



SHIKSHANA PRASARAKA MANDALI'S

RAMNIRANJAN ANANDILAL

PODAR COLLEGE OF COMMERCE AND ECONOMICS

MUMBAI- 400 019

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SUBMITTED TO NAAC

2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2015-16

1. Details of the Institution

1.1 Name of the Institution

R.A. Podar College of Commerce

1.2 Address Line 1

L.N. Road

Address Line 2

Matunga, Mumbai

City/Town

Mumbai

State

Maharashtra

Pin Code

400019

Institution e-mail address

info@rapodar.ac.in

Contact Nos.

022-24143178

Name of the Head of the Institution:

Dr. Shobana Vasudevan

Tel. No. with STD Code:

022-24143178

Mobile:

9820125173

Name of the IQAC Co-ordinator:

Ms. Kavita Jajoo

Mobile:

9920524905

IQAC e-mail address:

iqac.podar@rapodar.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10946/2016

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

http:// rapodar.ac.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A+		2004	5 yrs
2	2 nd Cycle	A	3.63	2011	5 yrs
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

20-06-04

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2011-12_____ (24/12/2012)
- ii. AQAR 2012-13_____ (24/12/2013)
- iii. AQAR 2013-14_____ (11/10/2014)

iv. AQAR 2014-15 _____ (10/10/2015)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

University Of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

360° connect

2.14 Significant Activities and contributions made by IQAC

National level

- Talk on ‘Entrepreneurship: The Goli Vada Pav Story’ by Founder Mr Venkatesh Iyer
- Securities & Financial Markets, Mr. Rajeev Agarwal Whole time member – SEBI
- Inclusive Growth: Does development necessarily succeed economic growth or could they be concurrent?
Mr. Paul Abraham COO IndusInd Bank
Mr. Jerry Pinto Author, Social Activist & Philanthropist
Mr. Kuppuswamy Iyer CEO Shapoorji Pallonji Finance
- Financial Inclusion – The road to a fully banked India Mr.Nachiket Mor, Deputy Governor, RBI
- Conclave - Finance & Beyond by Dr. Ajit Ranade Chief Economist Aditya Birla Group, Mr. Somashekhar Sundaresan Partner J Sagar Associates and Mr.Brijesh Mehra CEO Royal Bank of Scotland.
- FDI in E- Commerce – Mr. Rajesh Balpande CFO and Co-Founder Book My Show
- India’s Sovereign Rating Woes: Present Scenario and Future Prospects – Mr. Vineet Gupta Vice President of South Asia Moody’s.
- Emerging trends in Career Options with the youth - Mr. Ridham Desai. Managing Director Morgan Stanley India
- Significance and Role of Industry in Today’s Education System –Mr. Ramesh Iyer Managing Director Mahindra & Mahindra Financial Services Ltd
- Panel Discussion - Innovation & Technology: Redefining Entrepreneurship – Mr. Vishal Gondal Founder and CEO GOQii and Mr. Ramesh Venkat Managing Partner Fairwinds Asset Managers Ltd and Mr. Kaustubh Dhargalkar Chief, Innovation Lab WE School and Mr. Sundar Subramanian Citrus Payment.
- Corporate Growth – Mr. Kiran Ajwani Managing Director Innoesis
- India Inc: Attracting global Investments - Mr. A Balasubramanian, CEO Birla Sun life Asset Management Company

- Enterprise & Investment: Advice to young minds – Mr. Sudhir Valia, Director Sun Pharmaceutical Industries Ltd
- Evolving functions of a CFO- Mr. Keki Mistry Vice Chairman & CEO HDFC.
- All it takes is an Idea – Ms. Pooja Dhingra Founder Le 15 Ms. Hansi Mehrotra Founder The Money Hans Ms. Nandini Dias CEO Lodestar
- Ms. Usha Ananthasubramanian, Managing Director & CEO Punjab National Bank
- Building a strong foundation for business: Ties for our two countries, Mr. David Akov Consul General of Israel to India in Mumbai

State level

- Women Development Cell, University of Mumbai jointly organised a Zonal Level workshop on the implementation of the "Sexual Harassment Of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 "
- Alternative Mathematics - Mr. Vinay Nair
- Mathematics in competitive examinations - Mr. Gulab Nebhani
- Mathematics as a Career - Mrs. Manik Patwardhan

Institutional level

- Literacy programme
- Community work
- Plantation
- Medical Camp
- Staff wellness program
- Motivating undergraduate students to do research
- Cleanliness and Sanitation Drive
- Mentoring

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>1. Research: Seminars and Conferences to be organised during this year. Lectures Series on Research Methodology to motivate teachers and students to pursue research.</p>	<p>1.The Research and development cell conducted a series of lectures for teachers and research scholars from all over Mumbai.(3)</p> <p>2.An orientation program at the Institutional level was organised for cluster college to participate in Aavishkar : An university of Mumbai research competition.</p> <p>3.Inter collegiate research competition was held for the students of BMS department (Inter collegiate) Research papers were invited in Marathi, Hindi and English.</p> <p>4.The in house research journal Podar Prabodhan, was awarded the ISSN no and its fourth edition was released.</p> <p>5.Two teachers were awarded funds with the UGC sponsored Minor research Project.</p> <p>6. Industry based projects</p> <p>7.Students participated and won prizes for research competition.</p>
<p>2. Enhance teaching learning resources.</p>	<p>1. A lecture on Greek crisis and issues : challenges and lessons to learn was conducted by department of economics in association with Forum of free enterprise for students and cluster college students</p> <p>2. E- learning resources were uploaded on website.</p> <p>3. A two day workshop on “Teaching Pedagogy” was organised in association with M. R. Pai foundation for colleges teachers across Mumbai .</p> <p>4. All classrooms are IT enabled.</p> <p>5. Bridge courses were conducted in the subject of Accountancy and mathematics and statistics.</p> <p>6. Addition of another English language laboratory in the college library.</p>

<p>3. Review of timeline process</p> <p>4. Broaden the horizon of the Self-Development Cell: Inclusion of Diet & Nutrition and Legal counselling lectures for stakeholders in the neighborhood.</p> <p>5. Integrate Alumni Association in the Platinum Jubilee Celebration by organising various events on music, theatre and values by, the alumni and students.</p> <p>6. Project mentoring for T.Y.B.M.S. students by alumni.</p> <p>7. Design of a college template for</p>	<p>7. Buddy programme continued.</p> <p>8. Focused remedial teaching continued with parents being updated on the progress of their wards.</p> <p>The time line processes were reviewed and changes were made accordingly.</p> <p>1) Dietician and Nutritionist conducted series of lectures for teachers, sportspersons and girl students.</p> <p>2) In association with Consumer Guidance Society of India ('CGSI') organized a consumer awareness campaign The campaign consisted of:</p> <ul style="list-style-type: none"> • Milk testing facility • Consumer Rights seminar <p>1. A musical evening –Vardhaman.</p> <p>2.Short film, titled “Bharat Bhagya Vidhata” directed by our alumnus was screened.</p> <p>3."Alone Together" in conversation with Ustaad Zakir Hussain organised for our students and other cluster Colleges students</p> <p>4.Platinum Jubilee Celebration of R.A.Podar College, an event named "The Magic of Theatre" in dialogue with Dr. Vijaya Mehta was organised</p> <p>5.Podar Ratna award ceremony preparation</p> <p>The alumni address the students about the project work which is a part of the curriculum. Such interaction and guidance makes it easy for the students to complete their work on time and are able to abide by all guidelines.</p> <p>A customised College template for all power point presentation was designed.</p>
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Power point presentation.	Proposal under construction
8. National Seminar on Library Science to be conducted with U.G.C. sponsorship	Wellness program on “ Health Pulse Check Camp ” for overall staff (i.e. Junior, Senior college teaching and non-teaching staff of R. A. Podar College was organized by M/s. Health spring family health experts , Andheri, Mumbai.
9. Wellness Programme for staff to continue	1. The college has appointed coaches for each of the game played by the students. 2. The coaches have been mentoring and guiding the sportsperson on continuous basis.
10. Sports mentoring to continue.	A workshop was conducted on “mentoring and coaching” which focuses of role of teachers as counsellors.
11. Role of teacher mentors to be enhanced; to take up the role of counsellors and motivate slow learners and economically disadvantaged students.	

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken ☐

The AQAR was placed in the local Managing Committee meeting at the beginning of the academic year. The committee acknowledged and encouraged the efforts made by the IQAC in adopting strategies and tools for holistic development of the students.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	02			
UG	02		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				05
Others				
Total	07		01	05

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

1.3 Feedback from stakeholders*
(On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input checked="" type="checkbox"/>	Annual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The university recommends revision and updation in syllabi. There were no major revision recommended by the university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The college was awarded two PhD centres.

- 1) Accountancy (Enrolled 5 students)
- 2) Business policy and administration (Enrolled 5 students)

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others

2.1 Total No. of permanent faculty	17	10	7	NIL	01 Principal 01 Librarian
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2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	10	NIL	NIL	NIL	NIL	NIL	NIL	NIL	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

08 15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	08	10
Presented papers	06	03	
Resource Persons	01	03	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Film based learning in ICT enabled classrooms
Research based assignments to challenge and hone student's critical thinking
Experiential learning and peer Learning
Industry Academia Interface

2.7 Total No. of actual teaching days

during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Entire examination process is in-house, continued with Centralised Paper setting

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02 02 10

2.10 Average percentage of attendance of students

65% to 80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					
		O	A	B	C	D	E
TYBCom	813	3.80 %	40.66%	24.44%	14.68%	4.66%	0.36%
TYBMS	122	3.27%	36.06%	31.14%	17.21%	1.63%	10.65%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC is committed to enhance the quality of teaching learning in the college. The committee identified the areas where measures were required to improve the teaching learning process available in college. Following were the initiatives taken:

1. Daily time sheets for monitoring lectures
2. Bridge course were conducted in the subjects of accountancy and mathematics and statistics
3. Focused learning programme for slow learning through the Remedial Coaching and Intensive Training
4. A Two days' workshop was conducted on "teaching pedagogy" in collaboration with the Forum of free enterprise and M.R Pai foundation. An inter collegiate event conducted by two professional trainers.
5. Training of Junior Supervisors for invigilation conducted by IQAC members.
6. The junior faculty members guided in assessment by the senior members of their respective department. They are given model answers and assess few answer books and submit to the senior staff assigned to them. The senior staff members then evaluates the assessment and gives the feedback.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	01

Staff training conducted by the university	02
Staff training conducted by other institutions	47
Summer / Winter schools, Workshops, etc.	01
Others	03

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	35	9	0	0
Technical Staff	N.A.	N.A.	N.A.	02

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The college has formed research and development cell which is headed by a permanent faculty member. The R & D room is equipped with seven computers with internet facilities. During the academic year several of our faculty members presented research papers in National & International conferences.

The College with the recommendation of the IQAC has published the Podar Prabodhan issue with an ISSN 2454-6739 which caters to the need for publishing of research works and findings.

With the recommendation of the IQAC, the Governing Body of the college provides fund for research projects.

Faculty and students are encouraged to write research paper

Faculty along with students are motivated to take up research projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	02	--
Outlay in Rs. Lakhs	--	170000/-	170000/-	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	04	--
Non-Peer Review Journals	01	--	--
e-Journals	--	--	--
Conference proceedings	--	03	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2015-16	UGC	170000	NIL
Interdisciplinary Projects				
Industry sponsored	2015-17	BSE IPF	500000	500000
Projects sponsored by the University/ College	2015-16	College	20000	20000
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total			690000	520000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy 5,00,000/-

3.11 No. of conferences organized by the Institution

Number				02	01
Sponsoring agencies				College & Unvi	College

3.12 No. of faculty served as experts, chairpersons or resource persons

12

3.13 No. of collaborations

International

01 National

Any other

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs :

From Funding agency

500000

From Management of University/College

39000

Total

539000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	----
	Granted	----
Commercialised	Applied	----
	Granted	----

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
02	--	--	--	02	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

03

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

01

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Department of Lifelong Learning and Extension:

R. A. Podar College of Commerce and Economics is an active unit of Department of Lifelong Learning and Extension, University of Mumbai.

Total 77 students registered for different projects. The teacher in charge and the student managers participated in the first term and the second term training sessions organized by the department.

The College conducted the first term and second term training program in our college under the guidance of the field co-ordinator. In the second term training program 2 street plays and 1 musical skit was organized. The street plays and skits were organized to sensitize the students about the situation of women in the society.

The Extension students participated in the Mini-Marathon organized by Khalsa College. The students prepared the presentation on different careers and this presentation was uploaded on the Internet so that it will reach everyone.

The students have submitted the reports along with the projects to the Teacher-In- Charge. The department will conduct the evaluation process.

2. NSS: activities performed by our NSS students

- Tree plantation in Ambedkar College followed by Kalina University.
- A session on “international yoga day” in association with 'Isha foundation'.
- A seminar on “international narcotics day” for students in the college.
- Organized a clean drive up
- Anti-ragging squad of NSS unit make sure that there is no scar on any podarite.
- Orientation organized for the freshers of 2015-16 batch informing the students about NSS cell
- Celebrated the world population day
- Boot camp for fresher's
- Visited municipality school of Dharavi at Sion
- Visit to Nehru Planetarium attended the session of PCGT
- Blood donation camp
- Skit on blood donation was performed
- Organized a peace rally for hiroshimaoke
- Independence day-flag hoisting
- Spread a smile: thanking all police men for the work they are doing for society
- Participation in toys distribution with toy bank
- Blue ribbion movement- orientation
- Visison rescue: vision rescue team to teach the street children's
- Leadership training camp (LTC) camp
- Tea bag painting and flower making:
- Teacher's day celebration
- Street play was performed by our volunteers on domestic violence and child abuse
- Red ribbon club : awareness about aids
- Eco-friendly statue of Lord Ganesha
- Seminar on cyber crime
- Bhajan Sandhya at Gateway of India At CST

- Writers to Blind Students
- LSS Swach Bharat Abhiyan
- Diyas were then distributed in our adopted area LSS
- volunteers made lanterns and then those lanterns were distributed
- Clean up drive in Dadar Shivaji Park
- Run for unity an university level activity which was conducted in CST
- PCGT interactive session on Sexual Harassment
- Red Ribbon Movement Signature Camp.
- Information of Aids Awareness Aids Symbol and displayed the Ballon
- adopted area Barhanpur there was a pre visit
- 63 Volunteers attended 7 days camp at the adopted area Bharanpur

(Activities performed by students)

- * Survey on Women Health.
 - * Cloth donation
 - * Eye camp/ Specs distribution.
 - * Veterinary camp
 - * Street plays for awareness.
 - * ‘Uttung’ for Schools.
 - * Swachha Bharat Abhiyaan
 - * Notebooks distribution
-
- Distributed Toys, Caps and Flags to the children along NGO ‘Samtol’
 - Poster making and slogan writing on organ donation
 - Attended elocution competition in Guru Nanak College on organ donation meeting conducted by PCGT for the discussion about the upcoming fest of PCGT.
 - Session was organized for Volunteers in which the resource person shared the knowledge about Platelets and awareness.
 - A team of 09 students successfully participated in the four days event of ‘*Bhartiya Chhatra Sansad*’ conducted at MIT Campus, Pune from 27th to 30th January, 2016.
 - Two girls volunteers represented & leading BRM.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	67801.527sqft	---	S.P.Mandali, Pune	67801.527sqft
Class rooms	17896.475sqft	---	S.P.Mandali, Pune	17896.475sqft
Laboratories	948.634 sqft	----	S.P.Mandali, Pune + UGC XI plan	948.634 sqft
Seminar Halls	501.652 sqft	----	S.P.Mandali, Pune + UGC XI plan	501.652 sqft
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The library is fully computerized with all major activities namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue) and Internet facility is also made available to the readers. Library provides computerized bar-coded Borrowing Tickets. The library catalogue is now available 24 X 7 days on WAN. It is also linked with college website so that readers can browse it through internet.

4.3 Library services: 2015-16

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7086	844979	575	83080	7661	6656887
Reference Books	50115	6774986	586	458741	50701	7233727
e-Books	100000	5000	120000	5500	220000	10500
Journals print	65	115290	02	3000	67	118290
e-Journals	4500	5000	4500	57250	9000	62250
Digital Database	02	75575	01	5500	03	78075
CD & Video	1425	149618	32	00	1457	149618
e-resource online (DOAJ)	4000	00	00	00	4000	00
e-resource CDs	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others laptops
--	-----------------	---------------	----------	------------------	------------------	--------	-------------	----------------

Existing	129	78	118	118	--	18	32	22
Added	--	--	--	--	--	--	--	--
Total	129	78	118	118	--	18	32	22

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Master software purchased for office management. Training to office staff provided. Teachers and students are provided with internet access in the library and two computer labs with 96 computers in total. Computers are upgraded with MS office 2013 educational.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,11,213
ii) Campus Infrastructure and facilities	41,21,644
iii) Equipment's	15,000
iv) Others	1,10,000
Total :	43,57,857

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has been instrumental in organising and conducting Orientation programs for the students to create awareness of the forty active forums of the college, the class mentors, parents and students. Helping first-generation learners by providing learning resources and books free, low-income group learners with scholarships, and/or disabled students especially blind learners by permitting them to use audio recorders to record the lectures of the teachers, special training given by teachers for eg EVS and Maths department to learn maps and graphs.

Self-Development Centre for holistic development of students.

Earn while you learn scheme for students (Post graduate and under graduate students)

Student resource centre managed for the students and by the students. Students' orientation programme is conducted at the beginning of every academic session where newly admitted students are made aware about the various Student Support Services available in the college.

The IQAC also renders information by publishing it on college website and prospectus giving ideas and suggestions to enhance the quality of student life and to encourage their participation in various

5.2 Efforts made by the institution for tracking the progression

The self-development centre records the progression of the students who visited the centre.

The remedial cell analysis of the results of the learners. The slow learners and students performing poorly are given focused training through remedial lectures engaged after class hours. Parents are invited for periodic open house to discuss their ward's performance.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2749	284	05	

(b) No. of students outside the state

10

(c) No. of international students

05

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
1537	376	10	514	08	2448	1756	428	27	822	05	3038

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career guidance forum organises lectures to guide students on the preparation for competitive examinations. The College Library prescribes to Magazines and periodicals which are used by students to prepare for competitive examinations. The College faculty's counsel and guide students for the same.

No. of students beneficiaries

Reasonable

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	GAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others (CPT)	<input type="text"/>

350

5.6 Details of student counselling and career guidance

Academic Counselling: The teachers from the individual Departments provide academic guidance and assist on a regular basis. They encourage and guide students on various academic challenges they may occur and how to handle these challenges on a regular basis during mentoring sessions. They are also counselled on how to make a right choice and benefit from the available list of courses.

Personal Counselling: There is a Career Counselling Cell with a trained Counsellor who conducts regular counselling session on one to one basis every Thursday. This Cell also arranges for counselling sessions, motivational talks, by inviting experts and professionals.

Career Guidance: The Career and Counselling Cell arranges for career counselling by inviting experts and professionals.

Activities under Self Development Cell:

Orientation Sessions:

Orientation sessions for Degree College were held. It was held on 27th June 2015 in the Hall for parents and students. As well as class to class orientation has done for Junior college students it was held on 2nd July and 27th August. Orientation sessions were held to brief students about the services provided by the *Self Development Center* and also to make them aware about the venue, timings, day and purpose of the counseling cell and how confidentiality of information shared would be maintained at the center.

Individual Career Sessions:

Individual career counselling sessions were held for 7 students from all streams in Degree College.

Various queries from students were answered about courses, their eligibility, entrance exams and institutes. Information was also given about general options after HSC, T.Y.B.com. B. Sc. IT, MBA courses, Law, CA and CS, Civil Services, Teaching options and so forth.

Individual Personal Sessions:

Individual Personal counselling sessions were held for 15 students. Their concerns ranged mainly from academic difficulties, family issues, difficulty in oral communication, difficulty concentrating on studies, difficulties in clearing CPT and final exams, difficulty managing regular studies with external exams. All these were dealt with. Other issues such as having an inferiority complex, tendency to withdraw in groups and difficulty in socializing were also handled. Students facing conflicts with parents due to which they were unable to concentrate on their studies also visited the center for psychological and emotional intervention.

Counseling and therapy for some of these students is still ongoing on a regular weekly basis. The students are taught effective study skills techniques, concentration techniques, time management skills, goal setting, acceptance of self and techniques to handle emotional stress.

Parental counselling was also provided in case of two student clients due to the family issues.

Workshop sessions:

Workshop on “work life balance” for non-teaching staff was conducted by Ms. Poonam Ghadigaonkar, counselling Psychologist. It was held on 17th October 2015. It was a Two hour session. 32 non-teaching staff attended the workshop. Personality assessment was administered on them few months before the workshop. Based on personality report, counselling was done when some issues emerged during the one to one session. Considering these issues, a workshop was conducted which included aspects such as emotions, self-awareness, self-esteem, time management, value and ethics. Workshop was planned with 2-3 activities. The psychologist received positive feedback from the staff and employees.

No. of students benefitted	205
Career Guidance	1500

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	100	44	15

5.8 Details of gender sensitization programmes

The college has formed Women development Cell (WDC) as per the university guidelines. A special space has been provided in the ladies common room to discuss any gender bias issue with the convener of WDC. Posters with contact details of the WDC committee members have

been displayed prominently in strategic places. The WDC has been active in organising gender sensitization programmes.

1. Inauguration of Sanitary Vending Machine and Incinerator

The Sanitary Napkin Vending Machine and Incinerator was installed in the ladies common room and was inaugurated by Vice Principal Mrs Kavita Jagoo. The students were then explained the importance of the correct use of the machine and the vice-principal then demonstrated how the machine works. Miss Pradhnya Nadkarni demonstrated the use of the incinerator. R. A. Podar College is the first college in Mumbai to install both a Sanitary Napkin Vending Machine and the Incinerator. The Vice Principal then explained to all the female students the aim behind installing these machines is to inculcate a greener, hygienic and sustainable way of life among the students.

2. Posters for creating awareness among girls in college

Posters were put up in the college as a part of creating awareness among the girls. The posters aimed at creating awareness about the Women Development Cell. Posters on sexual harassment of women were put up in the Ladies Common Room as a part of the same.

3. Zonal level workshop on ‘Implementation of the Sexual Harassment At Workplace Act, 2013’ (Prevention, Prohibition and Redressal)

The Women Development Cell of R A Podar College of Commerce and Economics in association with the Women Development Cell, University of Mumbai jointly organised a Zonal Level workshop on the implementation of the "Sexual Harassment Of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 " and issues related in implementing it on 27th August 2015.

The event was inaugurated by the honorable Vice Chancellor of Mumbai University Dr Sanjay Deshmukh. The primary objective of this training workshop was to acquaint the participant teachers with details on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and its implementation procedure.

The speakers for the event were Dr Sharda, Director, Population First; Advocate Ms Neha Kabir an activist belonging to the Human Rights Law Network and Dr Kranti Jejurkar, Chairperson, University Women Development Cell. This event witnessed a participation of over 35 different professors from colleges across Mumbai.

4. A talk on “Empowering Oneself to Achieve Success in Society”

The Women Development Cell organized an event on "**Chemistry behind empowering oneself towards success in society**", which was presided over by Ms Manju Ganeriwala. She has held various important positions in the state of Virginia, United States of America and she is currently the Treasurer of the state of Virginia. The event started by an opening address by the Women Development Cell chairperson Mrs. Tejashree Patankar who further elaborate about the accomplishments of Ms. Manju Ganeriwala, then our principal Dr. Mrs Shobana Vasudevan spoke a few words of appreciation thanking our guest for taking out time for the event, and handing over a memento as a token of appreciation. The podium was taken over by Ms Manju Ganeriwala, she spoke about how an individual can empower themselves rather than waiting for something to do the same. The various C's like conviction, courage, commitment, communication were the points further explained by her. After having talked about her way up the ladder of success, the students and Ms Ganeriwala had an interactive question and answer session. The students asked questions ranging from cultural difference in the two countries to family. After the session was over Ms Pradnya Nadkarni gave a vote of thanks to our guest for the day.

5. Posters for raising awareness about bathroom Etiquettes.

The members of the Women Development Cell prepared posters about good bathroom etiquettes and these posters were put up in the ladies washroom and the ladies common room of the college.

6. Poster making competition and 'Reveal your collections' events, co-organized by Hobby Circle and Women's Development Cell.

In the exhibition event, the participants can display their interesting collections in the college premises. In poster making competition, the theme is 'MODERN WOMAN'.

7. Inter -School Hygiene and Awareness Programme

- WDC members shall visit 5 BMC schools around Podar College on 8th and 9th Feb, 2016 and brief students on Women Hygiene and Safety.
- The activities covered under this programme are: showing documentary film 'Maitri' which is on menstruation cycle and its hygiene for the girls of standard 5th to 7th.
- For boys and girls of standard 8th and 9th a topic will be given to enact a skit.
- Topics for the skit plays were as follows:
 - Creating values and respect of every age
 - Women safety and security
 - Personal hygiene
 - Molestation (precautions and protection tips to girls)

- Every session will last for 2 hours.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	517	25,43,985/-
Financial support from other sources	27	1,82,769/-
Number of students who received International/ National recognitions	01	40,000/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

At R. A. Podar College the Philosophy of education may be summed up in two sentences. ‘Samaani va aakooti samaanaa hridayaani vaham’ (one in mind and one in heart) — may this be the atmosphere in which we work at this college, so that a spirit of healthy competition prevails — one in which, each lives and lets another live a more purposeful life. ‘Na hi gnyaanen sadrasham pavitraniha vidyate’ (there is nothing in this universe as pure as knowledge) — may this be the mission that guides our students, so that they never stop drinking at the fountain of knowledge in all its forms, curricular, co-curricular and extra-curricular.

6.2 Does the Institution has a management Information System

Yes, Master software for student data

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to Mumbai University therefore there is a limited scope in curriculum development and modification.

Feedback on curriculum is taken regularly from students and necessary suggestions is conveyed to the university through the member representatives in the Board of Studies (BoS).

Curriculums for the Career oriented courses offered by the college are developed internally by the respective Departments.

Our faculty members Dr. Shobana Vasudevan, Ms. Kavita Jajoo, Dr. Pradeep D. Kamthekar, Dr. Vinita Pimpale, and Ms. Sudarshana Saikia contribute in syllabus framing.

6.3.2 Teaching and Learning

Teachers are encouraged to participate on faculty development programme

A two days “Teaching Pedagogy workshop “was conducted. (inter collegiate event)

- Training programme is also conducted for the faculty to enhance their teaching skills.
- Teachers are required to prepare academic calendar at the beginning of the academic session.
- Exposing students for outdoor learning through educational trips, camps etc.
- Motivating students for research activities.
- Special coaching and remedial.

- Using ICT enabled advanced methods for teaching such as: Interactive Board, Over Head Projector and Internet.

6.3.3 Examination and Evaluation

Continuous and comprehensive evaluation: The conduct and assessment of college exams are as per university guidelines never the less, Faculty has customised some procedures as per the student needs.

- Students are alternately abled are seated in a separate class room during the exams.
- Examination processes in college have been designed by the examination committee of the College.
- In house developed program for mark sheet of the students.
- Continued with the Centralised Paper Setting, masking and coding
- Training provided to the invigilators before the examination to apprise them of any changes.

Members of Examination Committee conducted the Orientation: (VP Ms. Kavita Jajoo, Mrs. Manjusha Sawant, Dr. Vinita Pimpale, and Ms. Sudarshana Saikia).

Instructions to invigilators during examination

- Whilst invigilation involves preparing the environment for the student examination experience and overseeing the conduct of the examination candidates, invigilators must give candidates every opportunity, within the regulations, to attempt and complete an examination.
- Once the examination is in progress, invigilators should only talk to candidates or to each other when absolutely necessary and then in a quiet manner so as not to disturb the other candidates. It is important that the examination room is as quiet as possible at all times.
- Invigilators must not eat, read a book/newspaper; or do any unrelated work; use a mobile phone or other e-devices during the examination unless it is absolutely necessary and only related to the examination to admit the candidates into the examination room no later than 30 minutes before the start time
- Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- Distribute the question paper to the students immediately after the bell at the start of the examination.
- Verify the admit card / I card of the students in the examination hall.
- Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.

- Invigilators must watch the students continuously and should be vigilant.
- Please move in the examination hall to prevent indiscipline / copying.
- Before masking of the answer book recheck the roll.no
- Invigilators should not leave examination hall during examination period.
- Distribute the supplement answer books / graph sheets to the students when requested by students.
- Request the students to tie their supplement answer books before 10 minutes of the end of the examination time.
- Once examination is completed, Answer books will be collected and handed over to by concerned Sr. supervisor

6.3.4 Research and Development

The Research Lecture Series are developed by the Research Development and Consultancy Cell at R.A. Podar College of Commerce & Economics. The series will run from July 2015 to April 2015, and includes six sessions. The lectures will be open to members of our College faculty and teachers from other Colleges also and are free of charge. The programme covers a diverse range of topics and is designed to appeal to a wide audience.

Research lecture series on the following topics

1. Research Paper Publication process on Wednesday 1st of July 2015 from 11.30 am – 1.00 pm by Dr. Vivek Patkar, former Professor of Quantitative Methods at ICFAI, B. School Mumbai. (Structure and Writing of a research Paper and the Publication Process.)
2. Reference Management on Wednesday 22nd July 2015 from 11.30 am – 1.00 pm in the Computer Lab (M-2). By Prof. Asif Shaikh, Professor of Mathematics and Statistics at R A Podar College of Commerce & Economics. (Hand on training on references in research, End Notes).
3. Literature Review drafting process on Wednesday September 2015 from 11.30 am to 1.00 pm by Dr. Sarawathi Moorthy, research guide from R.J. College (Articles on various topics were distributed to the participants and were told to write the literature review. Then discussion on how to write the reviews took place)
4. Research Proposal writing - I on Monday January 4th in the AV room at 10.30 am to 1.00 pm by Dr. Vinita Pimpale (actual discussion on how to write a research proposal, the contents /pattern of research paper. Participants were given an idea of the structure and told to submit one after 15 days in the next lecture series)

5. Research Proposal writing – II Dr. Vinita Pimpale on Monday January 18th in the AV room at 10.30 am to 1.00 pm. (presentation of the research problem and for further clarity discussion)
6. Research Proposal writing – III by Dr. Sarawathi Moorthy, research guide from R.J. College (Framing of Hypothesis) on Monday January 22nd in the AV room at 10.30 am to 1.00 pm.

2) Intra College under graduate research Competition: Topic: Make in India List of participants for the competition

Sr. No.	Name	Class/Div.	Project Name
1	Liana Engineer Pradnya Vhangade	FYBMS SYBMS	Digital Literacy
2	Adesh Purandare Sudyuma Nargolkar	FYBCOM SYBCOM	Trade Corridor (Make In India)
3	Dhaval Koradia Niket Thakkar	TYBCOM	Make in India: From Foreign Investors Eye
4	Tanvi Parekh	SYBCOM	Role of Chartered accountant in Make in India
5	MedhakMadhavan	SYBCOM	Defence Manufacturing
6	Haren Joshi	SYBCOM	Technological Innovations and Make In India
7	Jay Shah	SYBMS	Major Investments made by virtue of Make In India
8	VaibhaviDusi	SYBCOM	Gender Gap In Literacy: A Study of Indian Scenario

The presentation of the research paper was organised on 13th February 2016. After the competition these papers have been published in the In House Research Journal for undergraduate students and post graduate students.

Many of our students participated in various inter collegiate research festivals and won laurels there.

- * Mr Shashank Sah and Tanaya Deshpande won the first prize in the Ramniranjana Jhunjhunwala's paper presentation Competition "Eco Talk". The topic for their research presentation was "Greek Crisis: Lessons for India"
- * Ms Manila Sanghani and Ms Revathi Jayandran were placed second in the business talk paper presentation of Jhunjhunwala College. They made a research presentation on Shantanu Narayan, the CEO of Adobe.
- * Ms Manila Sanghani and Ms Revathi Jayandran also won third place in the poster presentation competition of Jhunjhunwala College wherein their topic was "Make In India".
- * Mr Dhaval Koradia and Mr Niket Thakkar of TyBcom were the winners of the Intercollegiate Research Paper Competition "Epsilon" organised by NM College. Their topic was Currency wars.

* Under the Guidance of two faculty Advisors Ms. Sudarshana Saikia and Dr. Vinita Pimpale a six member student delegate of Podar College successfully participated in the International Economics Research Convention held in HR College. The theme of the convention was "Corporate Social Responsibility: Lessons from Abroad". The names of the participants were: Amol Bhoir, Amish Shah, Sanjana Kumar, Mihir Jain, Ritika Gupta and Renuka Barsila. Mr Mihir Jain received the Best Contributor Prize for his insightful contribution to the convention.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Keeping in view this changing environment, Podar College library no longer restrict itself to print services but has extended its efforts to bring in virtual set up to provide access to online resources in its premises. The college library provides quality learning spaces, creates metadata of its holdings, offers virtual reference services, teaching information literacy, choosing resources and managing resource licenses, collecting and digitizing archival materials, and maintaining digital repositories. Besides this the College Library possesses a huge amount of collection in commerce and Economics and other interdisciplinary subjects. The college library has developed and maintained a virtuous blend of both, conventional and modern set up of infrastructure for providing information services in both, print and electronic forms. Needless to say that the students and teachers tend to get information at the least time with minimum human interference. To overcome this challenge, we at Podar always try to keep pace with new technologies for acquisition and dissemination of information to cater to the needs of our students and faculties from both junior and senior college. The college library also provides the users with direct access to the collection in its holding.

Total Collection of the Library:

	Books	72650
	Periodicals	75
	Online Journals	09
	Online Database	03
	Inflibnet e-journals	6000
	Inflibnet e-books	90000
	Back Volumes	2432
	CDs	1418
	Audio Cassettes	61
	Video Tapes	45
	Maps	211
	Newspaper	10

Book Exhibition:

A Book Exhibition was organised in the college hall on 21st and 22nd September 2015 wherein reputed book suppliers were invited to participate. Seven vendors came with latest titles in

Commerce, Economics and multidisciplinary subjects. Library purchased 197 titles from the exhibition.

Collection Development:

During the academic year 2015-16 total number of books purchased by the library is 1051, subscribed to 75 (National and International) Journals and three online databases out of the available funds of Rs 6,08,000/-. Library also subscribed to INFLIBNET wherein every teacher and research.

Fully Computerized Library:

The library has been using the SLIM21 library software for last 13 years. The library is fully computerized with all major activities namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue) and Internet facility is also made available to the readers. Library provides computerized bar-coded Borrowing Tickets. The library catalogue is now available 24 X 7 days on WAN

Library Facilities:

Library provides Book Bank facility to economically weak students. This year 80 sets of books were distributed among degree college students from college book bank Scheme. This year the college library received Rs 80600/-from Students Welfare Department, University of Mumbai for Book Bank Scheme for SC/ST and VJNT students. The college library purchased textbooks for Rs 65000/-out of the sanctioned amount and distributed 42 sets to the students for whom the amount was sanctioned.

Besides this, College library renders other services like Home reading, Reference, Documentation, Photocopying, Bibliography, Inter-Library Loan, and Current Awareness Service, Internet surfing, Hands on Practice on online Databases, e-Journals, Online Public Access Catalogue etc.

Library Orientation:

FYJC students Library orientation **was** conducted from 22/7/2015 to 25/7/2015. Each division of FYJC was taken to the library wherein they were introduced to the facilities and services offered by the library. They were also shown the techniques of browsing OPAC and online journals which are available 24 X 7.

Library Award:

Library invited applications from the degree college students for the 'Best reader of the Year 2014-15'. Library received applications out of which 10 applications were shortlisted. The Library Advisory Committee members has interactions with these students and selected following two students to be awarded with this award in the Prize Distribution Ceremony scheduled on 5th February 2016.

1. Mr Vaibhav Laddha, FYBCom. - 1st Prize and
2. Ms Mrunmayee B. Gawde, TYBCom. – 2nd Prize

6.3.6 Human Resource Management

At R.A. Podar, the management believes in continuous improvements. Self-appraisals, peer evaluation and student appraisals are a norm. Teacher's feedback forms from students are taken at the end of each term. The statistical analysis is done and the respective faculty members are given a score at the end of each term.

The management at Podar believes in job satisfaction of all employees. Regular informal feedback is taken from the staff and faculty on improving the work environment.

- Knowledge exchange programmes are conducted to motivate the staff to achieve higher goals
- Family day and Diwali celebration every year are celebrated in college
- Meditation and yoga sessions for non-teaching staff.
- Wellness program for non-teaching staff
- The **Samarth Sevak Puraskar** an award given to non-teaching staff member every year is a unique feature at Podar in maintaining her commitment towards human recourse management.
- The college auditorium is made available to the staff members for family functions free of cost.
- Admission is granted to the children of college staff members on preferential basis.
- Book Bank facility is also provided to their children free of cost.
- A staff welfare fund is maintained in the college out of the contribution made by the management and interested staff members.
- Encourage newly recruited faculty members to attend orientation.
- Apart from regular duties all the staffs are members of various committees
- Certificate courses are co-ordinated by the faculty, organise seminars, workshops and talks
- Non teaching Welfare schemes are managed by the staff
- Workshop/Training programme for non-teaching staff is organised.

6.3.7 Faculty and Staff recruitment

As per University of Mumbai Norms/ Government of India

6.3.8 Industry Interaction / Collaboration

- BSE funded projects
- Collaboration with Forum of free enterprise
- NSE
- NGO's: LSS

6.3.9 Admission of Students

The application form and the prospectus has been found as an effective tool for communicating the procedure and process of admission. The website **www.rapodar.ac.in** also provides valuable information about the number of seats reserved and the detailed, date wise, procedure for admission etc. With increasing usage of internet amongst the student community, the college website is becoming the most important medium of communication with the outside world. All information about the college is available on the website including the admission process. The website is regularly updated with latest developments, news and forth coming events. The College provides a prospectus and a handbook to all prospective students at the time of admission. The handbook acts as a complete guide for the students and their parents.

The admissions to the first year courses of B.Com. for outsiders is on merit basis (students who complete H.S.C. examination through R.A. Podar Junior College are admitted automatically in the aided under graduate course). The admissions to B.M.S. and M.Com. is open to all and is done on merit basis. The cut-off percentage of the previous year for these courses is also displayed in the college website in order to enable the parents and students to indulge in informed decision making. The admissions to the first year courses are strictly on the basis of overall merit. However reservation policies of the Government of India as recommended by the University, are followed in word and spirit.

6.4 Welfare schemes for

Teaching	Podar Family Day, Wellness program, Diwali Celebration, In house counselling available
Non-teaching	Wellness program, Welfare fund
Students	Book Bank, Scholarship (state Government)

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done
☒ Yes ☐ No
6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	
Administrative	√		√	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes	Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/>
For PG Programmes	Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/>

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

A college is as good as the cultural and intellectual capital of its students. But, what makes it special is the strength and influence of its alumni. Podar College of Commerce and Economics has an illustrious past. Students from the college have gone on to excel in diverse domains like Cricket, Politics and business. Every Alumni has contributed in building The Podar legacy .To celebrate its Platinum Jubilee, Podar invited its alumni to get all the stakeholders to come together to understand the seventy-five year legacy of our great institution.

- On Saturday, 14th November 2015 The Alumni Co-ordination **Association** organised its first program at Nehru Centre at 6pm. A musical evening –Vardhaman. It was well attended by the alumni along with current and retired staff members too.

- It is no coincidence that the Podar alumni have gone on to make history. A short film, titled “Bharat Bhagya Vidhata” directed by our alumnus Shri Shashi Vyas was screened at 11.30 am on Thursday 1st October 2015 in the seminar room (G-1). The duration of the film was sixty minutes.
- **Alumni Co-ordination Association** of Podar, held an event named "**Alone Together**" in conversation with **USTAAD ZAKIR HUSSAIN** with the help of the Artists' Guild of the college. Ustaad Zakir Hussain graced our college on the 9th of December, 2015. In this event, Ustaad Zakir Hussain shared his life's experiences, addressed the audience and narrated the twists and turns his life journey. Many dignitaries from the music industry like Devaki Pandit, Shashi Vyaasji, etc. graced this occasion.
- On the occasion of Platinum Jubilee Celebration of R.A.Podar College, an event named "The Magic of Theatre" in dialogue with Dr. Vijaya Mehta was organised by the Alumni Association. Dr. Vijaya Mehta graced our college on the 12th of January, 2016. In this event, Dr. Vijaya Mehta shared her life's experiences, addressed the audience and gave her insights on the world of theatre.
- Amruta Subhash hosted this event. She sang 23 songs which were mesmerising. Dignitaries from the film industry like Swati Chitnis, Kadambari Kadam, Shashi Vyaasji, etc were some who attended the event and were enchanted by the memoirs of Vijaya Bai, as she is fondly addressed.

The Alumni Co-ordination Association plans to hold the Podar Ratna award ceremony as the culminating event of the Platinum Jubilee Celebration of the Podar College.

6.12 Activities and support from the Parent – Teacher Association

The Vice-Principal and the committee members meet the parents and resolve their queries. Parent Teacher meeting is organised regularly. The Principal has an open door policy and parents meet her often with their concerns and feedback.

Regular Feedback from parents is obtained.

6.13 Development programmes for support staff

The Support Staff are being given training in relevant areas.

- Wellness program for holistic development.
- Information Technology training is organised for them at regular intervals.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- To encourage plastic free campus. Canteens and cafeteria are instructed to limit the sale of items in a plastic container.
- Poster competition is organised to create awareness among the students.
- Tree plantation programme is also organised.
- Podar Hygiene brigade
- Printing is done on both sides of the paper to save papers.
- College has installed LED Tube Lights powered by Solar energy in the library

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college has always encouraged creative ideas from students and staff. Following are some of the innovative practices.

- Personality Assessment test were administered for teaching and non-Teaching staff. The results were analysed by the appointed college counsellors and discussed in person with the staff members. It helped the staff member understand their areas of strength and weakness.
- Active continuum: the college has been the nodal point for various events
- Film based learning
- Wellness program for staff.
- Podar family day
- **Samarth Sevak Puraskar** for the non-teaching staff.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Remedial lectures were conducted regularly by all the departments.
- Bridge course in Mathematics & Statistics
- Students from the vernacular languages are given the facility of using the lab to improve their English language with no cost attached
- Wellness program held. Lectures and.
- The students were provided with summer Placements (RBI)
- Artist guild represented college students at the youth festival and the College was the winner of the Youth Fest Trophy at the Mumbai University.

- The association with Lok Seva Sangham (N.G.O.) continued
- The Interdepartmental exchange of ideas continued with the KEP
- Earn while you learn scheme continued under the aegis of Student resource centre
- 25 Cadets from our College attended various ATC camps (Neral and Ghatkopar.)

7.3 Give two Best Practices of the institution:

Best Practice I

1. **Name of the Practice:** Inclusive Learning: Learn India

2. **Goal:** It is the aim of the college to do its bit in bridging this gap and promote 'inclusive learning' in the society.

3. **The Context:** It is seen that the vicious circle of poverty closes in upon its victims very tightly. Education has seen to be an important cure to such ills, which however, unfortunately comes at a cost not always affordable to the poor and has failed to be inclusive. These costs, of course, are not always monetary in nature. Social constraints, spatial constraints, traditional issues also come in way of the propagation of such knowledge to those who need it.

4. **Practice:** According to the problems and principles laid down above, the entire Learn India program process has been planned out to firstly, reach out to the maximum number of beneficiaries possible, whether by asking them to visit the college where possible, or sending student volunteers to visit them where the former does not apply. The modules are prepared by the students themselves and are of a language and manner that is most easily accessible. The modules are prepared in English, Hindi and Marathi. Every year, a team of students is identified to lead the initiative and plan out the course for the year under the guidance of a teacher. The areas covered are mostly rural or on the margins of society. Schools targeted are small ones with not many teachers and too many students.

5. **Evidence of Success:** Every year, a certain tentative target about how many people should be reached is set and reviewed at the end. Beginning last year, there has been a practice of obtaining from the principals of schools where such sessions are conducted their feedback on the same. The same has been overwhelmingly positive and appreciative of the work taken up by Podar College. Such results show that the idea that the community needs such specific services rendered by students is correct and that there is further scope for expanding such operations and thus almost creating a parallel informal channel of education to supplement the existing formal one.

6. **Problems encountered and Resources Required:** The problems of Learn India are largely physical. Since the operation is mostly in the hands of the college's student's expenses are kept to a minimum and travelling fares, when occasioned due to outstation visits are the only major expense.

7. **Notes:** It has been noticed that it is better to allow a student body to form their own content for the module as it would be based more on what students themselves practicing the activities they are to teach face. Reliance on practical facts rather than bookish theory goes a long way towards improving the accessibility of the program.

Best Practice II

1. **Name of the Practice:** Peer-Learning: Extending Knowledge, Widening Horizons

2. **Goal:** The Goal of this practice is to create synergies amongst the ‘knowledge banks’ that every person carries that every person becomes an access point in a much larger database of knowledge.

3. **The Context:** Humankind in its evolution from primitive states has amassed for itself a vast treasury of knowledge the extent of which is so diverse and widespread that for any human to aspire to assimilate even a very small fraction of it on his or her own is nothing short of a farce. The very complexity of modern life complemented with the complexity of the nature of human knowledge makes such a quest impossible. This makes it even more relevant for people who have specialized in particular branches of knowledge and human skill to share it with others.

4. **Practice:** According to the context laid down above, Podar College encourages a network that allows continuous and voluminous exchange of knowledge, information and skill amongst the faculty and within the students. This practice helps achieve both practical results and the pure and noble objective of broadening one’s mind. It is common for such exchanges to happen within the teachers for the more mature goal of learning more for the sheer sake of learning. Thus economics professors explaining theories to other faculty members or professors from the commerce department speaking about conditions in the financial world or the mathematics department elaborating on the use of mathematical tools and techniques across various fields is a common and well-established practice in Podar.

5. **Evidence of Success:** The Knowledge Exchange Programme (KEP) has been a successful initiative and its effects go well beyond the domain of that which can be expressed on paper and put into statistics. Faculty members at Podar through this gradual process slowly become well-versed with other subjects and create an environment of mutual respect and understanding that exonerates the status of purity that an educational institution should have.

7. **Notes:** One of the most important features of such a programme is the underlying freedom and respect for everyone’s opinion. It is a very democratic process and any amount of control or stifling pressure defiles its purity and efficiency. Hence, the college recommends that if such a pattern were to be implemented by any other college it must

be supplemented by an environment where everyone has the opportunity of voicing their opinions and a corresponding willingness to hear the same.

7.4 Contribution to environmental awareness / protection

1. Tree Plantation
2. Awareness programme for community
3. Installation of Solar lights in the campus.
4. Ban on the use of plastics within campus is being monitored
5. Old electronic equipment and apparatus returned to suppliers in a buy back policy
6. Blood donation awareness camp
7. Peace rally
8. Blue ribbon movement orientation
9. Ahimsa divas bhajan Sandhya
10. Eco friendly Ganpati Idol installed during Ganesh Festival
11. Note Books prepared by college students from unused pages
12. Email encouraged for internal communication

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Brief on SWOT analysis.

<p>Strength :</p> <p>Learner friendly environment supported by management and staff which brings holistic development of students</p> <p>Committed staff with creative ideas working despite constraints of the syllabus</p> <p>Student community coming from diverse background bringing with them different expertise. Academics oratory skills sports performing arts and zeal to learn</p> <p>Alumni: placed in very good positions and forthcoming in supporting the Alma mater.</p> <p>Excellent Goodwill from society: Brand Podar</p>	<p>Weakness:</p> <p>Space constraints both horizontal and vertical expansion not possible. Restricts any additional courses to be conducted</p> <p>Syllabi given by university of Mumbai. Can't modify it.</p> <p>Staffing pattern given by govt.</p>
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Opportunities: Begin with self-financing courses Seek Autonomous status Curriculum oriented foreign collaboration. Exploring Consultancy Avenues.	Threats: Student –Teacher ratio Changing students attitude Constraint of horizontal growth in Infrastructure Challenges in starting new courses.
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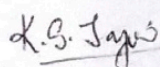
7.7 Plans of institution for next year : Plans (2016-17)

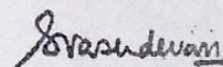
IQAC Theme: **Optimizing E-Resources**

- 1) Strengthen the **Alumni** association- felicitate illustrious Alumni.
- 2) Enhance the **green initiative** in the college campus.
- 3) Contribute to the national mission of “**Swacha Bharat Abhiyan**”.
- 4) **Revise timeline processes** and Roll of Honor.
- 5) Strengthen the **Parent Teacher’s Co-ordination Committee**
- 6) Organize **soft skills and IT training programs** for non-teaching staff.
- 7) Develop **online feedback system** for quality assurance.
- 8) To conduct **National Seminar** on Library Science and Information.
- 9) **Standardization and monitoring** of Forum activities- online feedback system.
- 10) Include **financial health lectures** in the Wellness Program.
- 11) **Faculty development-** Outdoor Management programme.

Name: Ms. Kavita Jajoo

Name: Dr. Mrs. Shobana Vasudevan


Signature of the Coordinator, IQAC


Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
