



**SHIKSHANA PRASARAKA MANDALI'S**

**RAMNIRANJAN ANANDILAL**

**PODAR COLLEGE OF COMMERCE AND ECONOMICS**

**MUMBAI- 400 019**

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**SUBMITTED TO NAAC**

**2011-12**

## NAAC Institutional Quality Sustenance and Development Survey

### 1. Kindly provide the details of the institution

Name of Institution:	R.A. Podar College of Commerce and Economics
Year of Establishment of the Institution:	1941
Address Line 1:	L.N. Road
Address Line 2:	Matunga
City/Town:	Mumbai
State:	Maharashtra
Postal Code:	400019
E-mail Address:	info@rapodar.ac.in

### 2. NAAC Accreditation / Reaccreditation Details

Year of Accreditation/ reaccreditation:	2011
Current Grade:	'A'
CGPA:	3.63

### 3. Institutional Status

Permanently Aided, affiliated to University of Mumbai
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### 4. Contact Person Details

Name of Head of Institution:	Dr. Mrs. Shobana Vasudevan
Contact/Phone:	9820125173/ 24141964
Email:	shobana.vasudevan@gmail.com
Website URL:	www.rapodar.ac.in
Name of IQAC co-ordinator:	Mrs. Kavita Jajoo

Email:

kavita.jajoo@rapodar.ac.in

## NAAC Institutional Quality Sustenance and Development Survey

### SECTION I

This section is related to institutional goals, vision and action plans for institution building.

#### 5. Number of academic programmes existing ( Enter a number; 0 for nil )

Undergraduate (BA/B.Sc./B.Com etc.)

03

Post Graduate (MA/M.Sc./M.Com etc.)

03

Research Programmes (M.Phil/PhD)

01

Certificate Programmes

06

Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/  
Medicine/Pharmacy/Paramedical/Nursing etc.)

00

Other value added programmes

01

Any other programme offered (Specify)

03

#### 6. Details on Programme Development ( Enter a number; 0 for nil )

New programmes  
added during the year

03

New programmes  
designed

03

Programmes under  
revision

01

Interdepartmental  
Collaborative  
programmes

01

Inter institutional  
Collaborative  
programmes

03

Number of  
review committee  
Recommendations

01

implemented (Total)

Number of NAAC peer team recommendations implemented

Number of UGC/any other expert committee recommendations implemented

Number of review committee recommendations under implementation

Number of NAAC peer team recommendations under implementation

Number of UGC / any other expert committee recommendations under implementation

**7. Faculty Details ( Enter a number; 0 for nil )**

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

**8. Qualification of Faculty**

PhD and above

MPhil  
Masters

08

Any other (Specify)

CA-04, LLB-05, B.ed.-03, DHE-1, NET/SET-15, MBA-1

### 9. Faculty qualification improvement

PhD awarded to  
existing faculty

01

MPhil awarded to  
existing faculty

01

Any other degree  
awarded to  
existing faculty

Law-01, MBA-01

### 10. Administrative Staff Details ( Enter a number; 0 for nil )

Administrative staff  
(Total sanctioned)

44

Administrative staff  
(Actual strength)

36

Added during the  
year of reporting

00

Left during the year

00

Number of posts  
vacant

08

### 11. Technical Support Staff Details ( Enter a number; 0 for nil )

Technical Support Staff  
(Total sanctioned  
strength)

00

Technical Support Staff  
(Actual Strength)

03

Added during the year

03

Left during the year

00

Number of posts

00

vacant

## NAAC Institutional Quality Sustenance and Development Survey

### SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.

#### 12. Establishment Details

Year of establishment of IQAC	DD	MM	YYYY
	<input type="text" value="21"/>	<input type="text" value="06"/>	<input type="text" value="2004"/>

#### 13. Composition of IQAC ( Enter a number; 0 for nil )

Number of IQAC members	<input type="text" value="15"/>
Number of Alumni in IQAC	<input type="text" value="01"/>
Number of Students in IQAC	<input type="text" value="00"/>
Number of Faculty in IQAC	<input type="text" value="08"/>
Number of Administrative staff in IQAC	<input type="text" value="02"/>
Number of Technical staff in IQAC	<input type="text" value="01"/>
Number of Management representatives	<input type="text" value="01"/>
Number of External experts in IQAC	<input type="text" value="02"/>
Number of any other stakeholder and community representatives	<input type="text" value="00"/>

#### 14. IQAC Meetings

Number of IQAC meetings held during the year

04

#### 15. Whether Calendar of activities of IQAC formulated for the academic year?

YES

#### 16. IQAC Plans for Development ( Enter a number; 0 for nil )

Number of academic programmes proposed

04

Number of value added programmes proposed

01

Number of skill oriented programmes proposed

01

Number of faculty competency and development programmes proposed

07

Number of other staff development programmes proposed

05

Number of student mentoring programmes proposed

07

Number of co-curricular activities proposed

14

Number of inter departmental co-operative schemes proposed

02

Number of community extension programmes proposed

13

Any other programmes proposed (Specify)

**17. IQAC Plans for development & Implementation ( Enter a number; 0 for nil )**

Number of academic programmes implemented

Number of value added programmes implemented

Number of skill oriented programmes implemented

Number of faculty competency and development programmes implemented

Number of other staff development programmes implemented

Number of student mentoring programmes implemented

Number of co-curricular activities implemented

Number of inter departmental co-operative programs implemented

Number of community extension programmes implemented

Any other Programmes suggested that are implemented (Specify)

**18. IQAC Seminars and Conferences ( Enter a number; 0 for nil )**

Number of seminars/



conferences/  
workshops organized  
by IQAC within  
the institution

Number of participants  
from the institution

Number of participants  
from outside

Number of external  
experts invited

Number of external  
conferences/seminars/  
workshops on  
institutional quality  
attended

Number of events  
conducted with IQAC's  
of other institutions as  
collaborative programmes

**19. Did IQAC receive any funding from UGC during the year?**

- Yes  
 No

**20. If the response to Qn. 19 is Yes, please provide the amount received from UGC – (Input 0 – if NA/Nil) Any other source including internal financial support from the management ( Specify amount )**

Amount received  
from UGC

Amount received from  
any other source  
including the college  
management

**21. Any significant contribution made by IQAC on quality enhancement during the current year (Please provide details in bullet format)**

- ✓ The teachers have been using audio-visual aids in their lectures regularly. Laptops, light weight projectors and pen drives were provided to assist the faculty to make presentations in their lectures.
- ✓ Remedial lectures were conducted regularly by all the departments. Rehearsal examinations were conducted for these students to assess their preparedness for the term-end exams.
- ✓ The Academic Cell of the college conducted a workshop and arranged guest lecturers to orient the staff about the internal academic Audit Process. Annual Planners were designed for the faculty to help them maintain a diary of their assignments as a part of preparation of Academic Audit procedure.
- ✓ Institutional email identities were created for all the faculty members and class 1 and II non-teaching staff. All the formal communication is being routed through these dedicated email identities.
- ✓ A certificate course in spoken English language is conducted periodically in the language lab. Students from the vernacular languages are given the facility of using the lab to improve their English language with no cost attached.
- ✓ The students were provided with summer Placements with the assistance from the Placement cell of the college.
- ✓ The association with Lok Seva Sangham (N.G.O.) continued . 750 students from the First Year B.Com were assigned the job of teaching the children from the slum areas throughout the academic year. The NGO wishes to continue with this partnership.
- ✓ The Gymkhana appointed Mr Lalchand Rajput (Ex-test cricketer) as the sports mentor. The mentor delivered inspirational lectures to the budding sportsperson of the college.
- ✓ The longitudinal study has begun with student's feedback collected on infrastructure facilities and teacher evaluation through electronic medium. The internal academic growth of students is also being monitored.

- ✓ Two faculty members were awarded Minor research Projects by University of Mumbai and One Minor research Project by U.G.C indicating the increase in research activities of the faculty.
- ✓ The Interdepartmental exchange of ideas continued with the KEP.

We wish to inform that all the plans laid down at the beginning of the year were achieved

## NAAC Institutional Quality Sustenance and Development Survey

### SECTION III

In this section, the events, activities and outputs in the field of research and academic areas are being surveyed.

#### 22. Academic Programmes

Number of new academic programmes developed or designed by faculty	N.A.
Number of faculty members involved in curriculum restructuring / revision / syllabus development	02
Number of programmes in which evaluation process reformation taken up and implemented	03
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	80%
Percentage of classes engaged by guest faculty and temporary teachers	1%
Number of self financed programmes offered	03
Number of aided programmes offered	02
Number of programmes discontinued during the year	NIL

**23. Whether any systematic student feedback mechanism is in place?**

Yes

**24. Feedback Details (If answer to Question 23 is Yes)**

Percentage of courses  
where student  
feedback is taken

100%

**25. Is feedback for improvement provided to the faculty?**

YES

**26. Faculty Research, Projects and Publication details for the year**

Number of major research  
projects undertaken during  
the year

NIL

Number of minor research  
projects undertaken during  
the year

03

Number of major  
ongoing projects

NIL

Number of minor  
ongoing projects

01

Number of major  
projects completed

NIL

Number of minor  
projects completed

02

Number of major project  
proposals submitted for  
external funding

NIL

Number of minor project  
proposals submitted for  
external funding

NIL

Number of research publications in peer reviewed journals	11
Number of research publications in international peer reviewed journals	02
Number of research publications in national peer reviewed journals	03
Number of research papers accepted for publication in international peer reviewed journals	02
Number of research papers accepted for publication in national peer reviewed journals	06
Average of impact factor of publications reported	Not known
Number of books published	02
Number of edited books published	N.A.
Number of books (single authored) published	02
Number of books (coauthored published)	NIL
Number of conferences attended by faculty	25
Number of international conferences attended	05
Number of national conferences attended	20
Number of papers presented in conferences	16
Number of papers presented in international	02

conferences

Number of papers presented in national conferences

08

Number of conferences organized by the institution  
Number of faculty acted as experts resource persons

06

06

Number of faculty acted as experts resource persons- International

**01**

Number of faculty acted as experts resource persons- National

01

Number of collaborations with international institutions

01

Number of collaborations with national institutions

03

Number of linkages created during the year

01

Total budget for research for current year as a percentage of total institution budget

0.004

Amount of external research funding received in the year

1 Lac

Number of patents received in the year

NIL

Number of patents applied for in the year

N.A.

Number of research awards/recognitions received by faculty and research fellows of the institute in the year

01

Number of PhD's awarded

01

during the year

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities

30%

## NAAC Institutional Quality Sustenance and Development Survey

### SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student Activities, mentoring and opportunities for development and inclusive practices.

#### 27. Student Details and Support Mechanisms

The total intake of students for various courses (sanctioned)

720

Actual enrollment during the year

719

Student dropout percentage during the year

NIL

Success percentage in the final examination across the courses

97%

Number of academic distinctions in the final examination and percentage

665(93.79%)

Number of students who got admitted to institutions of national importance

150

Number of students admitted to institutions abroad

10

Number of students qualified in UGC NET/ SET

N.A.

Number of students qualified GATE/CAT/ other examination (Specify)

50

**28. Does student support mechanism exist for coaching for competitive examinations?**

YES

**29. Student participation, if response is yes to Qn. 28**

Number of students participated

120

**30. Does student counselling and guidance service exist?**

YES

**31. Student participation, if answer to Qn. 30 is Yes**

Number of students participated

395

**32. Career Guidance**

Number of career guidance programmes organized

14

Percentage of students participated in career guidance programmes

80%

**33. Is there provision for campus placement?**

YES

**34. If yes to Qn. 33**

Number of students participated in campus selection programmes

40

Number of students selected for placement during the year

32

**35. Does gender sensitization program exist?**



YES

**36. If answer is Yes to Qn. 35**

Number of programmes organized

**37. Student activities**

Number of students participated in external cultural events

Number of prizes won by students in external cultural events

Number of cultural events conducted by the institute for the students

Number of students participated in international sports and game events

Number of students participated in national level sports and game events

Number of students participated in state level sports and game events

Number of students participated in university level sports and game events

Number of prizes won by students in international sports and game events

Number of prizes won by students in national

level sports and  
game events

Number of prizes won  
by students in state  
level sports and  
game events

9

Number of prizes won  
by students in  
university level sports  
and Game events

5

Number of sports and  
game events  
conducted by the  
institute for the  
students

22

### **38. Composition of students**

Percentage of  
Scheduled Caste

13%

Percentage of  
Scheduled Tribe

7%

Percentage of other  
backward communities

30%

Percentage of women  
students

56.46%

Percentage of  
physically challenged

0.38%

Percentage of rural  
students

0%

Percentage of  
urban students

100%

### **39. Scholarships and Financial Support**

Number of students  
availing financial support  
from the institution

392

Amount disbursed as financial support from the institution

20,03,254/-

Number of students awarded scholarship from the institution

09

Number of students received notable national/international achievements/recognition

02

**40. Student initiatives**

Number of community upliftment programmes initiated by students

15

Number of literary programmes initiated by students

02

Number of social action initiatives based on science / environment initiated by students.

10

Number of student research initiatives

04

## NAAC Institutional Quality Sustenance and Development Survey

### SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

**41. Whether perspective plan for overall developmental activities is created?**

- Yes  
 No

**42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored?**

- Yes  
 No

**43. Whether benchmarking is created for institutional quality management efforts?**

- Yes  
 No

**44. If the answer to Qn. 43 is Yes, please list the benchmarking in various areas of development in bullet format**

- 100% University results
- To be recognized as best among colleges in Mumbai
- Extending Psychological- Socio-economic support to students of marginal section of society.
- Satisfactory Physical and Mental welfare of staff

**45. Is a Management Information System (MIS) in place?**

- Yes  
 No

**46. If the answer to Qn. 45 is Yes, please provide details of MIS applied to**

- 1) Administrative Procedure including finance: In house systems developed and follow university norms.
- 2) Student admission : As per university norms
- 3) Student records : electronically maintained
- 4) Evaluation and examination procedures: In house systems developed and program prepared for results. We follow university norms

- 5) Research : Research and development process is followed
- 6) Others: Railway concessions, transcript, Identity cards. Services rendered by in house systems and norms of university

	Yes	No
E-database in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and smartclass room	<input type="radio"/>	<input type="radio"/>
e-learning sources (E-books, e-Journals)	<input type="radio"/>	<input type="radio"/>
Production of teaching modules	<input type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input type="radio"/>	<input type="radio"/>

**48. Internal resource mobilization: Kindly provide the amount contributed**

Research	-----
Consultancy and Training	-----
Student contribution	-----
Alumni contribution	-----
Wellwishers	-----

**49. Infrastructure and welfare spending: Please specify the amount**

Amount spent for infrastructure development	
Amount spent for student welfare	
Amount spent for staff welfare	

**50. Is delegation of authority practiced?**

- Yes
- No

**51. Does grievance redressal cell exist?**

	Yes	No
Faculty	<input type="radio"/>	<input type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input checked="" type="radio"/>	<input type="radio"/>

**52. Grievances received from faculty and resolved ( Enter a number; 0 for nil )**

Number of grievances received

Number of grievances resolved

**53. Number of grievances received from students and resolved ( Enter a number; 0 for nil )**

Number of grievances received

Number of grievances resolved

**54. Number of grievances received from other staff members and resolved ( Enter a number; 0 for nil )**

Number of grievances received

Number of grievances resolved

**55. Has the institution conducted any SWOT analysis during the year?**

- Yes
- No

**56. The SWOT analysis was done by internal or by external agency?**

- Yes
- No

**57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)**

- Active Management support

- Systems and process in place
- Heterogeneous mix of students

**58. Kindly provide three identified weaknesses from the SWOT Analysis (in bullet format)**

- challenging Infrastructural growth
- Syllabus development by University
- Foreign Students enrollment low

**59. Kindly provide two opportunities identified from the SWOT Analysis (in bullet format)**

- Foreign collaborations
- Consultancy

**60. Kindly provide two identified challenges/threats from the SWOT Analysis (in bullet format)**

- Re-orient staff to inclusive education
- Student strength per class is high

**61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)**

- ✓ R A Podar College was awarded the Best College Award (Urban Area 2010-11) by University of Mumbai.
- ✓ Institutional Email ids for the faculty.
- ✓ Facilitating students to earn while they learn.
- ✓ Outdoor Management Program for personal growth of faculty.
- ✓ Information dissemination through college website on daily basis.
- ✓ Facilitating the students from the reserved category and economically backward class in the preparation of U.P.S.C. and M.P.S.C. examinations.
- ✓ Associated with Lok Seva Sangam-(NGO)-Teaching street children.
- ✓ Podar Family Day.
- ✓ Wellness Program for the non-teaching staff.

**62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet? format to be given below)**

- Importance of benchmarking
- Specific timebound plan of action
- Accountability and significance of documentation

Name Mrs. Kavita Jajoo

Sd/

Signature of the Coordinator, IQAC

Name Dr. (Mrs.) Shobana Vasudevan

Sd/-

Signature of the Chairperson, IQAC