio system.

Both seminars and conferences find dedicated spaces in the fully furnished Seminar Room and the ICT-enabled Conference Room with audio-visual equipment.

The college also employs specialized equipment, including six

interactive tablets that serve as engaging teaching aids, eliminating the need for traditional chalkboards and blackboards. These tablets allow teachers to share written work, presentations, and lectures directly with students.

Language learning is promoted through two language labs. One features 10 + 1 computers with ORELL English Language Software in the reading hall, while the other, situated in Room No. M3, has 15 + 1 computers and focuses on other foreign languages.

The audio-visual room is well-equipped with video-conferencing facilities and houses resources such as a television, laptop, LCD, CDs, audio cassettes, videotapes, and tape recorders.

With support from RUSA, the college has established cutting-edge FinTech Lab and Innovation Lab, offering students access to state-of-the-art resources and fostering creativity and innovation on campus.

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

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

The college's exceptional sports and recreational facilities contribute to a well-rounded and enriching experience, promoting student well-being and personal growth. The Gymkhana, situated on the auditorium's right-wing balcony, provides indoor sports options like TT tables, Carrom Boards, and Chess Tables. Additionally, the college has acquired a four-station Gymnasium, and a green gym in college garden enabling access to modern fitness facilities. The well-equipped auditorium supports yoga sessions and cultural activities and features a practice climbing wall for added recreational opportunities.

The college emphasizes student well-being through fully stocked First Aid Kits on each floor, a girls' toilet equipped with a sanitary vending machine, and an installed incinerator for responsible waste management.

To address limited open space in central Mumbai, the college

collaborates with neighbouring institutes, offering access to sports like Badminton, Shooting, and Boxing at Ruia College, Cricket net practice at Matunga Gymkhana, and Basketball at Indian Gymkhana. Furthermore, the college's own spacious playground spanning approximately 10,000 sq. ft. accommodates Volleyball, field events, and net practice, featuring amenities like a heightened fence, bathrooms, and spectator stands.

Lata Kunj, an adjacent expansive area, enriches extracurricular opportunities for diverse sports and cultural activities, showcasing the college's commitment to holistic student development.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	NA

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

29

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

102.5

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

To stay abreast of educational technology advancements, the college purchased library software SLIM21, enabling computerized management of major activities like acquisition, cataloging, circulation, and serial control. The library now offers an Online Public Access Catalogue (OPAC) and internet access. Recently, an upgrade to the latest version, 3.6.0.3168, was implemented. Almost the entire library collection, except for passive collections, has been barcoded for efficient tracking. In-house barcoding is facilitated by an ARGOX barcode printer with the latest configuration, and three scanners are used for transactions. Students have been issued bar-coded Borrowing Tickets for streamlined processes.

The library houses an extensive collection of 90,000 books, 10,000 e-books, and subscriptions to 5,000 journals and 20 databases, enhancing research opportunities for students and faculty alike. These technological advancements ensure the library remains a valuable resource hub for the academic community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://rapodar.ac.in/library.php

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

5.796

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

103

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college recognizes the significance of implementing an IT policy to guide IT equipment procurement and usage. By following a comprehensive IT policy, the college ensures the effective use of IT resources, maintains security, and stays updated with modern equipment, benefiting the entire academic community.

Purchase Committee Procedure: Purchase of IT equipment is conducted through a systematic process overseen by the Purchase

Committee, considering academic and administrative needs.

Genuine License Acquisition: To adhere to legal requirements, the college ensures the acquisition of genuine software licenses directly from developers or approved vendors.

Budget Allocation: The college earmarks funds from its development resources to facilitate the purchase of necessary IT equipment.

Safety and Security Measures: IT infrastructure protection is a top priority. The college has implemented a firewall to prevent unauthorized access and safeguards end-users' data through the installation of Seqrite anti-virus endpoint security software on all machines.

Dedicated Email for Staff and Faculty: To streamline academic and office communication, the college provides institutional email IDs to entire staff.

IT Equipment Management: The college proactively manages IT equipment, identifying and evaluating older and obsolete items with expert assessment of usability and condition.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rapodar.ac.in/pdf/IT%20Policy.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3012	243

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

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	D. Any one of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rapodar.ac.in/infra.php
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

114.69

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The college places significant importance on adhering to the norms prescribed by the parent body for managing and utilizing its physical, academic, and support facilities. With a firm commitment to providing quality education, the college boasts adequate infrastructure that facilitates effective teaching and learning.

The college works closely with its management to optimize financial resources for facility maintenance. A dedicated team of skilled technical staff, including electricians, plumbers, carpenters, and gardeners, ensures the smooth functioning of the college's infrastructure and equipment.

Thoughtfully designed classrooms and computer labs offer ample space and ventilation, with elevated platforms for clear visibility of teachers and boards, enhancing the learning experience.

The purchase committee, consisting of the Principal, Vice Principal, senior faculty, and office staff, conducts periodic meetings to assess equipment needs and plan maintenance for physical and electronic facilities. Annual maintenance contracts cover amenities like housekeeping, security, air conditioners, water coolers, filters, computers, laptops, printers, etc. Vendors' performance undergoes quarterly evaluations.

Through these proactive measures and dedicated efforts, the college creates a conducive and well-maintained environment, enriching the overall learning experience for students and faculty alike. The college's commitment to optimal facility management ensures a seamless and thriving educational environment.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rapodar.ac.in/infra.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

724

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

17

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	https://rapodar.ac.in/creditcourse.php
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

3736

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

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

54

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

193

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

13

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

55

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The college has an active Student Council, an elected body representing academics, co-curricular, and extracurricular activities with a balanced gender and community representation. While serving as a formal liaison between students and the institution, students freely share ideas and concerns with

teachers and the principal. The Council oversees essential student activities and flagship events.

Members are chosen based on academic merit, representing various academic programs and levels. NSS, NCC, Sports, and Cultural Forum representatives are nominated by respective professors, while two lady representatives are nominated by the Principal and the Council's Professor in charge.

The Students' Council organizes annual grand events like Rapport, Enigma, and Moneta, while 37 active forums focus on developing students' personalities. These forums focus on skills enhancement, arts, sports, environment, entrepreneurship, career planning, and more.

Each forum has a student committee facilitated by a Professor In charge, with the Students' Council supporting event planning and execution. Students actively participate in academic and administrative bodies and committees like IQAC, Library, Gymkhana, and Women Development Committee, providing valuable student perspectives in decision-making.

The college's diverse forums and committees create a vibrant and enriching environment, fostering holistic development and enhancing students' overall experience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.rapodar.ac.in/sc.php

5.3.3 - Number of sports and cultural events / competitions organised by the institution

35

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	View File

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The institution takes pride in its extensive alumni network and their contributions back to the college.

The R A Podar College of Commerce Economics Alumni Association (RAPAA) was established as a non-profit organization in 2018, acknowledging the importance of alumni input and valuing their insights into academic programs and student services. RAPAA's main goals are to encourage interaction between alumni and current learners, support education and research with alumni involvement, and actively seek suggestions for college development. Additionally, the association works towards fostering student enthusiasm for entrepreneurship and professionalism.

RAPAA plays an active role in maintaining an up-to-date alumni database and conducts regular meetings. The LinkedIn membership has seen substantial growth. The association assists students in securing internships and placements, sponsors college events, and engages alumni as keynote speakers, coaches, mentors, and judges.

The college invites prominent alumni as chief guests for various programs, fostering connections and inspiration among the community. The inaugural Late Principal G. P. Palekar Memorial Lecture featured esteemed alumnus Mr. Damodar Mauzo, a Gyaanpith awardee, who emphasized the joy of giving through literature and knowledge-sharing in an online discourse.

Through its initiatives and support, the college's alumni continue to play a vital role in shaping the institution's future and nurturing camaraderie among its members.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://rapodar.ac.in/alminfo.php

5.4.2 - Alumni's financial contribution during the year	D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Vision:

'Samaani va aakooti samaanaa hridayaani vaha'

(one in mind and one in heart)

Vision Statement :

Responsive to the need of the student community and the society (stakeholders) and to act as an enabler to make quality education affordable for all. The vision of the institution is propagating equality and removing discrimination and divisive forces by educating the youth. 'Samaani va akooti samaanaa hridayaa ni vaham' (We are one in mind and one in heart): Live and let others live. The vision statement is the underlying philosophy of the institution while conducting the academic programmes and other activities. The college practices a democratic set up where authority is delegated and responsibility is held by the top.

Mission :

'Nahi gnyaanen sadrasham pavitramiha vidyate'.

(There is nothing in this universe as pure as knowledge)

Mission Statements

1. Enhancing Quality of the Institution and all concerned.

2. Continuously and consistently through methods that are

participative, interactive, facilitative in a measurable manner.

3. Adopting change in its path.

4. Resulting in academic and organizational excellence of the Institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://rapodar.ac.in/philosophy.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college operates under a well-structured system of governance, with the principal serving as the authority guided by the governing body and academic council's policies. The College Development Committee (CDC), comprising representatives from various segments, plays a vital role in planning and decision-making.

During CDC meetings, all significant matters are thoroughly discussed, and decisions are made after considering viewpoints from different stakeholders. The principal, along with two vice principals, oversees the implementation of CDC's policies through dedicated core committees.

Each core committee, chaired by a senior faculty member and including representatives from academic programs, office staff, and students if necessary, ensures policy implementation in accordance with statutory provisions and CDC directives.

College issues are addressed in staff meetings, fostering open deliberations among all staff members. The Academic Cell is entrusted with ensuring academic compliances, while the RUSA Co-ordination Committee manages RUSA funds' procurement and allocation.

For course-specific concerns, department heads hold the authority to make coherent decisions. However, if needed, issues may be escalated for higher intervention. This well-organized

governance structure ensures efficient and transparent management of the college's academic and administrative affairs.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	[View File](#)
Paste link for additional Information	[NIL](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The perspective plan that emerges from the vision, mission, and Institution's underlying organizational philosophy has developed and evolved over the years with the collective contribution of all the stakeholders. The-College Development Committee (CDC), which includes a representative from each stratum and other statutory and core committees, develops, designs, and oversees the institution's strategic plans. All the members actively contribute to the formulation of the strategic plans. The plan is articulated in such a manner that it is inclusively understandable and percolates in all directions. Strategic plans submitted to the parent body for approval and further guidance. The parent body guides the developmental aspects of the institution and supports wherever possible. Each and every activity of the institution encourages planning organising and coordination.

The plan is reviewed periodically and altered or modified if necessary. The strategic plans are rolled out in staff-meetings and core-committee meetings, and suggestions are sought and queries addressed with cohesive deliberations for clear and explicit articulation. Such clearly and explicitly articulated plans are effectively and efficiently implemented by the respective committee or the relevant agency. The principal and heads of the committees monitor the implementation of the plan, and its progress is reviewed in subsequent CDC and core-committee meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rapodar.ac.in/pdf/Strategic%20Plans.pdf
Upload any additional information	View File

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

The college's organizational structure reflects genuine efforts to cultivate an inclusive and participatory environment, evident through the effective functioning of various institutional bodies. With a democratic leadership style, collective decision-making is emphasized, granting faculty and staff the authority and freedom to excel in their roles while promoting collaboration.

The recruitment process adheres to fair guidelines set by the University Grants Commission (UGC) and State Government policies, ensuring transparency and attracting qualified candidates. Thoughtfully designed policies facilitate the seamless flow of information, fostering open communication and improved coordination.

A key strength lies in the mutual trust and respect among staff, faculty, and students, creating a strong sense of belonging and dedication to the college's vision. Decision-making is balanced, blending decentralized and centralized approaches to address issues efficiently.

Regular staff meetings, convened at least six times a year, concentrate on developmental concerns, faculty growth, and disciplinary matters, bolstering overall faculty development. The Grievance- Redressal-Cell ensures timely resolution of complaints, fostering a positive and supportive work environment.

Moreover, the Principal and Vice-Principal maintain an open-door policy, enhancing accessibility and encouraging transparent communication with the college community. In conclusion, these effective and efficient practices establish a conducive

atmosphere for learning, growth, and success within the college.

File Description	Documents
Paste link to Organogram on the institution webpage	https://rapodar.ac.in/pdf/Organogram.pdf
Upload any additional information	View File
Paste link for additional Information	NA

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institute prioritizes faculty development, encouraging participation in enriching programs such as seminars/webinars/conferences. It emphasizes continuous learning and growth by providing financial support through reimbursement of associated costs.

Additionally, the college hosts innovative online programs to enhance faculty members' online teaching skills and professional development. In response to COVID-19 challenges, the institute's self-development cell arranges interactive counseling sessions to provide valuable support for emotional and practical difficulties during the lockdown.

The institute actively supports faculty's academic and career

growth by collaborating proactively, offering unwavering support and opportunities. Examples include granting leaves for pursuing post-doctoral studies abroad and appointing faculty to esteemed executive roles within the University, reflecting the institute's commitment to empowering educators.

Equally dedicated to non-teaching staff's well-being, the college organizes online counseling sessions, considering their in-person duties. Private spaces for class four staff to relax and have lunch are provided. A prestigious annual award with a cash-prize honors outstanding non-teaching members, while both teaching and non-teaching staff are commemorated for service milestones.

Fostering a vibrant research culture, the Research, Development andConsultancy Cell inspires faculty to pursue research through publications, presentations, and PhD. registrations. 'Knowledge Exchange Programs' promote collaboration and knowledge sharing among faculty, facilitating the learning from colleagues' valuable experiences and insights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

0

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

23

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college's accounts are subject to both internal and external audits annually. Internal audits are conducted by M/s. Yashwant Anil Rajeshree and Associates, while M/s. D. Y. Ranade and Co. handle the external audits, appointed by the Governing body. The management performs regular internal audits, and the State Government Authorities conduct external audits to ensure a comprehensive examination of the institution's financial records, including income, expenditures, assets, and liabilities.

Throughout the audit process, the accounts department closely monitors the proceedings. Any queries or objections raised by the auditors are promptly addressed by the respective accountable personnel, with support from the college accountant and, if necessary, the principal. The aim is to provide explanations or furnish the required evidence to satisfy the auditors.

The auditors' observations and satisfaction, or any further actions required, are reported to the management for necessary follow-up. The college ensures compliance with the auditors' recommendations and makes the internal and external audit copies available in the college office.

Apart from financial audits, structural audits are also regularly conducted to assess the repair and renovation requirements of the college facilities. These audits contribute to maintaining the college's financial integrity and ensuring the proper upkeep of its infrastructure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

2.20

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	View File

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The institute adopts a systematic financial management approach through an annual budgeting process. The Accountant, in collaboration with the Principal and Vice Principals, prepares the budget. It undergoes review by the College Development Committee and approval from the parent body for effective utilization.

Capital expenditures, such as construction and renovation, are funded based on structural requirements and civil expert certification from the parent body. The college also receives funds from the UGC and affiliated entities (RUSA 2.0) to support

development initiatives, supervised by the Purchase Committee and CDC.

Revenue Expenditure is managed through government aid and fees from aided and self-financed courses. Staff salaries are covered by the government, and administration costs are shared by the parent body and self-financed course fees. Earmarked fees for specific purposes are supervised by college committees.

Flagship events and festivals are self-managed by student organizing bodies, supported financially by corporate and alumni sponsorships. Statutory forums like NCC and NSS receive funding from designated authorities and the college.

Free ships and scholarships are granted by government authorities based on statutory provisions. Additional scholarships for needy students are mobilized from NGOs, alumni, and philanthropists. The college and alumni/staff awards provide funds for supporting students' academic and extracurricular activities.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The IQAC institutionalized quality assurance strategies based on stakeholder feedback. Incremental improvements were made in online education and governance amid the continued online academic and administrative activities due to the uncertain lockdown situation.

To enhance online teaching and learning, subscriptions to MS Teams and Zoom Meeting Apps were maintained, and faculty members received Microsoft Teams training. The SAFE App, a proctored examination system developed by IITB, ensured credible and efficient online evaluations.

Efforts for complete academic and administrative process automation were made through ERP Installation (MasterSoft). Classrooms were made IT-enabled with digital-podiums and improved Wi-Fi connectivity. Faculty received personal laptops and accessories to support IT-enabled teaching, research, and co-curricular work.

Continuous faculty development was prioritized through workshops and FDPs, including sessions on contemporary IT and e-teaching conducted by DeveLearn and mapping of teaching components.

Student engagement was fostered through 66 intra- and inter-collegiate events, workshops, webinars, and competitions organized by student bodies. Comprehensive induction-programs were conducted for students at different levels.

To address mental health concerns during the pandemic, a workshop was organized for teachers, along with online counseling for students.

Regarding career advancement, two teachers were promoted to the post of Professor, and two to Assistant Professor under CAS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC supports continuous evaluation of the teaching-learning process through deliberations and decisions taken in regular meetings along with the academic audit conducted annually. At the departmental level, internal assessments are conducted by the Head of the Department, IQAC coordinator, and Principal to review and introspect the academic and administrative functioning in line with NAAC requirements.

The college maintains a daily time sheet to monitor lectures and has adapted it for online teaching with a refined Google form capturing relevant details such as syllabi coverage, research work, and interactions with external agencies.

To integrate ad hoc teachers into the regular teaching process, the college organizes an induction program to familiarize them with the college ecosystem. IQAC conducts training sessions for new teachers on exam supervision and updates existing invigilation teams regularly. Colleagues within departments educate these teachers on the evaluation system intricacies.

Learning outcomes are evaluated annually through a comprehensive evaluation system, which includes carefully constructed question papers, assignments, projects, presentations, and viva-voces, adhering to Bloom's taxonomy.

Feedback on teaching and learning is collected from students, parents, and alumni, and the analysis is shared with staff for improvement. IQAC also promotes positive bonding among faculty members through novel exercises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://rapodar.ac.in/iqac.php
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Several webinars and workshops were conducted to promote social awareness and gender equity in the institute. Webinars on topics like work culture preparedness during a pandemic, cyber security, and menstrual hygiene were organized, providing valuable insights and guidance to students. Additionally, a survey on the status of women in society was carried out by students as a part of their assignment.

Efforts to ensure gender equity are reflected in every aspect of the institute's academics and administration. The general gender ratio shows more female students than male, and they excel not only in academics but also in extracurricular activities and leadership roles on campus. The college prioritizes the safety and security of female students, with measures such as female security guards, CCTV surveillance, and an Internal Complaints Committee to address any issues.

Female representation is ensured in academic and administrative panels, including the Students' Council. Girls actively participate in cultural and sporting activities, and TEDx events provide a platform for celebrated female speakers to inspire and share their experiences with students.

The institute is committed to promoting gender equity and providing a supportive environment for all students, especially females, to thrive and excel in their academic and personal endeavors.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	B. Any 3 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The college has built several waste management options, both biodegradable and non-biodegradable, as part of an effective waste-management system that maintains cleanliness and hygienic facilities at all times. Garbage cans and disposal items are strategically placed throughout campus to ensure cleanliness. Garbage and dry/wet waste created at the source are collected and segregated in accordance with the regulations, and students are urged to follow suit at home. Green and vegetable waste from the canteen and the nearby vegetable market is composted in the college's backyard to generate manure. Activities such as waste management from Rags to Riches, beach clean-up drives, the manufacturing and distribution of paper bags, and an eco-friendly Ganesh-festival are conducted to eliminate non-biodegradable garbage and raise awareness. Students collect used and empty tetra-packs, which are then disposed of to be converted into useful objects such as seats, tables, and writing boards. Every year, students' e-waste is delivered to an authorized recycling center for safe and scientific disposal as part of a project. The College's Entrepreneur Development Cell hosted a Webinar on "Waste Management: The Entrepreneurial Route" in September to educate students about their entrepreneurial potential and introduce them to social entrepreneurship in the field of waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	**B. Any 3 of the above**

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**B. Any 3 of the above**

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**B. Any 3 of the above**

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

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

File Description	Documents
Geotagged photographs / videos of facilities	[View File](#)
Policy documents and brochures on the support to be provided	[View File](#)
Details of the software procured for providing assistance	[View File](#)
Any other relevant information	[View File](#)

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

The institute promotes inclusivity through its curriculum, especially the Foundation Course, which emphasizes India's multi-cultural diversity and addresses the needs and rights of marginalized groups, including people with special needs, SC-ST,

women, children, migrants, the LGBTQ community, and senior
citizens.

Various events and forums celebrate national and international
occasions promoting cultural tolerance and harmony. Notable
events include TEDx talks, LEC's 'Cultural Diversity VS
Modernisation' webinar, NSS's 'Ek Bharat Sreshta Bharat'
initiative, and guest speeches by accomplished alumni like Mr.
Damodar Mauzo, a Gyaanpith awardee.

The college invites parents of students those excel in
distinctive fields beyond academics. The inclusive cell supports
differently-abled students, and a buddy program pairs
academically weak students with high-achieving peers. During
examinations, students volunteer as writer for those in need,
and the college accommodates students with medical needs.

Moreover, students contribute to society through writing for the
needy, and special provisions are made for those facing medical
challenges. The college observes significant historic days and
celebrates multiethnic festivals, promoting cultural belonging
and fostering tolerance for different languages and cultures.

Various socio-cultural activities organized by college forums
showcase India's cultural richness and reinforce the concept of
unity in diversity, creating a harmonious and inclusive
environment for all.

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

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

The college fosters moral values, ethical practices, and social
responsibility in students. Despite online mode, faculty, staff,
and students engage in activities to fulfill this commitment.
Along with quality education, the college encourages responsible
citizenship and societal contribution.

Various forums and committees organize activities to sensitize
students about societal and national responsibilities. Special

lectures on the Indian Constitution educate students on their duties. Voter awareness drives are held annually to register new eligible voters and inform them about their rights.

Constitution Day is observed to educate students and employees about constitutional provisions. The foundation course curriculum incorporates key constitutional aspects to create awareness among students. The NSS Unit organized an informative session on Constitution Day, covering various constitutional articles and facts, along with quizzes and poster creation.

The college conducted a Constitution Literacy Webinar to inform people about their rights and duties. They also introduced a non-academic mandatory course, Responsible Citizenship, to instill social and environmental ethics and inspire students to work towards these issues.

The college actively promotes voter registration and voting through its application form and dedicated counter. By fostering responsible citizenship and ethical values, the college shapes well-rounded individuals committed to societal welfare and environmental consciousness.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

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

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	View File

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

The institute emphasizes cultural integration at both national and international levels, fostering empathy and understanding among students, staff, faculty, and stakeholders. It values its global partnerships and promotes international initiatives while preserving and promoting Indian culture, aiming for harmony and cooperation.

Various college forums and committees play a pivotal role in organizing workshops, webinars, quizzes, and other programs to celebrate and commemorate important national and international days. These events include World-Environment-Day, International-Yoga-Week, International-Youth-Day, International-Democracy-Day, International-Literacy-Day, World-Disability-Day, Gandhi-Jayanti, National-Unity-Day, National-Youth-Day, National-Vigilance-Day, Kargil-Vijay-Diwas, and Teachers'-Day. Independence-Day and Republic-Day are celebrated with enthusiasm each year.

World-AIDS-Day is marked by awareness campaigns, and other days like May-Day, Maharashtra-Diwas, Labour-Day, Drug-Abuse-Day, International-Justice-Day, Nature-Conservation-Day, Organ-Donation-Day, Gratitude-Day, NSS-Day, Animal-Welfare-Day, Reading-Motivation-Day, Vigilance-Day, Children's-Day, Constitution-Day, National-Girl-Child-Day, National-Voters-Day, World-Cancer-Day, and International-Women's-Day are observed by the NSS, Inclusive Cell, and other departments.

Birth anniversaries of freedom-fighters and social-reformers are celebrated in college through small book exhibitions from the library inventory. These exhibitions aim to enlighten learners

about the ideological legacy left behind by these eminent
figures, sparking interest among students and staff to read and
learn more about them.

These initiatives not only raise awareness about important
causes but also foster a sense of unity and peace among the
college community.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The College has two best practices- Student Induction Program
(SIP) and Responsible Citizenship

The Student Induction Program (SIP) is a comprehensive
orientation program that introduces college students to their
new environment while emphasizing the development of values for
societal enrichment. The SIP aims to instill a sense of
belonging, social sensitivity, community engagement, and human
values in students to make them responsible citizens. It
consists of five phases, including orientation, student
induction activities, value education, outdoor visits, and self-
assessment and evaluation.

In addition, the college has introduced a non-academic mandatory
credit course called "Responsible Citizenship" for third-year
students. This course focuses on cultivating social,
environmental, and ethical responsibility among students. The
objectives include making students responsible citizens,
fostering holistic development, and sensitizing them to societal
and environmental issues. The course comprises two modules:
disaster management and discussions on various national, social,
and environmental issues, encouraging students to engage in
topics such as social responsibility, environmental ethics, and

citizen participation in nation-building.

File Description	Documents
Best practices in the Institutional website	https://rapodar.ac.in/bestpractices.php
Any other relevant information	NA

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The college conducted financial literacy programs under the 'LEARN-INDIA' initiatives as part of its Institutional-Social-Responsibility. The initiative covered four states: Maharashtra, Tamil-Nadu, Gujarat, and Uttarakhand, with 74 sessions benefiting over 3,700 individuals, including staff, underprivileged students, and potential investors. More than 100 dedicated students actively supported this cause.

The prime teaching tools used for these programs are modules prepared by the college students specifically for the initiative. These modules are based on guidelines provided by SEBI and BSE-IPF and cover topics like Banking, Savings, Insurance, and Investments. The content is available in English, Marathi, and Hindi to ensure easy understanding.

The college ensures that the students delivering the content are well-trained by mentors to flawlessly convey the message. They seek permission from authorized officials, such as government bodies, to visit schools, statutory bodies, and other locations for conducting the sessions. Literature is shared with the learners for future reference, and acknowledgments are collected from the visited locations.

To expand the reach of the initiative at a Pan-India level, the college collaborated with different entities, including the Investor-Education-and-Welfare-Association, an NGO recognized by SEBI and BSE IPF. Through these efforts, the college aims to promote financial literacy across all corners of India.

File Description	Documents
Appropriate link in the institutional website	https://rapodar.ac.in/moneta.php
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

In preparation for the gradual return to in-person lectures following the easing of lockdown restrictions, the college is devising special measures to address the aftereffects of online teaching and learning. The focus is on relieving students of the potential stress that may arise during the transition from online to offline education. Additionally, as the first batch is due for graduation, the college is enthusiastic about culminating the implementation of autonomy.

The upcoming academic year's plan includes:

1. Strengthen student welfare mechanisms for their well-being and academic success amid disruptions in teaching and learning.

2. Introduce innovative and employment-oriented UG and PG programs to meet evolving needs.

3. Conduct Faculty Development Programs on statistical analysis software for research and PhD.

4. Arrange outdoor FDP programs for experiential learning and skill development.

5. Continue health awareness for staff under the wellness program with renowned medical practitioners' sessions.

6. Organize workshops with DISHA to enhance the mentor-mentee program.

7. Conduct the academic audit to improve departmental functioning and academic processes.

8. Strengthen infrastructure, including the college playground, for a conducive learning environment.

9. To process the career advancement applications of faculty members.

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