



YEARLY STATUS REPORT - 2020-2021

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 **Ms. Kavita Jajoo**
- Phone No. **02224143178**
- Mobile No: **9920524905**
- IQAC e-mail ID **iqac@rapodar.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.rapodar.ac.in/pdf/AQARReport2019-2003092021.pdf>

4. Was the Academic Calendar prepared for that year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.rapodar.ac.in/pdf/Academic%20Calendar%202020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	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 4

- 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)

list below **Strengthened the student support mechanisms**

Institutionalised the processes for online teaching, learning, evaluation and documentation of report.

Strengthened Academia -Industry interface

Developed processes for Online Certificate Course

Infrastructure augmentation

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 adopt online MS teams for conducting online lectures as a tool for Learning Management System, conduct of online meetings and administrative work.	Credentials created for faculty , non teaching staff and students , Teams created , Training program for students, teachers and office staff
To conduct Student Induction Program	Orientation program conducted and addressed by Principal, Vice Principal, Controller Of Examination and class mentor. UGC based Student induction program conducted over three parts by Course coordinators
Collaboration with IIT (Bombay) to conduct examination on SAFE app	Registration and training to all the students by the Controller of Examination and Examination facilitators. Training Sessions before every semester end examination for updates
To Strengthen Student support mechanisms	Value based learning through Value education course completed by all students across programs on MS teams. Took care of Mental health and wellness of students through Life enrichment programs and Online consultation with college counselor twice a week . Uploaded Video recordings and essays on Mental health in each class.
To continue with various initiatives to strengthen autonomy	Implementation of new syllabi and conduct of regular meetings
To encourage students to enrol for online certificate courses	Guidance provided to students regarding the procedures for approvals of online course and submission of certificate
To enhance infrastructure augmentation	Enhancement in internet connectivity, 6 smart classrooms added, Increased the number of

	computers and laptops, Setting up of acoustics in Multipurpose hall
To conduct popular inspirational talks (TEDx)	The planning forum had taken an initiative in organising various events like an Online IntraCollegiate Essay Writing Competition, motivational talks by eminent personalities, debates and online streaming of shared infotainment through various social media platforms.
To develop administration SOP for online procedures and reporting tools for staff and faculty	Formulation of online etiquettes for students, Formulation of procedures while giving examination for both the invigilators and students , Formulation of reporting tool (Daily sheet - May 2020 onwards), Processing of college documents online

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	29/03/2022

14. Was the institutional data submitted to AISHE ? Yes

- Year

Part A	
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• Name of the IQAC Co-ordinator/Director	Ms. Kavita Jajoo

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list below	Strengthened the student support mechanisms		
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	Strengthened Academia -Industry interface		
	Developed processes for Online Certificate Course		
	Infrastructure augmentation		
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<table border="1"> <tr> <td>Year</td><td>Date of Submission</td></tr> <tr> <td>07/03/2022</td><td>07/03/2022</td></tr> </table>		Year	Date of Submission	07/03/2022	07/03/2022
Year	Date of Submission				
07/03/2022	07/03/2022				

15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OB	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1

4

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1

3048

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2

1069

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

3031

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

182

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

41

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	4
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	3048
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	1069
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	3031
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	182
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	41
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	30
Number of sanctioned posts for the year:	
4.Institution	
4.1	1189
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	29
Total number of Classrooms and Seminar halls	
4.3	391
Total number of computers on campus for academic purposes	
4.4	28139772
Total expenditure, excluding salary, during the year (INR in Lakhs):	
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.	
While framing the syllabus of each course objectives and course outcomes are stated and defined precisely. The outcomes are defined not just as values, attitudes , perception but also what the learners can actually do.They are measurable and tangible outcomes. The outcomes of each course has been defined in such a way that they reflect what the students have learnt and can do	

Topics on climate change and environmental effects are offered to sensitize the students to global health. To enhance the computer skills and logical thinking various courses are offered

In addition a range of co-curricular and extracurricular activities are organized for overall development of the students which has an impact on national and global developmental needs.

The programme outcomes for any level of programme carry components from contribution to the existing body of knowledge to the acquisition of general graduate skills.

Syllabus of Courses like Foundation course at First year and second year level are focussed on the socio-economic problems of the youth, community thus contributing towards the understanding of the local and regional problems

In tune with national and global developmental needs the institute has introduced new programmes in the area of Management studies and Actuarial studies.

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	No File Uploaded

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

54

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	No File Uploaded

1.2 - Academic Flexibility

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

14

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
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	No File Uploaded
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

In an era where discrimination is an acceptable norm and acting

with prejudice is considered populist, the Podar mission of spreading knowledge without any preference and prejudice needs a special mention. It is said 'Knowledge is Power', but the mission of R.A. Podar is to empower all sections of the society, so that the entire society becomes stronger. We have a Life enrichment centre propelling the gospel truth of life.

Past 18 months introduced us to the stark realities of existence. Money, Material Possessions had to bow before the COVID19 .

There has been a general understanding about the major difference between 'VALUE' and 'PRICE' . We could appreciate and understand that everything that surrounds us as natural commodities are highly valuable and priceless.

We started a A Responsible Civic responsibility mandatory course for our Final year students so that every student of ours becomes a RESPONSIBLE GLOBAL CITIZEN for perpetuating the human values which inturn will ensure immortality to the human race.

We have a course of environmental studies which brings to the students the importance of taking care of global warming. Besides we have Nature club which brings Nature closer to the students, taking care of gardens, parks in the environment.

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	No File Uploaded

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

7

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	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above**1205**

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects**359**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

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
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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	No File Uploaded

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	No File Uploaded
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	
2971	
File Description	Documents
Any additional information	No File Uploaded
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)	
1209	
File Description	Documents
Any additional information	No File Uploaded
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 Remedial & Intensive Coaching Cell conducted a series of revision lectures for FYBCom, SYBCom and TYBCom for this academic year. The lectures were conducted on the online platform using MS Teams. The lectures were scheduled and the links were shared with the students. Attendance of the students was collected in each lecture along with a feedback form, which	

was shared during the lecture.

Along with the remedial coaching, doubt solving sessions were also conducted at departmental level by the faculty members.

The Inclusive cell took active interest in conducting motivational programs to boost the morale of the slow learners.

For the advanced learners, the faculty members have been actively involved in preparation of application based questions, case studies and inclusion of HIGHER ORDER THINKING SKILLS (HOTS) questions to assess, improve and motivate the students to think critically and out of the box.

The college has also endeavored into a new area through the introduction of credit courses. The students' knowledge and skills are developed through these courses. Many students from vernacular backgrounds have been able to keep up the pace with other students by the way of these credit courses.

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
07/03/2022	2971	31

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:

All the departments have framed their course objectives and course outcomes to create a better and clear image of what is actually expected out of the learners. The faculty makes it a point to create an environment which challenges the students to

come up with great practical knowledge and understanding of the industrial interfaces. The teachers are proactive in developing the teaching learning plan well in advance before the start of the academic year.

The teachers motivate the students to participate in the departmental activities conducted for them. Some of the measures taken by the various departments to increase learners' participation are conduction of field visits, use of innovative techniques like ppt, concept boards, youtube links, google classroom, weblinks, etc. which have made the online learning fun and interactive.

Continuous internal assessment carrying 40% weightage has helped to tap on student's skills and capabilities by the way of assignments, project work, quizzes, case study analysis, practical analysis of the industry problems, etc. The teachers have focussed on understanding the problems of individual learner through the mentor mentee interaction. This has helped in creating an empathetic attitude towards the students and blend the teaching methodology and techniques to suit the learners.

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

The academic year 2020-21 provided an opportunity for the faculty members to explore ICT tools available on the digital platform. The college adopted MS Teams as a platform for conducting lectures, meetings and other administrative work. The faculty members continued to use tools like ppts, youtube links and interactive videos to enhance their teaching learning experience and make the class interactive and lively. The use of many new online tools like blogs, google sites, jamboards, concept boards has only supplemented the excellent quality of teaching methodology. The use of google classroom enabled the students to make their online submissions of projects. The use of social media made it convenient for the faculty members to interact with the students on an online mode. Blogs were also

used for taking interactive quiz sessions. The use of new tools likementimeter for conducting live quizzes, insert learning tool for creating teaching material and preparation of lessons for students, etc. made the teaching learning process fun. Timely submissions and feedback were taken through the use of google forms. Development and provision of interactive E-content by the faculty members helped the students to keep up with the evolving learning environment.

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

29

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 calendar is prepared by the Academic Cell of the college at the beginning of academic year in consultation with the Heads of Departments, who in turn convey it to their departmental colleagues.

A central class-wise timetable is prepared for the academic year by the Time Table Committee and distributed in advance to all the departments. Each department prepares a teaching plan based on the academic calendar and the timetables given. Teaching plan for every subject is prepared under the supervision of the respective head of the department. Teachers teaching the subject (there is more than one division for each course of study) consult each other while designing and developing the teaching

plan. Such an exercise brings about a possibility of common approach as far as the coverage of the prescribed syllabi is concerned. A template is prepared and emailed to all the faculty members in order to standardize the teaching plan. Few other details included in the teaching plan are expected learning outcomes or objectives, structure of session and schedule of the activities, best teaching and learning methods to achieve learning outcomes, list of contents and key topics, teaching methodology to be adopted.

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

21

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	No File Uploaded

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

8

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	No File Uploaded

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	No File Uploaded

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**

90

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	No File Uploaded

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	No File Uploaded

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 Examination procedure has been completely automated by using in house systems. The college has adopted SAFEIITB app for conducting online college tests and Term end Examination.

Continous Internal assesment : The 40 marks component of IA were assesed though class tests, assignment in the form of projects,

case study and Viva Voce of each student. The faculty members conducted the class test on Safe IIT app.

Each department appointed a faculty member as First person responsible (FPR) for each of the course under the purview of their department. The results for each student is collated by the FPR and was shared with the examination department in a system designed by the examination department.

The college appointed facilitators for each Class. The facilitator conducts the online term end examination under the guidance of the Controller of examination.

Term end Examination:

The SAFEIITB app was used to conduct the term end examination. Faculty members were trained to prepare question paper in the format given. Every student was registered under the app . Training sessions were conducted for both students and faculty members on how to use the SAFEIITB app.

The results were auto generated through different specialised in house developed software.

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

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, and extra-curricular 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://rapodar.ac.in/academics.php

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

The college has been following a well structured and pre defined procedure to attain and evaluate the Programme outcomes and Course outcomes.

The undergraduate students have performed exceedingly well in their semester end examinations as well as internal assessment. The performance shown by the students during the presentations, assessments and project work submission have made it clear that the course outcomes have been achieved greatly. They exhibited excellent communication skills, etiquettes, research approach and presentation skills. The students were also given case studies analysis which showcased their problem solving and analytical skills. The students of self financing courses undertake project work as a part of their degree programme. They collect raw data for these projects which make them aware of the prevalent industry conditions.

The post graduate students and PhD scholars have contributed

towards the development of innovative culture through research and survey work. The scholars have contributed greatly through the research papers.

The students at R A Podar college have been made self dependent and employable through their participation in various activities conducted by all the departments of the college. Online feedback system have helped to improve relationships and flow of communication between the learners and the faculty.

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

1047

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	No File Uploaded
Paste link for the annual report	https://rapodarpagant.wixsite.com/my-site/wall-of-fame

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/Student%20Satisfaction%20Index%20Report%202020-21.docx.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 research scholars are given full freedom, guidance and support to choose the area of study and make exploration in the chosen subject. The college has played an active role in inculcating and promoting the research attitude in the staff, faculty and students by introducing and publishing their research work in the college's own research publication "Podar Prabodhan".

To promote ethical and qualitative research, the college has developed its own research policy, research code of conduct and publications. The research and development committee always makes it a point to bring out the best in the researchers through constant motivation and reviewing of research work at the center.

The college has its own software "URKUND" for keeping a check on plagiarism and ensure 100% authenticity in the research work. All the projects undertaken by the students, faculty, researchers and staff have to be analysed and checked for authenticity through the use of this software.

Research is an integral part of the continuous and progressive development. Keeping this in mind, the college motivates undergraduate students to participate in the International Economics Convention every year. The aid for this is provided by the college and guidance is given by the faculty.

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	No File Uploaded

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)**

00

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	No File Uploaded

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

1

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	No File Uploaded

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)**

0

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://rapodar.ac.in/rc.php
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

5

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

00

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	NIL
Any additional information	No File Uploaded

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.

As an institutional social responsibility we have collaborated with IEWA, Investor protection and Welfare Association, a NGO recognised by SEBI and BSE IPF for the same. The participants range from Government employees, self help group, private organizations and youth.

R A Podar College's NSS unit and DLLE are proactive when it comes to serving the community. Their sincere efforts have always been towards contribution to the societal and communal interest. The NSS and DLLE units conducted various activities like Environment day, Drug abuse day, anti ragging seminar, organ donation seminar, pouch and paper bag workshop, Child Sexual Abuse POSCO act Seminar, World AIDS Day, Beach clean-up drive, Nasha Mukti Bharat Abhiyan, Blood donation drive at Churchgate, Traffic Warden Activity with United way, Global warming week, Disaster Management week Disaster Management Force, Status of Women in Society (SWS), Population Education Club (PEC), etc. among many others in collaboration with various bodies like the University of Mumbai, Red Ribbon Club, Leo club, United Way, etc. The NCC unit of the college has always embarked upon the path of self discipline and dedication towards the country. They have created an impression on young minds and aroused the feeling of patriotism in them

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rapodarpageant.wixsite.com/my-site/forum-reports

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

55

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

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	No File Uploaded

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

5

File Description	Documents
URL to the research page on HEI website	http://rapodar.ac.in/academicsph.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

8

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

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

1

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

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	No File Uploaded
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
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

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

268150

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	No File Uploaded

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	No File Uploaded

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

Even in such difficult times, the NSS and DLLE units did not lose their focus and conducted various activities like Environment day, Drug abuse day, anti ragging seminar, organ donation seminar, pouch and paper bag workshop, Child Sexual Abuse POSCO act Seminar, World AIDS Day, Beach clean-up drive, Nasha Mukti Bharat Abhiyan, Blood donation drive at Churchgate, Traffic Warden Activity with United way, Global warming week, Disaster Management week Disaster Management Force, Status of Women in Society (SWS), Population Education Club (PEC), etc. among many others in collaboration with various bodies like the University of Mumbai, Red Ribbon Club, Leo club, United Way, etc. The NCC unit of the college has always set an example for the onlookers to make discipline, a part of their lives.

The objectives of these activities were as follows:

- To help and create awareness about the distressed people.
- To promote sanitation and cleanliness initiatives.
- To instill the concept of responsible citizenship among the students.

- To develop social, communal and environmental awareness among the students, participants and the community on whole.
- Paper bag making and distribution among the people in Matunga market helped in creating awareness regarding the harmful effects of use of plastic.

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

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

12

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	No File Uploaded

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)

71

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

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

year**3001**

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

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****270**

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

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)**11**

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	No File Uploaded

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.

Details of the facilities available in the college:

Classrooms: The College has 25 classrooms and 2 tutorial rooms.

ICT enabled spaces: The college has converted its 20 classrooms F2- F9, S1-S10, M1; M11 into ICT enabled classrooms which are being used by teachers for teaching and tutorials. The college has also provided ICT and an inbuilt audio system in classroom number F-2 which could accommodate 180 students at a time.

Seminar Room: A fully equipped Seminar Room to conduct seminars has been constructed

Conference Room: it is equipped with audio visual equipment and completely ICT enabled.

Specialized Equipment: The College has also purchased 6 interactive tablets which are useful aids for teaching without using black board and chalk. Teachers can write, draw charts, show PPT presentations and make copies of its lectures available to students.

Language Laboratory: One language lab is situated at Room No. M3 with 15 +1 computers , and the second language lab is in the reading Hall with 10 +1 computers and installed with ORELL English Language Software.

Audio-Visual Room: The well -structured and equipped Audio-Visual Room, wherein a Television Set, Laptop, LCD, CDs, Audio Cassettes, Videotapes and Tape recorders are housed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rapodar.ac.in/infra.php

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 Gymkhana: It is situated in the right wing balcony of the auditorium. Gymkhana is provided with a cabin for the Physical Education Teacher and the staff with cupboards and shelves for keeping documents. . TT Tables are placed. Besides there is a changing room for NCC cadets. Safe drinking water facilities are provided The gymkhana has a block of bathroom and toilet adjacent to the facility.

Gymnasium: College has purchased a Four Station Gymnasium under

UGC scheme for Sports Development. The gymnasium is placed in the Gymkhana in a separate room.

Auditorium : The College has a huge auditorium measuring an area of 380.445 sq.mt. It has a proper stage measuring 84.086 sq.mt. and a Balcony.

An artificial climbing wall erected is available for practice.

Cultural Activities: Music Instruments like Tabla, Dholki, Harmonium, Dhol, Guitar, Daf are kept in the Green room of the auditorium. Students use auditorium and both green rooms during practice time.

Health & Hygiene: the college we believe in complete physical, mental, and social well-being of students and teachers on campus.

Fully equipped First Aid Kit are available at different floors of the premise. An incinerator is installed at the LCR as a pioneering exercise.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	https://rapodar.ac.in/infra.php

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

29

File Description	Documents
Upload any additional information	No File Uploaded
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)**9052075**

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

In order to keep pace with the strides made in educational technology, library software SLIM21 was purchased and all major activities namely Acquisition, Cataloguing, Circulation, and Serial Control have been computerized. OPAC (Online Public Access Catalogue) and Internet facilities are made available. This year we have upgraded SLIM21 software with the latest version of 3.6.0.3168. Library collection has been completely barcoded except passive collection. A ARGOX barcode printer with the latest configuration is available in the library for in-house barcoding and three scanners have been deployed for transaction purposes. Library started giving bar-coded Borrowing Tickets to the students since 2004.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://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	No File Uploaded

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

79423

File Description	Documents
Audited statements of accounts	View File
Any additional information	No File Uploaded
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

0 0 0

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

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

Need for IT Policy: IT policy is very much needed for the college. This policy document provides guidelines for purchasing IT equipment for the college within the restricted framework.

Purchase: IT equipment are purchased as per the Academic and Administrative requirement on time to time after following due procedure decided by the Purchase Committee of the college.

Licenses: Genuine licenses are purchased directly from the developer or from the approved vendors of the company.

Budget: A provision of allocation of funds is made out of college development funds for purchase of IT equipment.

Safety and Security: A firewall has been installed to protect unwarranted information and protect our IT infrastructure from malicious software and virus popup through internet access. Each and every machine is also installed with Secrite anti-virus endpoint security software to protect end user's data.

Dedicated Email to Staff and Faculty: College has created institutional email ids for each and every staff and faculty members of the college for academic and office communication.

Weeding out IT equipment: The IT equipment which become old and obsolete, a list of such items are prepared and technical report from the expert is taken about its working conditions and usability.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2976	322

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

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

B. Any three of the above

File Description	Documents
Upload any additional information	No File Uploaded
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)

1211535

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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 has appropriate infrastructure facility to facilitate effective teaching and learning. The College ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep the facilities in consultation with the management. The College has a fully pledged team to maintain the infrastructure facilities and equipment's. The College has appointed a team of technicians

like electricians, plumbers, carpenters and gardeners etc.,. There are spacious class rooms and computer lab with sufficient ventilation. Each classroom has elevated platform, so that the teacher and board is visible to all the students. The college has purchase committee consisting of the Principal , Vice Principal , senior faculty members and senior office staff. periodic meetings are conducted to take stock of the equipment , required and the maintenance of the equipment , physical facilities and the electronic equipment of college. At the beginning of each year the Annual maintenance contracts are awarded for various facilities .These facilities are house keeping , security , air conditioners . water coolers, filters and the electronic equipment like the computers, laptops, printers etc. The performance of the vendors are reviewed on quarterly basis .

File Description	Documents
Upload any additional information	No File Uploaded
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

296

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

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

339

File Description	Documents
Upload any additional information	No File Uploaded
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
Details of capability development and schemes	View File
Any additional information	No File Uploaded
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	
861	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	A. All of the above

through appropriate committees

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	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of outgoing students who got placement during the year**

58

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

230

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

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**

30

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

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

23

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 student council is a representation of the students of the college. The members of the Students Council are nominated by the Principal in consultation with the Professor In Charge. The members representing first year, second year and third year B.Com and BMS are selected on the basis of academic merit. Other members of the council are the representatives of the NSS, NCC, Sports and Artists Guild. The council also consists of two lady representatives who are nominated by the Principal and the Professor In-Charge based on their overall performance in college activities during the year.

The students council is the student body overseeing various student activities. The college organises various inter collegiate festivals like Engima, Moneta, Hruthurang and Rostrum Spectrum.

RAPPORT ie R.A.Podar presentation of rising talents is one such Intra collegiate event that is solely organised by Students Council. A plethora of events showcasing various talents of the college is conducted at a grand scale.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rapodar.ac.in/sc.php

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

24

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	No File Uploaded

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

R, A. PODAR COLLEGE OF COMMERCE ECONOMICS ALUMNI ASSOCIATION was registered as a section 8 (non profit) company on 05 June 2018.

The main objects are:

1. To promote interaction amongst current and past Alumni members, faculty and staff and between the Alumni and S. P. Mandali's R.A.Podar College of Commerce and Economics (hereinafter referred to as 'the College').
2. To encourage, promote and facilitate education and research and other activities of 'the College'.
3. To create and maintain an updated database of the alumni.
4. To solicit suggestions from the members for the development of the college and for providing a platform to the potential entrepreneurs and aspiring professionals who are either the existing students or the members.
5. To organise events in cultural, music and sports fields, with

an objective to rekindle camaraderie among 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

E. <2 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 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.

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.

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. The college administration believes and practices complete delegation and decentralization while managing the college activities. The teaching methodology is left to the concerned faculty member and is encouraged to participate in college activities by sharing the organizational responsibilities. All the activities of the college are governed by committees.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://rapodar.ac.in/philosophy.php

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

The college practices democratic set up where authority is delegated and responsibility is held by the top.

The college administrative and academic structure is in a manner so as to aid participative arrangement. The case study related to such participative management is stated as following

1. All teaching staff of the college are requested to send the proposal for commencement of new credit courses that can be inculcated in the syllabus for the autonomous students.

2. The NSS unit conduct a rural camp every year at our adopted area. The NSS core consist of NSS volunteer who conducts a meeting and decides the details of the 7 day camp as per the convenience and discussion with the principal. the responsibility rest with the NSS programme officer

3. The college conducts seminars at state and national level, the teaching staff decide the subject of the seminar in the meetings and this is communicated to the college principal for the financial assistance indicative of participative management. College prepares financial budget at the beginning of the year this is prepared by the administrative head of the college and in consultation with the other heads. .

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
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

R A Podar College has been instrumental in maintaining its integrity and reputation through the commitment shown by the college authorities and management towards the betterment and development of college. The strategic planning at R A Podar College is done in a diligent manner to meet the needs of today's education.

The College Development Committee conceptualises, designs and oversees the perspective plan for the institution. The College Development Committee formulates the quality policy and it is formally stated. It is aligned to the underlying organizational philosophy and the mission and vision of the Institution. The College Development Committee members participate in developing the quality policy. At the end of the academic year the College Development Committee reviews the policy statement of the year and discuss about the plan for the year ahead The perspective plan is discussed by the College Development Committee. The College Development Committee members discuss about the new courses to be introduced and the development issues related to infrastructure and organizational growth. The plans for channelizing the student's strength are also discussed by the College Development Committee.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rapodar.ac.in/
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 organizational structure is reflective of the college's sincere efforts.

The administration of the college believes in collective decision-making.

- Democratic style of leadership is followed.
- Delegation of authority and complete freedom is given to all the faculty members and staff to carry out their operations
- Participative and collaborative work is given priority
- Recruitment is done in a fair manner. The college follows the UGC guidelines and norms for recruitment of staff and faculty.
- The college policies are developed in such a way that free flow of information is possible. The staff, faculty and students are given mutual trust and respect which has created a sense of belongingness towards the college.
- The decision making process is a combination of decentralized and centralized approach.
- The administration conducts staff meetings at regular intervals. In a year the staff meets at least 6 times. The agenda primarily focuses on developmental issues, disciplinary measures and faculty growth and development.
- There is a Grievance Redressal Cell. The grievances and complaints are promptly attended and resolved. The

Principal and Vice Principal follow an open door policy while managing the affairs of the college.

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

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	No File Uploaded

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 college has always supported and facilitated a favorable environment so that the staff can upgrade their qualification further. The college provides monetary remittances to the staff to attend various developmental programs like seminars, faculty development programs, webinars, conferences, etc. The college had organized training programs to staff regarding the usage of online teaching learning platform when the transition took place from offline mode to online mode during the COVID-19 pandemic. MS Teams was the platform for teaching learning. Safe IIT B app was used to conduct examinations. Training program was conducted

for that as well. The counseling cell of the college had taken efforts to maintain and promote mental health awareness for the staff during the pandemic situation. Podar Family Day is one of the initiative wherein a sense of belongingness is created among the staff members. Knowledge exchange programmes are conducted to motivate the staff to achieve higher goals. Diwali celebrations is another way wherein the staff comes together and have a break from their regular duties. The Samarth Sevak Puraskar, an award given to non-teaching staff member every year is an initiative taken at Podar in maintaining their commitment towards the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://rapodar.ac.in/photo2020.php

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

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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

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

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.)

34

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	No File Uploaded

6.4 - Financial Management and Resource Mobilization
6.4.1 - Institution conducts internal and external financial audits regularly

The accounts of the college are audited annually by internal auditor and a statutory auditor. M/S. Yashwant Anil Rajeshree and Associate is the internal auditor and M/S. D. Y. Ranade and Co. is the external auditor. The parent body appoints the auditors. The observations given by the auditors are duly complied with. Internal Audit is conducted by the Management regularly. External Audit is conducted by State Government Authorities. Both internal and external audit scrutinize the income and expenditures of the Institution carefully. Important income sources of the college are as follows:

Grants by U G C and State Government.

Fee sources like - Sports fee, Cultural Activities fee, Application fee, Identity Card fee etc.,

Scholarships by the Government, Nongovernment organizations and philanthropists

Funds from N S.S, Red Cross etc., Bank Loan if necessary.

The copy of both the Internal and external audits are available in college office .The accounts department follows all the process of audit carefully. The audit team works in college office .

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

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)

21000

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	No File Uploaded

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

R A Podar College of Commerce and Economics(Autonomous) has always been recognised for its financial management since its establishment. The annual budget is prepared which is the time tested mechanism for effectively using the financial resources. The budget is prepared by the Accountant in consultation with the Principal and Vice Principals, it is then placed before the College Development Committee. Subsequently it is submitted to the S.P. Mandali, which evaluates. The Mandali sanctions the budget prepared. The accounts of the college are audited annually by internal auditor and a statutory auditor. The parent body appoints the auditors. The observations given by the auditors are duly complied with. The major source of institutional receipt is the fee collected from students. And the developmental expenditure is funded by the parent body. Majority of the students' programmes such as cultural festivals, literary events etc. are financially sponsored by corporate entities. The College thus maintains academic- industry interface. The institution has been approaching the funding institutions such as UGC/ ICSSR and ASC. Funds received are utilized as per norms and the certificates of utilisation are duly obtained. The College does not leave any opportunity to invite financial support for the College development.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	NIL

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)

- Adoption of M.S. Teams for Online teaching platform :

The college migrated to MS teams as online teaching learning platform .

- Comprehensive Student induction program conducted at three levels : August / September 2020

Orientation program was conducted by Principal, Vice Principal, COE and class mentor.

- Collaboration with IIT (Bombay)

The college has collaborated with IIT(Bombay) to conduct examinations on SAFE IIT B app.

- Examination : Innovative and outcome based continuous internal assessment :August onwards

Training to teachers was provided on how to construct Multiple choice questions.

- Strengthening Student support Mechanisms: April 2020 onwards

Mentor : Mentee relationship was strengthened

- Encourage students to enrol online certificate courses

Procedures were developed for approvals of online courses and their submission online.

- Administration SOP for Online procedures and reporting tools for staff and faculty

Online etiquettes for students were developed and implemented.

- Feedback analysis and evaluation

- Infrastructure argumentation (Under RUSA) :

Infrastructure augmentation was undertaken and facilities like Video conference, enhanced internet connectivity, acoustics in Multi purpose hall, etc. were built.

- Alumni network to strengthen Academia - Industry interface

Podar Alumni co-ordination committee organized an online program (on behalf of our college) on Late Principal G. P. Palekar's Birth Centenary Celebration.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://rapodar.ac.in/igac.php

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 believes in continuous assessment of the teaching learning process. In order to achieve this, the cell organizes academic audit on a regular basis. An Internal Assessment is conducted by the Head of the Department, IQAC co-ordinator and the Principal at the departmental level .

Daily time sheets for monitoring lectures were initiated in 2013-14 and continued as the google form online. The time sheets records the lectures taken by each teacher ,the syllabi covered, research work, administrative jobs, mentoring, e-content developed by the faculty and interaction with external agencies

related to teaching learning.

The college has to rely on a few ad hoc teachers and involve them in the regular teaching process.

Every year training sessions are conducted by IQAC for the new teachers about exam supervision duties with an update meeting each year for the existing invigilation team so that they are aware of any changes. The objective is to make sure that invigilators know what is expected of them.

Feedback from different students, parents, and alumni are collected by IQAC about teaching- learning, evaluation, analyzed and shared with the staff for improvement.

IQAC also believes in innovative exercise for enabling positive bonding between the faculty members.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rapodar.ac.in/iqac.php

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)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://rapodarpageant.wixsite.com/my-site
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

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

Due to the pandemic situation all classes were conducted online. Hence it was imperative that the college provide a safe and secure environment for gender parity and empowerment.

The college prepared Guidelines for online learning for the students which was displayed on the college website and MS Teams of each class.

The Women development cell organised various events on gender empowerment through digital platforms.

The first activity conducted by the forum was a Mental Health Wellness Talk hosted by Cristin Marona and Nadia Ahmed, in collaboration with Yoga for Wellness.

On the occasion of 26th International Women's Day with the theme "CHOOSE TO CHALLENGE", the cell conducted a Sound Mind Management session by Mr. Jusstine Shon, for the female teaching, non-teaching staff, and student members. A short film was streamed and discussed to create awareness about sexual abuse faced by women.

A self-defense workshop was conducted in collaboration with Podar Judo Club, for all the students.

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

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	C. Any 2 of the above
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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)

R A Podar College has adopted several techniques for the management of degradable and non-degradable waste. The waste management system of college is very efficient in providing sanitation and hygienic facilities at all the times. The garbage and waste generated at the source is properly segregated. Garbage bins are installed at specific locations so that proper disposal is possible. The washrooms, staffroom, classrooms, office spaces and library are all provided with bins and disposal materials so that cleanliness is maintained.

The college is swept and mopped two to three times in a day at regular intervals. A compost pit is installed in the backyard of college to dispose of the bio degradable waste and reuse it in the form of compost in near future. The NSS students have been proactive in dealing with this waste management system. Many initiatives are taken up by the students like Waste management from - Rags to riches, beach clean up drives, paper bag making and distribution to eliminate the non- degradable waste and create awareness regarding it. The college has also tried to decrease the non-degradable waste by installing Eco-friendly Ganesh idols and using eco-friendly decorative materials during the Ganeshotsav festival organised by the college.

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	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
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File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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**

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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.

B. Any 3 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	No File Uploaded

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

From designing the curricula, that sensitize the students towards the issues faced by weaker voices of the society and impart the feeling of oneness in them.

The curriculum for the Foundation Course at first year and second year of degree college focus on Understanding the multi-cultural diversity of Indian society, the issues of people with special needs and role of society and government in facilitating their rehabilitation, Human Rights Provisions for SC, ST, Women and Children, migrated people, LGBTQ community, Senior Citizens have started making impact on students.

Commemorative days like World Environment Day, International Yoga day, Gratitude day, International Youth Day, National Unity Day, Diya Painting and distribution to the adopted village, along with many regional festivals like Diwali, Christmas, Ganeshotsav are celebrated in the college. The NSS unit of the college organized dedicated activities such as a webinar on 'Dialogues for Democracy, lessons from Diversity' and the two days cultural intercollegiate festival UTTUNG with the theme '?? ??? ??????'. DLLE of the college conducted a survey on Status of Women in Society (SWS).

Events conducted by the college under EBSB such as Book Display, Utkal Diwas Celebration, Cultural Music and Dance Performances helped strengthening the social fabric.

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 has adopted and implemented progressive autonomy from the academic year 2019-20. The college aims at continuing the autonomous status by developing and inculcating moral values, ethical practices and instilling a sense of social responsibility among the learners community. The major transformation to online mode in the year 2020-21 did not restrict the faculty members, staff and students from organizing, participating and contributing in various activities and events for fulfilling the mentioned objective. At Podar, students are not only provided with one of the best educational backgrounds in our country but also encouraged to develop a moral fiber and become a responsible citizen contributing to the development of our nation in the long run. Keeping this view in mind, various forums and committees in our college conduct activities to engage students and sensitize them towards their obligations and responsibilities as a member of the society and nation as a whole.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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	A. All of the above
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awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

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

R A Podar College of Commerce and Economics (Autonomous) has always believed in nurturing and promoting Indian culture through its various initiatives. The college has great respect for its global partners and has focussed on promoting the international initiatives as well. The college believes in empathizing its students, staff, faculty and various stakeholders towards international cultural, regional and academic integration for promotion of international harmony and co-operation. Various forums and committees of the college have been instrumental in organizing and conducting programs like workshops, webinars, quizzes, etc.

The NSS, German Forum, French Forum, Gujarati Literary Circle, Hindi Literary Circle, Marathi Literary Circle, Woman Development Cell, DLLE and NCC department of the college had taken initiative to organize programs on various national and international commemorative days like Environment Day, International Yoga Week, Kargil Vijay Diwas, International Youth Day, International Democracy Day, International Literacy Day, Gandhi Jayanti, National Unity Day, National Vigilance Day, World Remembrance Day, World Aids Day, Kisan Diwas, Chatrapati Shivaji Maharaj Jayanti Seminar, Hindi divas, Marathi rajbhasha divas, Global Warming week, Independence Day, Republic Day, International Women's Day, etc.

These initiatives have helped spread awareness about various causes, cultivating the sense of communal harmony and peace.

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	No File Uploaded

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

Best practice-I:

Physical and spiritual well being of young students :

Mandatory course for all First year students in Value education and Yoga Life Enrichment Course was continued for the second year with the idea of inculcating good values in young students.

The course has two components: (1) Yoga (2) Life Management Skills. A qualified instructor in Yoga was appointed for the sessions.

Aims to enable students to live an enriched life by helping them to make correct life decisions and building self-confidence.

2) Student Induction Program

The programme consists of social activities that encourage students to get to know each other and to become acquainted with the College, the Staff, location of key facilities and services. The College Authority arranged to ascertain the views of the students on their induction experience by the end of year. Students were invited to participate in an electronic survey.

Objectives: Familiarizing the students to the new environment, while helping them rediscover themselves and bringing out their best. Inculcate those human values which will enrich their personality, making them an asset for the society.

Outcome: Sense of belonging Sensitivity towards various issues of social relevance Connect with community, world of work and global society

File Description	Documents
Best practices in the Institutional website	http://rapodar.ac.in/igac.php
Any other relevant information	http://rapodar.ac.in/igac.php

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 Learn India initiative (Year 2020-21)

The "Learn India" initiative, initiated in 2011 focussed on the colleges and schools located in rural areas.

Some of the beneficiaries of our Financial literacy Program - Learn India , have been Jail inmates, Mumbai Policemen and their spouses , Taxi-drivers , doctors and nurses .

2020-2021- Learn India

Total number of financial literacy sessions conducted: 422

Total number of beneficiaries: 16000+ lives

Profile of beneficiaries:

- Employees of Fire stations,
- Teaching, and non-teaching staff of colleges
- Members of self-help groups,
- Women of middle-income group and
- Young investors.

Total number of participants: 521 dedicated students lent support to this noble cause.

Teaching tools: Modules on basic financial products were drafted

in form of a work book .

Medium of Instructions : English, Hindi and other regional languages

Module Titles: Banking, Savings, Insurance and Investments. These modules are based on guidelines given by SEBI and BSE IPF.

Collaborations:

- We collaborate with Investor Education and Welfare Association, a NGO, to ensure the reach of Financial literacy at Pan India level
- We collaborate with colleges at a Pan India level to ensure that our vision and mission of imparting financial literacy reaches every nook and corner of India.

File Description	Documents
Appropriate link in the institutional website	https://rapodar.ac.in/igac.php
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The college proposed to continue preparing faculty, staff and students for successful implementation of autonomy. The committee took a feedback on the implementation of autonomy from students at the first and second year level. The feedback was encouraging and hence the committee planned more workshops. The workshops for the future were focussed on teaching pedagogy and evaluation. Thrust on orientation and training of students continued . Students were prepared for the next academic year though orientation of various courses for the next year. The college management in the meanwhile planned to continue facilitate online teaching for the staff and learning for the students on MS teams.

Some of the plans chalked out by IQAC are listed below :

Theme: Learning - uninterrupted.

Plans for 2021-22

To Enhance Student welfare mechanism.

To train faculty members to prepare e-content.

To conduct FDP for mapping Program Outcome and Course outcome.

To conduct Academic audit.

To conduct FDP for enhancing productivity tools for teachers and office staff.

To increase collaborative research activities.

To continue active alumni networking.

To strengthen infrastructure facilities on college premises and college play ground .

To process Career advancement applications of faculty members.

To continue with student activities online or offline.