



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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 own campus	Yes
Phone no/Alternate Phone no.	02224143178
Mobile no.	9820125173
Registered Email	info@rapodar.ac.in
Alternate Email	shobana.vasudevan@gmail.com
Address	L.N. Road Matunga Mumbai-400019
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400019

2. Institutional Status																															
Autonomous Status (Provide date of Conformant of Autonomous Status)			12-Feb-2019																												
Type of Institution			Co-education																												
Location			Urban																												
Financial Status			state																												
Name of the IQAC co-ordinator/Director			Ms. Kavita Jajoo																												
Phone no/Alternate Phone no.			02224143178																												
Mobile no.			9920524905																												
Registered Email			iqac@rapodar.ac.in																												
Alternate Email			kavita.jajoo@rapodar.ac.in																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			http://rapodar.ac.in/pdf/AQAR%202018-19_NAAC23082021.pdf																												
4. Whether Academic Calendar prepared during the year			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			http://rapodar.ac.in/pdf/ACADEMIC%20CALENDAR%202019-20.pdf																												
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A+</td> <td>92.25</td> <td>2004</td> <td>16-Feb-2004</td> <td>15-Feb-2009</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.63</td> <td>2011</td> <td>27-Mar-2011</td> <td>26-Mar-2016</td> </tr> <tr> <td>3</td> <td>A+</td> <td>3.68</td> <td>2017</td> <td>22-Feb-2017</td> <td>21-Feb-2024</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	A+	92.25	2004	16-Feb-2004	15-Feb-2009	2	A	3.63	2011	27-Mar-2011	26-Mar-2016	3	A+	3.68	2017	22-Feb-2017	21-Feb-2024
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
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1	A+	92.25	2004	16-Feb-2004	15-Feb-2009																										
2	A	3.63	2011	27-Mar-2011	26-Mar-2016																										
3	A+	3.68	2017	22-Feb-2017	21-Feb-2024																										
6. Date of Establishment of IQAC			20-Jun-2004																												
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Standardised Student Forum reporting	13-Aug-2019 216	44
Skill and Ability enhancement courses	03-Sep-2019 195	211
Instituted ECCA	10-Jul-2019 250	888
Instituted Inclusive cell	10-Aug-2019 219	55
Mandatory course on : Value education and Yoga	12-Aug-2019 200	888
Feedback from stakeholders	10-Jul-2019 250	888
Student Induction Program	10-Jul-2019 9	888
Peer review of Question papers	25-Sep-2019 174	82
View File		

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GOVERNMENT :NA	NA	Govt:NA	2020 0	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Implementation of Progressive autonomy

Question paper review By Subject expert from Peer colleges

Skill and Ability enhancement courses

Standardised Reports for data collection : Students and Staff

Mandatory course on Value education and Yoga

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To implement the scheme of autonomy by adhering to the UGC guidelines	Periodic meetings conducted of all statutory bodies, implemented the revised syllabus as per the recommendations of the Governing body
Conduct the Student Induction Program to get the First year students under the fold of autonomy	The designated committee conducted series of sessions for each class for ice breaking sessions in the presence of the appointed Faculty mentor of respective class, Team Leads appointed for each division
To conduct examination audit on question paper set by In house faculty	A panel of experts from Peer colleges reviewed the questions papers set by in house faculty. The audit ensured higher standard in question paper setting . Implemented across all the programs and semesters
An inclusive cell to be initiated to provide a Platform for the special students .	A focused committee " Inclusive Cell was formed with a buddy system being adopted .Special sessions were conducted with the students to address their academic and social concerns . A dedicated set of scribes (Students) trainer for enabling assistance to the differently abled students during examination.
A mandatory course on " Value education and Yoga " designed and implemented for all FY classes across all programs	August 2019 a well designed value education and yoga Program implemented .A qualified Yoga instructor appointed for the conduct of the program .
Certificate courses designed and implemented	"The college faculty designed various Skill and Ability enhancement courses.

	The courses were conducted after classes with qualified resource persons."				
To conduct Workshop to enhance teaching pedagogies and evaluation methods	BLOOM's Taxonomy workshop was conducted by an expert Dr. Gulshan Shaikh in March 2020.				
Standardised procedures for student reports on activities	"The template for collection of data regarding participants in various college programs created on google form. A new concept of " Closure reporting" on each activity designed and implemented."				
Electronic attendance introduced across all Programs and concept of Campus attendance introduced	"Electronic Students attendance in each class registered. Recording the attendance of students missing class due to engagement in practice sessions in sports, youth festival events , other intercollegiate events as Campus Attendance."				
Feedback from all stakeholders	Structured feedback from stakeholders taken and analysed. Suitable action taken for various aspects of college functions.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>College Development Committee</td><td>08-Feb-2021</td></tr> </table>		Name of Statutory Body	Meeting Date	College Development Committee	08-Feb-2021
Name of Statutory Body	Meeting Date				
College Development Committee	08-Feb-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	23-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	At R.A. Podar College of Commerce and Economics (Autonomous), the Management Information System is a planned system of collecting, storing, and disseminating data in the form of information, maintained manually and				

electronically, to carry out the functions of management . Learning, Teaching and Attendance systems : The faculty mark their attendance on the biometric machine and muster with, in time and out time . The faculty submits on a daily basis, the syllabus covered, forum activities engaged in, mentoring responsibilities , research work and administrative jobs with the help of an electronic daily sheet created by the college. The faculty leave records are maintained manually by the Vice Principal. A monthly record of all faculty members is submitted to the Principal. Student attendance is maintained electronically. The daily records of faculty are submitted to the Vice Principal. Extra Curricular Activities: All the Statutory Bodies and forum heads define at the beginning of the year the plans, activities to be conducted and the expenses that are expected. The Association Chairperson and their office bearers are required to follow a procedure for conducting an event which comprises permission,organising, conducting, report, photographs and closure of the event to the Vice Principal .The records are maintained by each forum and an annual report is submitted later. The Controller of Examination and the Committee together have designed a timeline and procedures for conduct of examination and declaration of results . A report after every semester end exam is created and submitted to the Chief Controller of Examination. The Website Committee updates the information on the website on a daily basis with their own well defined procedures. The Library has defined the procedures for procurement of books , book borrowing , stock checking etc. Podar College library has extended its efforts in cybernetic setup to provide access to its readers by subscribing to the major online databases and online peer reviewed journals. It has created metadata of its holdings, and has been offering online reference services. College library has already started digitization of inhouse materials such as question papers, research articles of faculty members and newspaper clipping, etc. Readers can access the

database through the college website <http://rapodar.ac.in/library.php> under the heading 'Podar Digital Archive'.
Computerized Library: The library is using the SLIM21 library software. The library is fully computerized with all major modules namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue). OPAC is available online. All transactions are made through computerized programs. The College office : The College Office maintains manually the records of College correspondence over emails and postal mail in the College Register. The Accounts department maintains a daily record of the finances and undergoes both Internal and External statutory audit. An annual maintenance of all the facilities and Infrastructure is supervised by the Purchase Committee of the college. The MIS is split into smaller subsystems and all the reports are submitted to the Principal by the respective head of facilities. All these systems help in planning, control, and administration.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BCom	NA	Accountancy and Mangement	16/05/2019
BMS	NA	Finance, Marketing and Human Resources	16/05/2019
View File			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
Nill	NA	Nill	Standard Excel	01/09/2019
Nill	NA	Nill	French Conversational Course	10/01/2020
Nill	NA	Nill	Basics in Financial	01/01/2020

			Managemnt	
Nill	NA	Nill	Functional German	20/09/2019
Nill	NA	Nill	Functional German-II	20/07/2019
Nill	NA	Nill	Business of Urban Farming	01/06/2020
View File				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Actuarial Studies	16/05/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Actuarial Studies	16/05/2019

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Standard Excel	01/09/2019	34
French conversational course	10/01/2020	24
Basics in financial management	01/01/2020	67
Functional German	20/09/2019	89
Functional German-II	20/07/2019	38
Business of urban Farming	01/06/2020	8
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Finance , Marketing and Human resources	35
BCom	Accounting and Management	101
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback from all stakeholders of an educational institution is not just important but also critical for the educational institution to evolve. The college has been obtaining feedback in both formal and informal methods . In fact at Podar feedback is an ongoing exercise, So a no of observations have been due to interaction with stakeholders on both personal and professional platforms. The feedback at Podar is taken both formally and informally. The parents and the alumni meet the Principal and faculty members at the open house and share their observations. Student feedback: Learners' feedback on faculty, student satisfaction survey and Survey on Autonomy was obtained through google form at the end of the academic year. The feedback of students were taken on the online mode . The feedback on faculty was shared by the head of the institution with each faculty member . The areas of concern which were not many were discussed. Teachers feedback on the implementation of autonomy and suggestions were obtained. These suggestions were discussed in the various Board of Studies meetings. Parents gave their feedback on the Open house day on the role of college in the development of their wards. Parents feedback at the end of the academic year was collected through the google form .most of the parents have expressed their satisfaction about the updated syllabus. They were appreciative of the teaching pedagogy of the faculty . They also expressed their satisfaction on the regularly updated website and college app. Prospective employers who visited college for campus placements expressed their observations on the relevance of updated syllabi. On a web based feedback form, most of the Alumni were satisfied with their experience at R. A. Podar as a student. The four highest rated attributes were Extracurricular activities, Library, Access to the teaching faculty and Campus. Alumni provide valuable insights because they are able to illustrate the expected competencies from a "real world" perspective. This 360 feedback is used for the overall evaluation and development of R. A. Podar College of Commerce and Economics (Autonomous).

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accountancy and Business Management	840	1397	754
BCom	Actuarial Studies	30	47	13
BMS	Human Resources , Marketing and Finance	120	1571	120
MCom	Accountancy and Business	160	435	155

	Management			
PhD or DPhil	Banking and Finance	5	Nil	2
PhD or DPhil	Accountancy	Nil	Nil	4
PhD or DPhil	Business policy and Administration	Nil	Nil	5
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2675	263	42	Nil	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	42	18	26	6	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At R.A Podar College of Commerce and Economics (Autonomous) , student mentoring is considered as an important function for the faculty. Being a student centric college there is a lot of passion and compassion by the management and faculty for all learners. Principal being the chief mentor, the hallmark of R.A.Podar College of Commerce and Economics (Autonomous) is non discriminatory attitude and behaviour of the faculty and non teaching staff towards students. Special care is taken of the differently abled students. The inclusive cell and the buddy program has helped mentored the students to become confident. Mentoring is done not only by the faculty members but by sports coaches, Performance Arts directors and the counselor as a mentor. Special care and attention is given to differently abled students . Objectives of mentorship Emotional Support to Mentees Support building Team Leaders who have knowledge, skills and abilities Foster higher levels of engagement in lectures Dissipating information to students Mentoring Initiatives in 2019-20 Student Induction Program One class Mentor per division Appointing Team leaders for every 12 students. Personal interactions with the mentees . Mentoring Program in 2019-20 Student Induction Program/ Ice breaker sessions The students were engaged in various activities: Each group was assigned with a topic on which a short story was to be written. The story was then asked to be converted into a play with dialogues.Each group was given one topic and they presented a play on that topic. Awareness about issues that exists regarding anti-ragging, prevention of sexual harassment, Swachh Bharat Abhiyaan, anti-intoxicants awareness etc. was created. Emerging career opportunities and challenges were discussed. A lecture on Gender Sensitization was held. Module 2. College curriculum and extracurricular activities Induction by Mentor Mentors introduced the importance of courses of study selected by the mentees. The mentors also briefed the mentees about the various associations in the institution which can help the mentees build their personality. Module 3. Setting Goals for mentee Mentor mentee one to one meetings along with counselor took place to help the mentees set goals for themselves Module 4. Progress of mentees and re visiting Goals The mentor checked the mentee progression after semester end program and re visited their goals Module 5: Closing The mentor had a last meeting with their mentee , shared the links for feedback and wished

the mentees BEST WISHES for their future endeavors. Guidelines for Mentors: managing student behaviour catering for students with a range of learning needs organising student learning. communicating/dealing with mentees inclusion of students with a disability record-keeping g. Regular and timetabled mentoring meetings on a weekly or fortnightly basis. h. Mentoring for maximum contributing to research and participation in extra curricular and co curricular activities. i. Arranging for remedial sessions for mentees. j. The foreign students often face language barriers in communication. Such students are mentored and trained by the faculty members. Some of the mechanisms adopted by Mentors Mentoring is a continuous process at Podar. The Self-Development Centre of the college

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2943	42	1:70

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	23	7	5	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Asif Shaikh	Assistant Professor	Fulbright-Nehru Postdoctoral Research Fellowships
View File			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BMS	NA	IV	01/03/2020	30/10/2020
BMS	NA	III	01/10/2020	18/11/2019
BMS	NA	II	01/03/2020	30/10/2020
BMS	NA	I	01/10/2019	11/12/2019
BCom	NA	I	01/10/2019	30/11/2019
BCom	NA	II	01/03/2020	30/10/2020
BCom	NA	III	01/10/2019	21/11/2019
BCom	NA	IV	01/03/2020	30/10/2020
BCom	NA	V	01/10/2019	28/11/2019
BCom	NA	VI	01/03/2020	30/10/2020
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in

the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nill	2635	0

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://rapodar.ac.in/academics.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	MCom	NA	108	98	90.74
NA	BMS	NA	117	117	100
NA	BCom	NA	775	747	96.38

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://rapodar.ac.in/pdf/Student%20Satisfaction%20Index%20Report2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

No file uploaded.

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
International	Dr. Asif Shaikh	Fulbright-Nehru Postdoctoral Research Fellowships Fulbright-Nehru Postdoctoral Research Fellowships	15/05/2019	United States India Educational Foundation (Full Bright Commission) New Delhi

[View File](#)

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
View File				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Awareness of Breast Cancer amongst students Ms. Lopa Das Roy	BMS	02/07/2019
Career options in Finance Services–Mr. Fakri Sabuwala	BMS	29/06/2019
Career options in the field of Marketing–Mr. Omkar Rao, DICE	BMS	29/06/2019
The future in HRM–Ms Rupali Shah, STC Consultants	BMS	29/06/2019
Inauguration session by Mr. Nilendu Mukherjee, Executive Director Senior Coverage Banker-Rabobank U.A.	MONETA -2019	18/12/2019
Decoding the Dynamics of Corporate Leadership Kingshuk Chatterjee, Associate VP Global Business Head- Godrej Infotech ,	MONETA -2019	19/12/2019
India-Israel Bilateral Relations (Present Scenario Future Prospects), Mr. Nimrod Kalmar, Deputy Chief of Mission at Consul General of Israel in Mumbai,	MONETA -2019	20/12/2019
Governance Leadership- Primordial and Contemporary India, Radhakrishnan Pillai, Founder Leader of Chanakya Institute of Public Leaders, Author- Corporate Chanakya	MONETA -2019	20/12/2019
70 years of Diplomatic	MONETA -2019	20/12/2019

relations between India China, Mr.Tang Guocai, Consul General of People's Republic of China in Mumbai		
Rural Housing Finance- Evolving from creating homes to creating lifestyles, . Anuj Mehra, Managing Director- Mahindra Rural Housing Finance Ltd.	MONETA -2019	21/12/2019
View File		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	NA	NA
View File				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	NA
View File					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Business Administration and Policy	2

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	5	7.36
National	Mathematics	2	5.35
National	Accountancy	1	7.36
National	Economics	1	3.25
International	English	2	3.25
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce and Management	2
Environmental Studies	2
View File	

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
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NA	Nill	0	Nill
View File			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill
View File						

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	NA
View File						

3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	12	77	2	27
Presented papers	1	1	Nill	Nill
Resource persons	Nill	6	Nill	2
View File				

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
R.A.Podar college of commerce and Economic(Autonomous) Library	Plagiarism test	eGalactic	93425
View File			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NA	NA	NA	0	0
View File				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
AVHAN CAMP	RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED.	5	2
POLIO DRIVE	MATUNGA CLINIC	4	11
INTERNATIONAL YOGA DAY	NSS UNIT	4	22
INTERNATIONAL YOGA DAY CAMP	MUMBAI UNIVERSITY	5	1
INTERNATIONAL DRUG ABUSE AND ILLICT TRAFFICKING	NSS UNIT	4	12
VAN MAHOTSAV	DIYA FOUNDATION	4	30
ROAD SAFETY MOVEMENT AND DRIVE TOWARDS BETTER FUTURE	NSS UNIT	4	8
RRC INTERVIEW	NSS UNIT	4	3
TREE PLANTATION	HARIYALI FOUNDATION	5	17
RALLY, STREET PLAY AND PAPER BAG DISTRIBUTION	NSS UNIT	3	52
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Social service	Recognised and Felicitated for social service	Blind Foundation	1
View File			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Under agesis of NSS unit	NSS UNIT	RALLY, STREET PLAY AND PAPER BAG DISTRIBUTION	3	52
Under agesis of NSS unit	HARIYALI FOUNDATION	TREE PLANTATION	5	17
Under agesis of NSS unit	NSS UNIT	RRC INTERVIEW	4	3
Under agesis	NSS UNIT	ROAD SAFETY	4	8

of NSS unit		MOVEMENT AND DRIVE TOWARDS BETTER FUTURE		
Under agesis of NSS unit	DIYA FOUNDATION	VAN MAHOTSAV	4	30
Under agesis of NSS unit	NSS UNIT	INTERNATIONAL DRUG ABUSE AND ILLICT TRAFFICKING	4	12
Under agesis of NSS unit	MUMBAI UNIVERSITY	INTERNATIONAL YOGA DAY CAMP	5	1
Under agesis of NSS unit	NSS UNIT	INTERNATIONAL YOGA DAY	4	22
Under agesis of NSS unit	MATUNGA CLINIC	POLIO DRIVE	4	11
Under agesis of NSS unit	RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED.	AVHAN CAMP	5	2
View File				

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
learn India : Finacial literacy program	College students and schools from rural areas across India	Investor Education and Welfare association	229
View File			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
on the job training	Internship	Motilal Oswal	17/06/2019	22/08/2021	Nill
on the job training	Internship	Abhudaya Cooperative Bank	20/05/2019	30/06/2019	Vaishanavi Dukhandee
Internship : On the job training	Internship	Zee media entertainmen t	16/05/2019	14/06/2019	Manas Chavan
Internship : On the job traing	Internship	Meraki	01/10/2019	03/01/2020	Vedant Bhinge

Internship : On the job training	Internship	S.N. and Co for audit	03/05/2019	01/06/2019	Devansh Bhatia
On the job training	Internship	Project on taxation	25/05/2019	26/06/2019	Disha Gala
On the job training	Internship	Project on equity stock index	13/05/2019	03/06/2019	Aditi Gandhi
On the job training	Internship	India infoline	13/03/2019	13/05/2019	Yash Goyal
View File					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Lala Lajpatrai College of Commerce	01/02/2020	Collaboration for Academics , Research, student support	1500
HDFC	17/01/2020	Facilitating Public speaking events by providing logistics support	92
Soul Store	17/01/2020	Facilitating Public speaking events by providing logistics support	92
DJ media prints and logistics	17/01/2020	Facilitating Public speaking events by providing logistics support	92
Tranzlease Holdings India Pvt Ltd	19/08/2020	Facilitating Cultural and literary events by providing logistics support	556
Season's Enterprises	19/08/2020	Facilitating Cultural and literary events by providing logistics support	556
Shikar Trails	19/08/2020	Facilitating Cultural and literary events by providing logistics support	556
Shiva Autozone	19/08/2020	Facilitating Cultural and literary events by providing logistics	556

		support	
SBI YONO	19/08/2020	Facilitating Cultural and literary events by providing logistics support	556
Savi Sarees	19/08/2020	Facilitating Cultural and literary events by providing logistics support	556
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
14	14.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21	Fully	NA	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8316	1147129	95	16435	8411	1163564

Reference Books	60823	7880838	285	112802	61108	7993640
e-Books	159809	5900	Nill	Nill	159809	5900
Journals	60	121586	Nill	Nill	60	121586
e-Journals	11214	70800	Nill	Nill	11214	70800
Digital Database	4	148955	Nill	Nill	4	148955
CD & Video	1581	152977	5	Nill	1586	152977
Library Automation	1	18000	1	28000	2	46000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	4000000	Nill	Nill	Nill	4000000	Nill

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	142	4	2	80	3	15	0	16	0
Added	13	0	0	0	0	7	0	0	0
Total	155	4	2	80	3	22	0	16	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

16 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	=

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
18	17.3	11.8	13.3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

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 . The vendors are required to sign an contract pledging their high standard of performance . The college has appointed a lady guard at the entrance of the college to ensure safety of the girl students. A lady attendant is appointed for the ladies common room . The lady attendant is in charge of the Incinerator and the vending machine in the ladies rest room. Besides the college conducts many inter collegiate festivals where in no of other college students attend the program,. The extra curricular committee Student heads take care of the college facilities. They submit a plan before the program and a closure report at the end of the program. The NSS volunteers are also in charge of overseeing the daily cleaning of the college facilities .

<http://rapodar.ac.in/infra.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Sulochana Foundation	20	26000
Financial Support from Other Sources			
a) National	Govt. of India Scholarship	288	460730
b) International	NA	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Remedial Coaching	01/09/2019	257	College Faculty
Bridge Course	01/08/2019	35	BMS Department
LEC	21/06/2019	108	LEC
Personal Counselling	17/06/2019	87	Self Developemnt Cell
Value Education	10/08/2019	888	College Faculty
In Class Mentoring	14/06/2019	2675	College Faculty
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance Counselling	Nil	350	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Deloitte	135	15	TCS NQT	33	2
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	4	B.Com	NA	IIM	PGDBM
2020	79	B.Com	NA	RAPCCE	M.Com
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	4
GRE	1
TOFEL	1
Civil Services	2
Any Other	250
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Navaratri Celebrations	Intra-Collegiate	365
Aaswaad - Food Festival	Intra-Collegiate	46
Hindi Divas Celebrations	Intra-Collegiate	85
Marathi Rajbhasha Din Celebrations	Intra-Collegiate	204
Bhondla	Intra-Collegiate	365
Uttung - A socio-cultural Fest	Inter Collegiate	70
Rapport 2019	Intra-Collegiate	650
Annual Athletic Meet	Intra-Collegiate	256
District Level Judo Tournament in association with the District Sports Office.	District Level (Inter-Collegiate)	150
Womens Volleyball Tournament in Association with the Sports Department of University of Mumbai	University Level (Inter-Collegiate)	102
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Silver	National	1	Nill	20170164 01705814	Sushant G. Nayak
2019	Silver U/21	National	1	Nill	20170164 01543586	Sampada S. Phalke
2019	Gold, 50M. Free Style	National	1	Nill	20190164 02013224	Rudransh M. Mishra
2019	Gold, 4X100M.	National	1	Nill	20190164 02013224	Rudransh M. Mishra

	Relay					
2019	Gold IU	National	1	Nill	20180164 01898943	Disha D. Hulawle
2019	Gold IU	National	1	Nill	20180164 01896302	Srushti S. Haleangadi
2019	Participation MCA, U/23	National	1	Nill	20170164 01543942	Bhupen Lalwani
2019	Participation, All India inter-Univ.	National	1	Nill	20180164 01893702	Yash P. Patil
2019	Silver U/21	National	1	Nill	20180164 01896302	Srushti S. Haleangadi
2019	Participant, I/UAll India inter-Univ.	National	1	Nill	20170164 01543605	Gurunath Mashilkar

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students Council: The members of the Students Council were nominated by the Principal Dr. Mrs. Shobana Vasudevan in consultation with the Professor In-Charge . The members representing first year, second year and third year B.Com and BMS were selected on the basis of academic merit. Other members of the council were the representatives of the NSS, NCC, Sports and Artists Guild. The council also consisted of two lady representatives who were nominated by the Principal and the Professor In-Charge based on their overall performance in college activities during the year. The first meeting of the council was convened on the 10th December, 2019 under the chairmanship of Dr. Mrs. Shobana Vasudevan where the members were formally announced and the General Secretary of the council was declared. Rapport 2019 was hosted by the third-year students of the college from 22nd of December to 24th of December, 2019. The theme for this year was Rapport Realize, which stood to create the realisation of not making the same mistakes and remaining united till the end. The three-day intra collegiate fest was a collection of over fifty events under various departments like cultural, sports, literary and informals. The teams are formed on the basis of the divisions of each respective batch. Each batch only competed within themselves and had their own trophies. IQAC: Eshan Vaidya TYBCom student was the student representative at IQAC. Library Advisory Committee: Rohan Mulgaonkar was the student representative at LAC. Internals Complaint Committee- Student representatives: Ms. Vijayalaxmi Gaikwad -PhD student member Mr. Mihir Jain - M.com student member Ms. Darlet Lasrado - T.Y.B.Com student member

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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 extensive updated database of the ex- students and faculty of R A Podar College of Commerce Economics. 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.

5.4.2 – No. of registered Alumni:

115

5.4.3 – Alumni contribution during the year (in Rupees) :

132000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni has conducted two reunion programmes in the College Main Hall for batches upto 1990. The Alumni has been invited as Resource Persons and as judges for various college programmes. The Alumni is part of the Board of Studies in every department. The Alumni has been facilitating placements of undergrdaute students.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college practices 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. A. The professor-in-charge of various associations are given complete freedom to plan and execute the programmes. B. The teaching methodology is left to the concerned faculty member and is encouraged to participate in college activities by sharing the organizational responsibilities. They are given opportunities to decide on their own and conduct programmes as per their design. The vice principals and the heads of departments are given complete freedom within the organizational framework. The authority is delegated and complete operational autonomy is given to the heads. The heads in turn decides at their departmental meetings and conducts the activities. At the beginning of every term, a meeting is conducted with all the department heads. The plan of activities for the forthcoming period is discussed. The Principal undertakes a detailed analysis on a one-to-one basis, so that the plan is fine tuned. 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. The credit course coordinator is given freedom to frame the syllabus, the no of credit , procedure in conduct of lectures etc., 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. It is verified by the College Principal and then it is sanctioned and the management approves the budget and necessary action is taken. Examinations are carried out semester wise and the Examination department. The controller of Examination is in charge of day to day activities of the examination section, for each class a facilitator is appointed so that he/she looks after all examination for that class. The Committee conducts regular meetings get it approved from the chief controller of Examination and prepare the time table and exams are held that there is participating arrangement in all the decision-making.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	<p>The Examination Committee headed by a chief controller of examination conducts the examination in the college for all the programmes of the college. Since the year 2019-20 the college has been granted autonomy and so the examination section has designed their own processes and AUTONOMOUS pattern of examination. The system introduced a continuous evaluation system by introducing a 40-60 pattern: wherein 40 marks are for internal assessment and 60 marks for semester end examination. Assignments/ group discussions became part of the internal assessment process. The internal assessment component has a class test of 20 marks, which too is conducted by the Examination Committee. For all examinations conducted by the Examination Committee, the College follows Centralized Paper Setting (CPS) schedules. Designated date, time is allotted for preparing the question papers. Facilitators from the Examination Committee conduct the CPS. The answer sheets are masked to ensure fairness in assessment. Schedule for examination, central assessment programme, moderation work, preparation of mark lists, announcement of results, and revaluation of papers is decided by the Examination Committee for all examinations and communicated to the respective stakeholders. The timetables for all college examinations is prepared well in advance and displayed on notice boards as well as</p>

on the college website.

Teaching and Learning

Teaching Learning Preparations for the implementation of new syllabus for Podar Autonomy was started on passing of the new syllabi by the Governing body .The Academic Calendar and Teaching Learning Plan for the academic year 2019-20 were prepared. An Internal Academic Audit Report was prepared by our Principal with the help of IQAC coordinator, on scrutiny of documents.A one day FDP on " Blooms Taxonomy : Teaching , Learning and Evaluation" was conducted by Dr Gulshan Shaikh for faculty members and peer colleges. ICT Tools in 2019-20 were Laptops and desktops and projector . Smart classroom MYSQL software Csoftware R software E-resources on website

Curriculum Development

UGC conferred autonomous status on R A Podar College which was approved by University of Mumbai. The syllabi of courses taught in B Com , B M S, B Com in Actuarial Studies and M Com were framed with the help of formation of Board of Studies of Accountancy, Board of Studies of Commerce, Board of Studies of Economics, Board of Studies of Permanently Unaided Courses. A new Program, B Com in Actuarial Studies was started with the approval of University of Mumbai. With the advent of Autonomy in Podar 2019-20 , Podar started many value added courses viz Value enrichment course, Basics of Financial Markets, Cyber Security, English Enhancement Course, Entrepreneurship Development Program, Fashion Sense and Etiquette, Film appreciation, French language course, Functional German-I, Functional German-II, Standard Excel, The Business of Urban Farming.

Research and Development

The research and development cell and Research Centre actively motivate students and teaching staff to participate in Research paper competitions and Avishkar Competitions where the college has received the awards. For Ph.D students research course is organised not only for Podar registered students but also students who have registered in other Ph.D centers, The Principal and the staff takes due efforts to motivate the students. The Commerce PG students also prepare 100 marks research projects. The faculty members of these

departments assist and guide the students in undertaking research work.

Human Resource Management

The college is a state funded educational institution. The recruitment process is completely guided by the procedure laid down by the competent authority including the Joint Director of Education, Government of Maharashtra. However, the administration has some role to play in recruiting the faculty for permanently unaided courses such as BMS and appointment of adhoc faculty and visiting faculty. The recruitment process is somewhat similar to the established procedure. From the pool of applicants the Committee shortlists and the shortlisted candidates are called for an interview. After shortlisting at the interview stage they are asked to give a demonstration lecture. On observation, the faculties are appointed. Adhoc teachers having specialization in the fields are appointed. Under the guidance of IQAC, the Institute organizes various FDP programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology. On duty is provided for pursuing higher studies, attending FDP courses/seminars/conferences/workshops and exam duties. Medical leave provision is given to the faculty and staff members based on the request.

Industry Interaction / Collaboration

The faculty arranges field trips in order to enable the students to have a hand on experience from the industrial set up. An academic industry linkage developed by the faculty over a period of time helps them to visit facilities at NSE, BSE, RBI, etc. The Industrial Interface Forum of the college invites industry experts who share their experiences with the students. The students gain in terms of newer and practical insights into the topics they learn in their courses. Successful alumni who have become prosperous entrepreneurs are invited for delivering motivating lectures. The study tours, and industrial visits enhance the learners' social and economic knowledge.

Admission of Students

The application form and the prospectus are time-tested methods for effectively communicating the procedure

and process of admission. With increasing usage of Internet amongst the student community, the college website www.rapodar.ac.in is becoming the most important medium of communication with the outside world. The admission procedure and dates are put up on the college website. The College provides a prospectus to all prospective students at the time of admission. The prospectus acts as a complete guide for the students and their parents. Admission at Podar is online and is strictly based on academic merit and achievements in predefined fields. An independent Admission Committee is responsible for smooth implementation of the entire process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college uploads the Academic Calendar on the college website. The syllabus with Evaluations scheme for each course in each program is also uploaded in the academic page at the beginning of the year. The notices are uploaded on the website for student activities and class instructions. All programs and reports are displayed on the college website.
Administration	Submission of retirement or CAS related documents are online. Initiative taken towards installation of new system and process in the library. The College has shifted institutional email id to G Suite Account for faculty and staff.
Finance and Accounts	Fully computerised office and accounts section. Maintenance of college accounts through tally.
Student Admission and Support	Online admission including online payment gateway. All important notices are uploaded on the college website. Attendance of students are done through electronic method.
Examination	Results are generated and displayed on the website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2019	NA	NA	NA	Nil
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Orientat ion program on working rules and regulation s of Internal Complaints Committee Training for Teaching and Non teaching staff	Orientat ion program on working rules and regulation s of Internal Complaints Committee Training for Teaching and Non teaching staff	18/11/2019	18/11/2019	42	10
2020	Blooms T axonomy- Teaching , learning and Evalaution	NA	07/03/2020	07/03/2020	44	Nil
2020	Introduc tion to Teaching by WEBEX	NA	25/04/2020	25/04/2020	42	Nil
2020	Webinar on Effective use of E-Resources for Teaching, Learning and Research	NA	18/05/2020	18/05/2020	420	Nil
2020	Webinar on Grow what you eat	NA	22/05/2020	22/05/2020	1614	Nil
2020		NA			42	Nil

	Resilience at the time of pandemic		25/05/2020	25/05/2020		
2020	Online training for Indiastat Database	NA	04/06/2020	04/06/2020	67	Nil
2020	Workshop on Exploring Mobile Phone as an Effective Tool for Online Teaching and Learning	NA	16/06/2020	18/06/2020	337	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program on Scilab	1	21/04/2020	25/04/2020	5
FDP on Learning Horizons for Academicians: E- Filing of Income Tax Returns	3	23/04/2020	23/04/2020	1
One Week FDP on LaTeX	1	25/04/2020	01/05/2020	7
Emerging trends and Practices in Accounting Taxation: Practitioners Perspective	1	09/05/2020	13/05/2020	5
FDP on Mental Wellness	1	11/05/2020	16/05/2020	6
Effective and Efficient Online Teaching	1	14/05/2020	16/05/2020	3

in the Age of Corona, A Hands On Workshop				
Managing Online Classes and Co-creating MOOCS: 2.0	2	18/05/2020	03/06/2020	15
International level FDP on Personality and You.	1	20/05/2020	20/05/2020	1
Evolution from Offline to Online Teaching- Effective use of Google Class Room	2	30/05/2020	03/06/2020	5
Research Methodology Workshop on BFSI Sector	1	08/06/2020	12/06/2020	5
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	5	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
4	5	5

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 .

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose
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funding agencies /individuals		
NA	0	NA
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC Chairperson
Administrative	No	NA	Yes	S.P. Mandali

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.The parents of students are from allied fields and provide timely feedback on various issues. Inputs from the parents about their children, also help in understanding the students and the teachers are able to work more effectively with the student. 2. The class mentor shares the odd semester results with the parents. The parents are informed about the facilities provided by the college including the remedial lectures and other resources available to the students. Personal difficulties if any are also discussed with the parents and suitable course of action is suggested. 3. Feedback from parents,are collected by IQAC about teaching- learning, evaluation, analyzed and shared with the staff for improvement.

6.5.3 – Development programmes for support staff (at least three)

1. Tally training programme for Office Staff 2. Training for non teaching staff on provisions under the Internals Complaints Committee 3. Carrom competition for the support staff
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Implementation of Autonomy. 2. Designed and implemented Skill and ability enhancement courses to increase employability of courses. 3. Augmentation of ICT tools.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Peer review of Question papers	25/09/2019	25/09/2019	16/03/2020	82
2019	Student	10/07/2019	18/07/2019	16/03/2020	888

	Induction Program				
2019	Feedback from Stakeholders	10/07/2019	10/07/2019	16/03/2020	888
2019	Mandatory course on : Value education and Yoga	10/08/2019	10/08/2019	28/02/2020	888
2019	Instituted Inclusive cell	10/08/2019	10/08/2019	16/03/2020	55
2019	Instituted ECCA	10/07/2019	10/07/2019	16/03/2020	888
2019	Skill and Ability enhancement courses	03/09/2019	03/09/2019	16/03/2020	211
2019	Standardised Students Forum reporting	13/08/2019	13/08/2019	16/03/2020	44
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
ICC-Working rules and procedure of ICC for teaching and non teaching members	18/11/2019	18/11/2019	37	15
NSS- Street play on women empowerment	11/09/2019	11/09/2019	5	5
WDC- Self-defence workshop	26/09/2019	26/09/2019	24	Nill
WDC-Menstrual Awareness Workshop	26/09/2019	26/09/2019	150	Nill
DLLE-Status of women in	11/01/2020	11/01/2020	137	51

society (SWS) Project				
WDC- International Women's Day Celebrations	07/03/2020	07/03/2020	58	34
NSS-NSS Rural Camp, Health & Hygeine Camp and Self Defence workshop	21/01/2020	21/01/2020	37	18

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The College library is partially powered by Solar power.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Ramp/Rails	Yes	5
Rest Rooms	Yes	5
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	19/08/2019	1	Bottles For Change	Environmental issues	32
2019	Nill	1	22/08/2019	7	Voter Registration Drive	Awareness for civic responsibility	10
2019	Nill	1	27/08/2019	1	Blood Donation	Importance of blood donation	49
2019	1	1	21/10/2019	16	Election Duty	Responsible citizenship	16
2019	Nill	1	17/06/2019	1	International Youth Day	Concerns of youth and their	7

						issues	
2019	Nil	1	17/06/2019	5	Pulse Polio	Awareness of polio vaccine	13
2019	Nil	1	01/07/2019	7	Tree Plantation, paper bags , street plays	Climate change and global warming	32
2019	1	1	01/07/2019	7	Road Safety Week	Civic responsibilities	10
2019	Nil	1	11/08/2019	3	Beach clean up	Civic responsibilities	32
2019	Nil	1	14/08/2019	1	Food Donation	Care and concern for society	67
View File							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
College Prospectus	30/05/2019	The college prepares and publishes the college prospectus at the beginning of each academic year . The college prospectus consists of the following along with the code of conduct for the learners. , college profile, details of the college management,Details of Syllabus and Examination, the rules and regulation (Code of conduct) to be followed by the learners, the details on office facilities, library and the various college associations . The college administration displays the Code of conduct for the faculty and staff defined by the University of Mumbai is displayed on the staff common room notice board.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Eomtional well-being and Music event	13/08/2019	13/08/2019	22
Dance Movement Therapy Workshop	26/11/2019	26/11/2019	25
Gratitude Workshop	30/07/2019	30/07/2019	29
Goal Setting Workshop	08/01/2020	08/01/2020	45
Anger Management and juggling with jealousy	01/02/2020	01/02/2020	21
Holistic Health and lifestyle mangement	15/02/2020	15/02/2020	20
Value enrichment course	09/08/2019	29/02/2020	888
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. E waste bins : The college has been provided E waste bins by the local authorities BMC and a private firm .The waste is collected at the end of each quarter by the firm .
2. Solar panels : The college has installed the solar panels to power the college reading hall and college library.
3. Compost pit : An collaborative effort of the NSS unit and Nature club of college, is maintained completely by the students. They have been trained by experts in compost pit.
4. Promotion of use of Paper bag as an alternative to plastic bags.: The students of the BMS department and NSS Unit made paper bags using newspaper and visited local markets like Dadar and Matunga markets. They educated the people visiting the markets about the Hazards of using plastic bags.
5. Project Bottle : Recycling of used drink water bottles : This Project was undertaken by the NSS unit aim collaboration Parle (Bisleri bottle water factory) .The college has been recognised by them for being most active in this area.The students collect the used bottles and send it to the factory.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college has implemented progressive autonomy in 2019-20. Hence the best practices revolved around the learners adaptation and growth. Two practices were designed and implemented by the college. 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 designed 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. The syllabus for Value education was drafted for the course .Both of these subjects are the pillars to build a good character and to create a happy life. This course was very much helpful to make students a responsible citizen of the country. Here the combination of Yoga and

Life management provided a holistic development of personality. This non-academic Course is compulsory for all first year students as a part of R.A. Podar Colleges Autonomous Degree Programme. Objective: Aims to enable students to live an enriched life by helping them to make correct life decisions and building self-confidence. Course Duration: 60 hours, Offered in Semester I and II to F.Y.classes. Course Contents: 6 hours of yoga, including Asanas, Pranayamas, Mudras and Surya Namaskar 6 hours of value education and holistic teaching through workshops and lecture participation Daily record in Yoga Journal of yoga practice, practical application of values imbibed through maintenance of work-books, daily diary, and participation in workshops and so on. Timings: 7 AM to 7.40 AM Yoga 12.10 PM to 1.10 PM Lectures Workshops (Life Management Skills) Evaluation: Includes yoga demonstration, work books, quiz, and diary feedback. Batch Size: Around 60 students per session. Each batch go through 6 sessions. 2) Student Induction Program The induction programme is a warm, welcoming and supportive experience for students and is scheduled to provide a coherent and effective introduction to College life 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. All 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 Human values to become better citizens Well-designed induction programs help both teachers and students for setting pace of fruitful teaching learning experiences. Process: Phase One: Orientation (3 hrs) Class mentor conducted the orientation About the Autonomy (132 credits 120 12) 4 Mandatory Credits College infrastructure/facilities (Library, Main hall, Gym and green gym, Self-development center, conference and seminar hall, girls' common room, language labs etc) Curriculum and examination rules and regulations Do's and don'ts (regular attendance, wearing I-cards, appropriate dressing, overall discipline, website and App) Electronic attendance Remedial and intensive coaching Announcement of library orientation Information about credit courses, Extra Curricular activities and Extra Curricular Credits (ECC), NCC, NSS, Extensions and Sports. Phase Two: Student Induction (5 hrs) The students were engaged in various activities such as - a) Throwing a ball to another group member while introducing oneself with his/her name. Once all participants had done this, the action was repeated - but with a variation where this time the name of the group member to whom the ball was being thrown was called out. The motive was to make every group member acquainted with another. b) Each group was assigned with a topic on which a short story was to be written. c) The story was then asked to be converted into a play with dialogues. d) Each group was given one topic and they had to present on that topic. They could use anything like a mobile, laptop. They had to present in an innovative way. They could role play or act or give speeches. Presentation by each student was the rule. Finally, the play had to be enacted with members of each group participating in the cast. Awareness about issues that exists regarding anti-ragging, prevention of sexual harassment, Swachh Bharat Abhiyaan, anti-intoxicants awareness etc. Emerging career opportunities and challenges. Introduction and importance of subjects/courses of study selected by the students. Gender Sensitization Unit - Internal Complaints Committee Phase three: Report submitted by students Phase Four: Online meet (4 hrs) Interaction between class Mentor and Mentee Counselor talk (1 hour session and Q A) Phase Five: Ppt of 5 slides (changes in students behavior and interpersonal relations etc.) Feedback session with SIP facilitator (2 hrs) Feedback from students 2019-20 All the divisions presented topics very well.

Their ideas were innovative and, they enjoyed a lot while preparing presentations. Also, some students gave feedback that they had a very nice group experience. It was like a brainstorming session also. Before starting sessions discussion on the commerce stream, autonomy and their expectations from college. This was also helpful as an eye-opening session that they got an idea about the college environment and discipline. Also, roles in college and in their life. The college best practices are displayed on the college website. The college ensures that we continue to practice the best practices and keep adding new practices each year. The college has been known to be a student centric college right from kits inception. Hence the practices are focussed on holistic development of the students. each and every student has the scope to learn new skills with the encouragement and facilities provided by the college. During the past decade the college has shifted focus on educating not just students but also students in the rural areas. It has focused on the financial literacy programs for the adults which include taxi drivers, doctors, nurses and policemen and their spouses.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://rapodar.ac.in/pdf/Best%20Practice-I2018-19.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

College Vision: To see India as a nation of financially literate people
Mission: To make financial inclusion a movement to reach hitherto unreached group. R.A. Podar College of Commerce and Economics is one of the oldest educational institutions in the state of Maharashtra established by the Shikshan Prasarak Mandali, Pune in 1941. With the mission 'Na hi gnyaanen sadrasham pavitrmiha vidyate meaning 'There is nothing in this universe as pure as knowledge', Podar college provides a platform for propagating knowledge to students and other stakeholders. Keeping in line with the tradition of the founders, the faculty and the students of R.A. Podar College embarked on "Financial inclusion" as a mission. A national level financial market event called "Moneta", initiated in 2009 has been successful in spreading the financial market oriented knowledge to the young students from Institutions across the country. The "Learn India" initiative, which followed in 2011, gave the mission a greater focus as it concentrated on the colleges and schools located in rural areas. The positive feedback received from the target groups encouraged the college to look forward for bringing about more inclusiveness. The college embarked on the journey of financial literacy and has addressed as financial literacy and inclusion as our mission. 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. 2019-2020 Learn India In pursuit of creating awareness and spreading financial literacy, in 2019-20 our reach was at Pan India level. 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. Process followed: The modules were drafted by the students under instructions from the faculty . The students are trained by mentors who ensure the flawless delivery of the course content and train the students to convey the message in an easy to understand and comprehend manner The student seek permission from the authorised official such as government bodies to teach at the Municipal schools, statutory bodies, and other officials to conduct the sessions. The students visit in groups of 2-3. Reference literature shared with the students so that it can be referred to at a later stage. Testimonials are

Provide the weblink of the institution

<http://rapodar.ac.in/index.php>

8.Future Plans of Actions for 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 at the first 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 . During the month of March 2020 the national lockdown was announced, and so the committee discussed some plans on temporary basis . It was decided to wait and watch the situation. The college management in the meanwhile planned to facilitate online teaching for the staff and learning for the students. Provisions were made for providing technical training . Various platforms for online interaction were explored. Various learning Management systems were explored . The college management also planned on the care of students mental and Physical health. The faculty members were requested to touch base with their mentees. The online consultation with the counselor was implemented immediately . The counseling session days were also increased . The committee prepared the faculty members for work from home . MS teams as the e- platform for teaching, learning was adopted by the College. Regular meetings were held with the staff members and the Principal. The entire planning was contingent on how the pandemic situation would unveil itself . The plans were therefore very temporary and each plan would unfold depending on the situation . But the theme of the plan was care and concern for the students . The focus was on interrupted learning and so lot of feedback was taken about the preparedness of students to deal with online learning. The thrust was on continuous contact with all stakeholders through online platforms and social media. Some of the plans chalked out by IQAC are listed below : Theme: Learning - uninterrupted The plans were focused on Uninterrupted Education. They are as follows: 1) Adoption of online Platform : MS teams as a Learning Management System 2) Student induction Program further strengthened : To be conducted at three levels 3) Collaboration with IIT B for online examination : Safe app 4) Innovative and outcome based Internal assessment projects 5) Strengthening Student support mechanism 6) Encouraging students to enrol for Online certificate course to earn the credits. 7) Statement of Procedures for all activities on the college premises (Adhering to Covid Protocols) 8) Conduct of webinars by faculty and students 9) Infrastructure augmentation as the situation permits. 10) Online Feedback from all stakeholders 11) To encourage students to continue with co curricular and extra curricular activities 12) Online reporting form for the faculty members : daily activities submission through google form 13) Conduct workshop for faculty members on syllabus framing 14) Design more skill ability enhancement courses 15) Conduct External academic audit 16) Enhance the IT tools and E resources for teaching and learning.