YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

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

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

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone No. of the Principal 02224141964

- Alternate phone No. 02224143178

- Mobile No. (Principal) 9820125173

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

- Address L.N. Road, Matunga, Mumbai

- City/Town Mumbai

- State/UT Maharashtra

- Pin Code 400019

2.Institutional status

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

- Type of Institution Co-education

- Location Urban

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

- Name of the IQAC Co-ordinator/Director   **Sudarshana Saikia**

- Phone No.   **02224141964**

- Mobile No: **9819844116**

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

3.Website address (Web link of the AQAR (Previous Academic Year)   https://rapodar.ac.in/pdf/AQAR2022-23NAAC27122023.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://rapodar.ac.in/pdf/Academic%20Calendar%202023-24%20revised(Website).pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A+**	**NA**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**A**	**3.63**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**A+**	**3.68**	**2017**	**22/02/2017**	**31/12/2024**

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

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

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

8.Provide details regarding the composition of the IQAC:

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

9.No. of IQAC meetings held during the year   4

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

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

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

- If yes, mention the amount

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

1. Successfully implemented First year of NEP curriculum in 6 UG and 5 PG programs.

2. Two Office Staff programs conducted under RUSA 2.0- (a) Session for Office Staff on Document and Record Management with NAAC perspective and (b) Session on Healthy life- happy life by Orthopedic Surgeon

3. The Self Development Centre in association with Disha Counseling Centre and with support of RUSA 2.0 conducted 4 sessions for : (a) R.A. Podar Learners: Explore, Discover, Empower- The Art of Emotional Expression Program (b) Parents of R.A. Podar Learners: Art of Parenting Gen Z (c) Faculty: Compassion for self and passion at work (d) Outreach session with neighbouring school students (VIII and IX standard)

4. Conducted FDP Program on 'Training and Creation of Learner-Centered 4-quadrant E-Content' held in collaboration with CEED with the support of RUSA 2.0.

5. Conducted external (a) Academic and Administrative Audit (b) Gender Audit (c) Environment and energy Audit (d) Autonomy Audit

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

Plan of Action	Achievements/Outcomes
To conduct NEP curriculum by adhering to norms given by the Government of Maharashtra.	Successfully implemented First year of NEP curriculum in 6 UG and 5 PG programs.
To conduct training programmes for faculty on use of advanced IT tools for teaching, learning and research.	• Training Session on use of Media room was conducted by Librarian S Patil. • FDP Program on 'Training and Creation of Learner-Centered 4-quadrant E-Content' held in collaboration with CEED under the aegis of RUSA 2.0. Conducted on 21st , 22nd and 23rd December, 2023 • Session on
To promote research opportunities and projects.	• Prof. Vinita Pimpale received grant for ICSSR Minor Research Project • College approved and disbursed money for 7 Research proposals submitted by Faculty members seeking financial support from college for completing their projects. • Research competition named Anvikshanam organized by the Research, Development and Consultancy Cell
To augment infrastructure for teaching and learning.	• Two new classrooms on the Ground floor- G-2(A) and G-2(B). SFP office and staff room renovated. • Two new digital screens to enhance ICT enabled learning • Number of Solar panels increased in the terrace- connected with BEST grid.
To create awareness about mental health of all stakeholders through workshops and outreach programs.	The Self Development Centre in association with Disha Counseling Centre with support of RUSA 2.0 conducted 4 Sessions: • Learners: 'Explore, Discover, Empower- The Art of Emotional Expression Program'- 5th September and 8th September;

	30th September 2023 • Parents: Art of Parenting Gen Z conducted on 14th October 2023 • Faculty: "Compassion for self and passion at work" conducted on 5th December 2023 • Outreach session with neighbouring school students (VIII and IX standard)- 29th February 2024
To review quality manuals and systems in light of NEP implementation.	• Quality manuals and policies are reviewed, updated and compiled. • Learners and teachers feedback on curriculum for 2023-24 collated by the Academic Cell • Employers feedback are received from Placement Cell • Alumni feedback collected by the Alumni Co-ordination Committee • Green Audit conducted • AICTE and NIRF recognized
To support and facilitate inclusiveness in the college campus	• Vision day celebrated by Inclusive Cell • "Inclusive job fair for youth with and without disabilities" on 31st August, 2023 in association with Samarthan Trust for the Disabled by the Inclusive Cell and Placement Cell • A session to understand the various disabilities and career prospects in the field of special education conducted by the Inclusive Cell on 17th January 2024
To continue with previous IQAC initiatives	• Flagship events like Mathematrix, MONETA, FINAAC, RAPPORT, Enigma, TEDxRAPodarCollege, UTTUNG, E-Summit planned and conducted during the year Annual activities: • Academic and Administrative Audit- 31st August, 2023 • G.P. Palekar

	Memorial lecture- 27th October, 2023 • Athletic Meet- 18th January, 2024 • Prize distribution function- 3rd February, 2024 • Gender Audit- 16th February, 2024 • Degree Distribution Ceremony- 14th March, 2024 • 230+ events organized in the College through 38 active forums • Office Staff programs under RUSA 2.0: • 24th November 2023 - Session for Office Staff on Document and Record Management with NAAC perspective by Keyaa Mukherjee, Office Superintendent, Maniben Nanavati Women's College • 8th December 2023- Session on Healthy life- happy life- Dr Om Patil, Orthopedic Surgeon • 30/11/2023- lecture on

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Development Committee	18/11/2024

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

- Year

Part A	
Data of the Institution	
1.Name of the Institution	**R.A.Podar College of Commerce and Economics (Autonomous)**
• Name of the Head of the institution	**Dr. Shobana Vasudevan**
• Designation	**Principal**
• Does the institution function from its own campus?	**Yes**
• Phone No. of the Principal	**02224141964**
• Alternate phone No.	**02224143178**
• Mobile No. (Principal)	**9820125173**
• Registered e-mail ID (Principal)	**shobana.vasudevan@gmail.com**
• Address	**L.N. Road, Matunga, Mumbai**
• City/Town	**Mumbai**
• State/UT	**Maharashtra**
• Pin Code	**400019**
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	**16/01/2019**
• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**Sudarshana Saikia**

• Phone No.	**02224141964**
• Mobile No:	**9819844116**
• IQAC e-mail ID	**iqac@rapodar.ac.in**
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13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Development Committee	18/11/2024

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2022-23	14/02/2024

15. Multidisciplinary / interdisciplinary

R.A. Podar College, a distinguished institution focused on Commerce education, has been a leader in higher education since its establishment. In the 2019-20 academic year, the college introduced the B.Com in Actuarial Studies program under its autonomous framework, offering a curriculum that integrates disciplines such as Mathematics, Statistics, Economics, and Finance to prepare students for the assessment and management of financial risk. In pursuit of its vision to evolve into a multidisciplinary institution, the college launched three new undergraduate and three postgraduate programs in 2022-23. Currently, the college offers a diverse range of six undergraduate programs, including B.Com, B.Com (Actuarial Studies), BMS, B.Sc. (Data Science), BBA (Shipping and Logistics Management), and B.Com (Financial Markets). At the postgraduate level, it provides five M.Com programs specializing in Accountancy, Business Management, Behavioral Finance, Business Analytics, and International Business. Furthermore, it offers four Ph.D. programs covering fields such as Banking & Finance, Business Policy & Administration, Commerce, and Accountancy. A key feature of the college's academic structure is the mandatory "Responsible Citizenship" course, which all final-year students undertake. This course is designed to instill a strong sense of ethical responsibility, with a focus on fostering socially and environmentally responsible behavior among students.

16. Academic bank of credits (ABC):

The College has registered for the National Academic Depository (NAD) as well as the Academic Bank of Credit (ABC). The College has uploaded data for the academic year 2023-24. It is mandatory for all students enrolled at R.A. Podar College to have an ABC ID. Information and guidelines regarding registration for ABC ID is uploaded on the college website.

17. Skill development:

The college is deeply committed to enhancing students' employability through a wide range of forums and credit courses. With over 40 college forums, students have numerous opportunities to refine their soft skills and leadership abilities. These forums provide a dynamic space for meaningful discussions, debates, and collaborative activities, promoting both personal growth and professional development. In addition to forums, the college offers credit courses designed in line with the National Skills Qualifications Framework (NSQF), aimed at equipping

students with practical, industry-relevant skills. By aligning these courses with NSQF, the college ensures students earn industry-recognized certifications and are well-prepared to meet workforce demands. Students can opt and complete online courses which is approved and validated by the College.

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

Since the 2023-24 academic year, the college has integrated the Indian Knowledge System into the first-year curriculum as part of its implementation of NEP 2020. This syllabus introduces students to India's rich disciplinary heritage across fields such as architecture, science and technology, nature, astronomy, agriculture, and health and medicine. It highlights notable Indian contributions, such as the invention of zero in mathematics and advancements in health practices through Ayurveda, meditation, and yoga. At Podar, there is a strong emphasis on preserving and promoting Indian languages. Various literary circles actively celebrate the importance of Indian languages through events like Hindi Diwas, Marathi Rajbhasha Din, and Gujarati Language Day. The college also honors Indian culture, traditions, and festivals with events like Gurupournima, Ganeshotsav, Raas Rang, Satyanarayan Katha, Bhajan Sandhya, and Bhondla, which showcase the vibrant essence of Indian heritage.

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

The College has fully adopted an Outcome-Based Education (OBE) framework for all programs. This approach ensures that the curriculum and teaching methods are directly linked to specific learning outcomes. The College has defined clear Program Outcomes (POs) and Program Specific Outcomes (PSOs) for each program, based on the vision and mission of the College. The POs, PSOs are uploaded on the college website. The Course Outcomes (COs) for each course are directly linked to these POs and PSOs. The curriculum is carefully designed to achieve these outcomes, incorporating a balance of core and elective courses, including interdisciplinary subjects. The College through the credit courses offer various learning experiences like blended learning through online platforms (NPTEL, Swayam, Coursera). The College prioritizes student engagement and success by orienting students on OBE during the induction programs. The College conducts Faculty development workshops to enhance teaching practices. An initiative has been introduced to map the COs with different levels of learning. During the academic year 2023-24, the Academic Cell organized a seminar on "Outcome-Based Approach in

Teaching, Learning, and Evaluation" led by Principal Dr. (Mrs.) Shobana Vasudevan.
20.Distance education/online education:
The College encourages blended learning. The college has recognized the benefits of online learning and continues to leverage digital platforms to offer remedial coaching online. This approach allows students to receive additional support and catch up on missed learning opportunities, regardless of their physical location. Students are given an opportunity to pursue online courses to complete their 12 non academic credits towards completion of their degree while learning from a remote location, giving them greater flexibility and convenience. The faculty members use of innovative and digital teaching tools to foster online education. The faculty members creates E-Content, uses platforms like MS teams, Google classrooms, Zoom to conduct lectures.

Extended Profile

1.Programme

1.1   **14**

Number of programmes offered during the year:

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

2.Student

2.1   **3261**

Total number of students during the year:

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

2.2   **876**

Number of outgoing / final year students during the year:

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

2.3   **3261**

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

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

3.Academic

3.1   **401**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

3.2   **41**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1	**14**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1	**3261**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	**876**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**401**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 Number of full-time teachers during the year:	**41**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

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

4.Institution

4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**1023**
4.2 Total number of Classrooms and Seminar halls	**31**
4.3 Total number of computers on campus for academic purposes	**241**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**549.72629**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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

R.A. Podar College offers six undergraduate, five postgraduate, and three PhD programs, along with various value-added and certificate courses. As an autonomous institution, the college designs its curriculum to meet industry demands, ensuring high-quality education. All programs use a choice-based credit system (CBCS), allowing students to select courses across different levels of study.

The college's curriculum framework addresses development needs at local, regional, national, and global levels, promoting academic rigor and relevance to social and environmental contexts. Program Outcomes (PO) and Course Outcomes (CO) for each program reflect this commitment and are available on the college's website (https://rapodar.ac.in/po_co.php).

Dedicated to outcome-based education, the college regularly monitors outcomes to align with its institutional goals. Faculty utilize innovative teaching methods and ICT tools, staying current through workshops on syllabus updates. To meet growing skill demands in risk assessment, machine learning, and financial forecasting, the college has introduced B.Sc. in Data Science and Analytics (https://rapodar.ac.in/bsc_dsa.php) and M.Com in Business Analytics (https://rapodar.ac.in/M.Com%20(Business%20Analytics).php). These programs provide a strong foundation in business and actuarial expertise, preparing students for dynamic careers and offering a competitive edge in the job market.

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

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

11

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

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

314

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

1.2 - Academic Flexibility

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

158

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

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

11

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

1.3 - Curriculum Enrichment

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

The institution embraces a holistic approach to education,

focusing on integrating essential cross-disciplinary themes to foster responsible and well-rounded individuals. This comprehensive philosophy is rooted in key values, such as Professional Ethics, Gender Equality, Human Values, Environmental Sustainability, and alignment with the Sustainable Development Goals (SDGs), as emphasized in the National Education Policy – 2020.

Honoring the legacy of Principal G. P. Palekar, the institution initiated an annual memorial lecture series in 2021. This event serves as an inspiration for learners to uphold moral integrity and ethical conduct, gathering stakeholders from around the globe—including management, faculty, alumni, and the Palekar family—to reinforce these principles.

The curriculum integrates various aspects of professional ethics, covering foundational theories of business ethics. It emphasizes Indian Ethos, including Gandhi's principles of Satya and Ahimsa, alongside modern corporate governance as per SEBI Guidelines and Clause 49. Additionally, the curriculum highlights Corporate Social Responsibility (CSR), detailing its legislative basis in India and international standards like ISO-14000 and SA 8000. By examining CSR's role in environmental sustainability and sustainable development, it ensures alignment with the SDGs and the National Education Policy – 2020.

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

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

46

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

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

740

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

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

375

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

1.4 - Feedback System

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

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

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

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

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

1197

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

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

738

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

2.2 - Catering to Student Diversity

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

The Remedial & Intensive Coaching Cell organized a series of online revision lectures for students during this academic year. In addition to remedial coaching, faculty members conducted departmental-level doubt-solving sessions to support learners further. The Inclusive Cell hosted motivational programs aimed at boosting the confidence and morale of slow learners.

For advanced learners, faculty members designed application-based questions, case studies, and HIGHER-ORDER THINKING SKILLS (HOTS) questions to encourage critical and innovative thinking.

At R.A. Podar College, students must earn 132 credits to graduate, comprising 120 academic credits and an additional 12 credits through choice-based credit courses. These short-term courses focus on enhancing employability and capacity-building skills. The 12 credits are to be earned over three years, alongside the core course requirements.

Additionally, students complete a mandatory non-academic course, worth 2 credits: aCourse on Civic Responsibility in the third year. The college has carefully designed and implemented the framework for these courseto ensure holistic development.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rapodar.ac.in/pdf/Annual%20Report%20%202023-24%20of%20Remedial%20Teaching%20and%20Intensive%20Coaching%20Committee.pdf

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
Nil	3261	41

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

2.3 - Teaching- Learning Process

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

At R.A. Podar College, we emphasize a learner-centric approach, placing students at the heart of education. Our teaching methods transform students from passive recipients into active participants, fostering a comprehensive and engaging learning environment. We recognize the pivotal role of students in

educational development and aim to meet their diverse needs and expectations.

Our dedicated faculty supports personalized learning, ensuring that each student progresses at their own pace. The courses and programs are thoughtfully designed to align student-focused learning with specific objectives. Participative learning is encouraged through various activities such as seminars, group discussions, projects, and collaborative tasks, with each department excelling in innovative teaching methodologies to enrich the learner-centric atmosphere on campus.

Experiential learning is a key focus, with faculty facilitating real-world problem-solving techniques and providing access to computer labs. Students are encouraged to develop problem-solving skills through expert lectures, inter-college and intra-college events, and engaging assignments. Internal assessments are crafted to promote independent work, with virtual platforms simplifying submission processes. Written assignments are tailored to build students' confidence and writing abilities.

The college actively fosters student involvement and representation in decision-making processes through various forums, ensuring transparency and instilling a sense of responsibility among students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	https://rapodar.ac.in/learning@podar.php

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

The college implemented NEP 2020 during the academic year 2023-24.The college continued utilizing MS Teams as a versatile platform for administrative functions and collaborative meetings. Faculty members enriched their classes by incorporating diverse tools such as PowerPoint presentations, YouTube links, and interactive videos to create an engaging learning environment.

Digital tools like blogs, Google Sitesand concept boards remained integral to teaching, while Google Classroom served as

an effective Learning Management System (LMS) for project submissions. Social media platforms facilitated seamless interaction between faculty and students in the virtual space. Blogs were creatively used to conduct interactive quiz sessions, enhancing student participation and engagement.

The timely submission of assignments and feedback processes was streamlined through Google Forms, while the faculty demonstrated their commitment by creating interactive e-content, aligning with evolving learning needs and created their sites.

To ensure academic integrity, the college employed anti plagiarism software to detect and counter plagiarism in assignments. The teaching and evaluation toolkit included PowerPoint, statistical software, Excel, E-books, and the comprehensive Google Workspace suite, including Google Forms, Google Drive, and Google Calendar. These tools collectively bridged the gap between traditional and modern learning landscapes.

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

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

2.3.3.1 - Number of mentors

28

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

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

The Academic Cell of the college prepares the academic calendar at the start of the academic year in consultation with the Heads

of Departments (HODs), who then communicate it to their
departmental colleagues. A centralized class-wise timetable is
developed by the Time Table Committee and distributed in advance
to all departments. Based on the academic calendar and
timetable, each department creates a teaching plan under the
supervision of the respective HOD.

For each subject, teachers collaborate (as many courses have
multiple divisions) to design and develop a consistent teaching
plan, ensuring uniformity in syllabus coverage. Standardized
templates are provided to faculty members via email, outlining
key details such as expected learning outcomes, session
structure, activity schedules, and teaching methodologies.

The HOD monitors the progress of the syllabus through regular
departmental meetings to ensure adherence to the teaching plan.
Semester-end examinations are conducted in October for odd
semesters and in March for even semesters.

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

2.4 - Teacher Profile and Quality

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

41

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

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

41

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

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

376

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

2.5 - Evaluation Process and Reforms

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

10.56

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

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

16

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

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

The examination process since the academic year 2022-23 has been automated through the ERP system and the usage of SAFE IITB for formative assessment. Established practices, such as preparing three sets of question papers per course per exam to ensure fairness through confidential selection, were retained.

Key reforms included:

- Ensuring balanced representation of the curriculum.
- Accurately evaluating learner performance.
- Mapping question papers to Program and Course Outcomes.
- Involving an external Question Paper Review Panel for rigorous evaluation, thereby enhancing the credibility, transparency, and accountability of the examination system.

To maintain confidentiality, question papers were printed internally, minimizing risks of leaks and unauthorized access. Model answers and marking schemes addressed grading disparities, while a decentralized system with facilitators supervising semester-end exams improved efficiency and reliability.

Additional measures to ensure equity included the masking, encoding, and decoding of answer booklets during evaluation, safeguarding confidentiality and promoting fair assessment.Special provisions were made for final-year students, including additional examinations which expedited result publication.

Support for learners with disabilities included technological assistance for visually impaired students and concessions tailored to their needs. A pledge was read before each exam to reinforce adherence to rules and integrity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://rapodar.ac.in/pdf/COE%20Report_2023-24.pdf

2.6 - Student Performance and Learning Outcomes

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

The college employs a comprehensive and structured approach to evaluate Program and Course Outcomes. It integrates end-of-semester summative evaluations with Continuous Internal Assessments (CIA), ensuring a fair and equitable system. Departments adopt varied CIA methods, such as written exams, MCQs, quizzes, presentations, assignments, and projects.

Summative assessments are designed to align with learning objectives, undergoing meticulous review by the Exam Committee and Department Heads, along with external peer reviews. Practice exams further prepare students for semester-end assessments. Exam results are published by the Controller of Examinations, and the college actively seeks student feedback on the curriculum, objectives, and assessment methods. The Board of Studies (BOS) provides valuable input on question banks and evaluation strategies.

Student progress is continuously monitored to facilitate analysis and course improvements. Undergraduate students at Podar excel in assessments, showcasing strong communication, etiquette, research, and presentation skills. Case studies are utilized to evaluate problem-solving and analytical abilities, while students in self-financed courses gain industry exposure through project work.

Postgraduate and PhD scholars contribute to a culture of innovation through research and impactful publications. The college's emphasis on diverse activities cultivates self-reliance and enhances student employability.

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

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

The college employs a structured approach to rigorously evaluate Program and Course Outcomes. This includes a combination of end-of-semester summative evaluations and Continuous Internal Assessments (CIA). Departments adopt diverse CIA methods such as written exams, MCQs, quizzes, presentations, assignments, and projects to ensure a fair and comprehensive evaluation system.

Summative assessments are carefully aligned with learning objectives, reviewed by the Exam Committee and Department Heads, and subjected to external peer evaluations. Practice exams are conducted to prepare students for semester-end assessments. Exam results are published by the Controller of Examinations, and the college values student feedback on the curriculum, objectives, and assessment methods. The Board of Studies (BOS) offers recommendations on question banks and evaluation strategies.

Student progress is consistently monitored to support analysis and course refinement. Undergraduate students at Podar excel in assessments, showcasing strong communication, etiquette, research, and presentation skills. Case studies are used to evaluate problem-solving and analytical capabilities, while students in self-financed courses gain practical industry exposure through project work.

Postgraduate and PhD scholars foster an innovative academic environment by contributing research and publishing impactful papers. The college's emphasis on diverse activities nurtures self-reliance and enhances employability among students.

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

2.6.3 - Pass Percentage of students

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

876

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://rapodar.ac.in/pdf/COE%20Report_2023-24.pdf

2.7 - Student Satisfaction Survey

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

https://rapodar.ac.in/pdf/Student%20Satisfaction%20Index%20Report-2023-24.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

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

The college actively supports research scholars by offering flexibility, guidance, and assistance in selecting their study areas and pursuing research. A strong research culture is fostered through the college's publication, PodarPrabodhan, which highlights and publishes the research work of faculty, staff, and students.

The institution has established a comprehensive research policy and a code of conduct for research and publications. An internal review process ensures that all research complies with publication standards. The Research, Development, and Consultancy Cell plays a vital role in promoting Ph.D. registrations, providing ongoing guidance, and offering constructive feedback to maximize scholars' research potential.

To uphold research integrity and originality, the college employs the "DrillBit" plagiarism detection system, ensuring the authenticity of projects conducted by students, faculty, researchers, and staff. The Ph.D. center is renowned for its rigorous selection process and provides candidates with modern facilities and expert mentorship for their research endeavors. Additional support includes Ph.D. coursework, research methodology seminars, and workshops.

The institution enhances research efforts by providing free and reliable Wi-Fi access and personal laptops for all faculty members. Furthermore, its state-of-the-art library serves as a valuable resource, offering an extensive collection of physical and digital literature, along with access to online databases.

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

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

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

11.95

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

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

1

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

3.2 - Resource Mobilization for Research

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

1

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

3.2.2 - Number of teachers having research projects during the year

7

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

3.2.3 - Number of teachers recognised as research guides

5

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

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

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://icssr.org/western-regional-centre
Any additional information	View File

3.3 - Innovation Ecosystem

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

The College places a strong emphasis on research as a cornerstone for continuous development and encourages undergraduate students to participate in prestigious events such as the International Economics Convention and the Avishkar Research Convention.

The Innovation and Incubation Cell offers access to online resources for both students and faculty, fostering a space for exploration and creativity. The Cell hosts events like the Startup-Business event, where students present their innovative startup ideas.

The Entrepreneurship Development Cell inspires students to elevate their family businesses to global standards. To achieve this goal, the Cell organizes various events designed to impart entrepreneurial knowledge, benefiting and enhancing students' capabilities.

The Fintech Lab provides a dedicated space for students and faculty to conduct research. Additionally, an exclusive research area in the library is available for scholars, offering unlimited access to computers and essential software. Researchers can also utilize e-journals and other digital resources through INFLIBNET.

The Pod@Podar initiative supports incubatees by offering vital infrastructure, skills training, and ecosystem support, including access to markets, capital, and other resources. The E-Summit, held in collaboration with Team MONETA®, provides budding entrepreneurs with hands-on experience in business and entrepreneurship.

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

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

35

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	[View File](#)

3.4 - Research Publications and Awards

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

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

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

3.4.2.1 - Number of PhD students registered during the year

20

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

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

23

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

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

4

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

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

3.4.5.1 - Total number of Citations in Scopus during the year

0

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

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

3.4.6.1 - h-index of Scopus during the year

0

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

3.5 - Consultancy

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

0.939

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

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

0

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

3.6 - Extension Activities

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

The college is dedicated to providing holistic education, shaping students into socially responsible individuals, capable human resources, and conscientious citizens. It emphasizes raising awareness among students about social needs and community development. This goal is supported by initiatives like the NSS, WDC, Extension Work, and the Nature Club. During

the academic year 2023-24, 79 activities were conducted by the NSS unit of the College.

Students are encouraged to contribute ideas for optimal resource management and environmental preservation. Throughout the year, various activities organized by these forums foster students' all-round development. Events such as clean-up drives, disaster management training, street plays, and gender equality awareness campaigns are some of the initiatives that align with this mission.

The NSS and DLLE units have successfully conducted impactful events, including World AIDS Day observances, beach clean-up drives, and blood donation campaigns, furthering the college's commitment to societal betterment.

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

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

368

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

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

123

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

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

2815

File Description	Documents
Reports of the events	[View File](#)
Any additional information	[View File](#)

3.7 - Collaboration

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

236

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	[View File](#)

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

16

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Established in 1941, the Gothic-style college building, featuring a prominent clock tower, is recognized as a heritage site by the Municipal Corporation of Greater Mumbai. The 0.94-acre campus is is a four-story building and houses 32 classrooms, 5 labs, along witha conference room, all equipped with ceiling projectors and ICT facilities to enhance the learning experience.

Two language laboratories, equipped with advanced IT hardware and cloud-based software, enhance English communication skills for vernacular students and local language proficiency for faculty. Additionally, two computer laboratories are outfitted with software for teaching R, Python, spreadsheets, Plateau, and other programs.

A fully automated library, operational since 2004, supports remote access, home lending, reference services, current awareness services, inter-library loans, and access to online resources such as INFLIBNET.

To embrace technological innovations, the college features a Video Conferencing Room, a FINTECH Lab, and an Innovation and Incubation Cell. A soundproof, air-conditioned Faculty Facilitation Room is equipped with a 65" smart interactive board, high-end laptops, digital cameras, microphones, and recording systems, enabling digital content creation, video recording, lecture filming, and live streaming.

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

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

The college offers outstanding sports and recreational facilities that foster a well-rounded and enriching experience, emphasizing student well-being and personal growth. The Gymkhana, located on the balcony of the auditorium's right wing,

provides indoor sports options such as table tennis, carrom, and chess. Fitness enthusiasts have access to a modern four-station gymnasium and a green gym situated in the college garden. The auditorium, equipped for yoga, judo sessions, and cultural activities, also features a practice climbing wall for additional recreation.

To promote health and hygiene, the college provides fully stocked first aid kits on every floor, a girls' restroom with a sanitary vending machine, and an incinerator for responsible waste disposal. Recognizing the constraints of limited open spaces in central Mumbai, the college collaborates with nearby institutions to expand sporting opportunities. Students have access to badminton, shooting, and boxing facilities at Ruia College, cricket net practice at Matunga Gymkhana, and basketball at Indian Gymkhana.

The college's own spacious 10,000 sq. ft. playground accommodates volleyball, field events, and cricket net practice, equipped with a heightened fence, restrooms, and spectator stands. Additionally, Lata Kunj, a nearby expansive area, enhances extracurricular opportunities for various sports and cultural activities. These facilities highlight the college's commitment to holistic student development and overall well-being.

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

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

31

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

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

7.20928

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

4.2 - Library as a Learning Resource

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

To keep pace with advancements in educational technology, the college employs iSLIM21 library software, streamlining key operations such as acquisition, cataloging, circulation, and serial control. The library also provides an Online Public Access Catalogue (OPAC) and internet access. The system was upgraded to the latest version, 1.7.2.12386 in 2022-23.

Nearly the entire library collection, excluding passive materials, has been barcoded for efficient tracking and management. An ARGOX barcode printer with advanced configuration supports in-house barcoding, while three scanners facilitate seamless transactions. Students are issued barcoded borrowing tickets to enhance process efficiency.

The library boasts an extensive collection of 90,000 books, 10,000 e-books, subscriptions to 5,000 journals, and access to 20 databases, significantly enriching research opportunities for students and faculty. These technological enhancements ensure the library remains a dynamic and essential resource hub for the academic community.

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

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

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

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

15.62873

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

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

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

216

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	[View File](#)

4.3 - IT Infrastructure

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

The college recognizes the significance of having a comprehensive IT policy to guide the procurement and utilization of IT equipment. The Purchase Committee follows a structured

process to acquire IT resources, ensuring they meet both academic and administrative needs. To adhere to legal standards, the college procures genuine software licenses directly from developers or authorized vendors. Budget allocations from development resources are designated specifically for the acquisition of essential IT equipment.

To safeguard IT infrastructure, the college prioritizes robust safety and security measures. These include implementing a firewall to prevent unauthorized access and installing Seqrite endpoint security software on all devices to protect user data.

For efficient communication, the college provides institutional email IDs to all staff members. IT equipment management is also a key focus, involving regular identification and evaluation of outdated or obsolete items. Expert assessments are conducted to determine their usability and condition, ensuring the continued efficiency and reliability of IT resources.

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

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3261	241

File Description	Documents
Upload any additional information	View File

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

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

542.51701

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	[View File](#)

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

The college places great emphasis on adhering to the norms set by its parent body for the management and utilization of its physical, academic, and support facilities. An ERP system efficiently handles key processes such as admissions, student records, teaching, examinations, library management, curriculum updates, feedback collection, information dissemination, accounting, auditing, and security.

To ensure effective maintenance and utilization of facilities, the college has established well-defined policies, including Annual Maintenance Contracts (AMCs). The Internal Quality Assurance Cell (IQAC) conducts regular micro-meetings to assess ICT requirements and recommends improvements annually. The

Purchase Committee oversees vendor selection, comparing quotations and raising purchase orders, with deliveries monitored by a technical expert. Financial transactions are streamlined through online payment systems, following the parent body's guidelines.

The Purchase Committee, comprising the Principal, Vice Principal, senior faculty members, and office staff, holds periodic meetings to evaluate equipment needs and plan maintenance for physical and electronic facilities. AMCs cover a range of amenities, including housekeeping, security, air conditioners, water coolers, filters, computers, laptops, and printers, with vendors' performance reviewed quarterly.

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

379

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	[View File](#)

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

64

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

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

A. All of the above

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

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

724

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

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

A. All of the above

through appropriate committees

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

5.2 - Student Progression

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

117

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

5.2.2 - Number of outgoing students progressing to higher education

376

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

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

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

42

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

5.3 - Student Participation and Activities

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

163

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

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

The Student Council aims to provide students with a platform to develop leadership skills by organizing events of the students, for the students, and by the students. It fosters greater participation in college activities and encourages students to make positive contributions to the institution.

The Student Council was established following a notification from the University of Mumbai and serves as the representative body for the student community. Members are selected or nominated from various functional areas of the college, including academics, sports, cultural activities, and social service. For the academic year 2023-24, the Council comprised 21 students.

During 2023-24, the Student Council organized its flagship annual event, R.A. Podar Presentation of Rising Talent (RAPPORT)—an intra-collegiate cultural festival featuring diverse activities such as singing, painting, dance, drama, literary arts, and fine arts. The event is managed by third-year students, while others actively participate. This year's theme, "Rapport Rajadnya," symbolized the blend of the college's rich legacy and students' aspirations, portraying students as royal heirs.

Additionally, the Council celebrated Yuva Divas to honor Swami Vivekananda Jayanti, offering a vibrant tribute to youthfulness and its spirit.

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

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

30

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

5.4 - Alumni Engagement

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

The R.A. Podar College of Commerce and Economics Alumni Association (RAPAA), a registered Section 8 nonprofit organization, plays a critical role in fostering connections between alumni and the college.

In the academic year 2023-24, the prestigious Principal G.P. Palekar Memorial Annual Lecture was held on October 27, 2023. Alumnus Shri V.S. Kumar delivered an inspiring address titled "Recognizing Passion and Igniting Curiosity – The Role of Teachers."

RAPAA's alumni serve as directors for the Youth Festival's performing arts events, guiding students in mastering art forms while embedding the rich Podar culture and values.

The association is dedicated to maintaining a robust and updated alumni database and hosting regular meetings. Its LinkedIn membership has grown remarkably, reflecting the thriving alumni

network. RAPAA actively supports students by facilitating internships and placements, sponsoring college events, and inviting alumni to contribute as keynote speakers, mentors, coaches, and judges.

The college also honors distinguished alumni by inviting them as chief guests for various programs, creating meaningful opportunities to inspire and strengthen the bond within the Podar community.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution's vision, "Samaani va aakooti samaanaa hridayaani vaha," translates to "one in mind and one in heart." It is deeply committed to fostering values of equality, eliminating discrimination, and countering divisive forces through education. The college actively upholds a policy of nondiscrimination, ensuring inclusion regardless of gender, caste, class, community, or ability. Initiatives such as the Inclusive Cell exemplify its dedication to integrating students with disabilities into mainstream education, while various scholarship programs reflect its focus on fairness and student welfare.

The mission, "Nahi gnyaanen sadrasham pavitramiha vidyate," conveys that nothing in the universe is as pure as knowledge. At Podar, this mission is brought to life through the dissemination of knowledge, demonstrated by practices such as sharing e-

resources via the college website and providing learning materials on platforms like Google Classrooms and MS Teams. Viewing the pursuit of knowledge as a lifelong journey, the institution encourages students to enhance their skills, innovate, and empower themselves through education, research, and open-access resources. The introduction of credit courses further reinforces its commitment to skill development.

Extending beyond its own student body, the college also shares its resources by granting library access to alumni and students from neighboring colleges, emphasizing its mission to promote knowledge-sharing on a broader scale.

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

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

The institute fosters a positive and disciplined learning environment through committees dedicated to preventing ragging, addressing grievances, and maintaining discipline. These committees, composed of the Principal, Heads of Departments, senior faculty, and student representatives, work together to ensure a harmonious academic atmosphere.

There are various academic committees, such as theAcademic Cell, Time Table committee, Discipline committee.

The College Development Committee (CDC), comprising representatives from diverse segments of the institute, plays a crucial role in strategic planning and decision-making. During CDC meetings, important matters are thoroughly discussed, and decisions are made after considering various perspectives. The Principal, along with the Vice Principals, oversees the implementation of CDC's policies through dedicated core committees.

These core committees, led by senior faculty and including representatives from academic programs, administrative staff, and students, ensure that policies are implemented in compliance with relevant regulations and CDC directives.

To address college-wide issues and foster open dialogue, staff meetings are regularly held, providing a platform for all staff members to share their insights and concerns. The Principal oversees the functioning of all departments, while Heads of Departments manage the day-to-day academic activities within their respective departments. The Principal, as the institute's representative, leads the faculty and Heads of Departments in all academic matters.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://rapodar.ac.in/pdf/Strategic%20Plans%20(1).pdf

6.2 - Strategy Development and Deployment

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

R.A. Podar College has successfully upheld its integrity and reputation through the unwavering commitment of its authorities and management toward institutional growth. The college adopts a strategic approach to planning, meticulously addressing modern educational needs. Central to this process is the College Development Committee (CDC), which plays a key role in conceptualizing, designing, and overseeing the institution's perspective plan. The committee formulates a well-defined quality policy that aligns with the college's philosophy, mission, and vision.

The active participation of CDC members in developing and refining the quality policy is of utmost importance. At the end of each academic year, the committee conducts a thorough review of the existing policy and deliberates on plans for the upcoming year. These discussions encompass aspects such as introducing new courses, enhancing infrastructure, fostering organizational growth, and strategizing ways to optimize student enrollment.

The broader objectives of the five-year perspective plan, designed by the parent body S.P. Mandali, include promoting equity, fostering research and development partnerships with

industry, supporting regional economic development, encouraging skill and entrepreneurship development, empowering regional culture, prioritizing student welfare, achieving excellence in sports, and focusing on key research areas for affiliated colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://rapodar.ac.in/pdf/Strategic%20Plans%20(1).pdf
Upload any additional information	[View File](#)

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

The organizational structure of the college reflects its sincere commitment to effective governance. The administration strongly believes in collective decision-making and adopts a democratic leadership style. Faculty and staff are entrusted with delegated authority and complete operational freedom, prioritizing participative and collaborative work.

Recruitment processes are conducted fairly, adhering to UGC guidelines and norms for hiring staff and faculty. The college's policies are designed to ensure transparent communication, fostering mutual trust and respect among staff, faculty, and students. This environment has cultivated a strong sense of belonging within the institution. The decision-making process integrates both centralized and decentralized approaches.

Regular staff meetings are held to address developmental issues, disciplinary measures, and opportunities for faculty growth and development. The college also has a Grievance Redressal Cell to promptly address and resolve concerns and complaints. The Principal and Vice Principal maintain an open-door policy, promoting accessibility and effective management of college affairs.

The college has implemented the following policies, processes, and programs:

- Recruitment Policy

- **Admission Policy**
- **Faculty Induction Program**
- **Scholarship Process**
- **Prospectus**
- **Research Policy**
- **Online Learning Guidelines**
- **Internal Complaints Committee**
- **IT Policy**
- **Placement Policy**
- **Purchase Policy**
- **Quality Statements**

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

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

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

6.3 - Faculty Empowerment Strategies

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

The institute is deeply dedicated to promoting the professional growth of its faculty by actively encouraging participation in seminars, webinars, and conferences. To support continuous learning, the institute provides financial assistance by

reimbursing related expenses. On December 5, 2023, the college's Self-Development Centre, in collaboration with Disha Counseling Centre, organized a one-day workshop titled "Compassion for Self, Passion at Work." This unique session focused on helping teachers nurture their individuality, develop inner vision, and prioritize self-care.

For non-teaching staff, the college held a workshop on "Document and Record Management with NAAC Perspective" on November 24, 2023. The session aimed to familiarize office staff with NAAC's key principles and guidelines for effective document and record management.

The well-being of non-teaching staff is equally prioritized through initiatives such as online counseling sessions, dedicated spaces for relaxation and meals, and the annual "Samarth Sevak Puraskar" award, which includes a cash prize to recognize outstanding contributions. On December 8, 2024, the college hosted a wellness program titled "Healthy Life, Happy Life," led by an orthopedic surgeon who addressed common orthopedic issues and strategies for maintaining physical health.

Both teaching and non-teaching staff are honored for achieving significant service milestones, reflecting the institute's commitment to recognizing and valuing their contributions.

Additionally, Knowledge Exchange Programs foster collaboration and encourage the sharing of insights among faculty, creating a supportive environment that promotes professional growth and mutual learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rapodar.ac.in/pdf/IQAC-Annual%20Report-2023-24.pdf

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

44

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

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

7

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

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

6

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college accounts are audited annually by both an internal auditor and a statutory external auditor. The internal audit is conducted by M/S. Yashwant Anil Rajeshree and Associates, while the external audit is carried out by M/S. D.Y. Ranade and Co.

The auditors are appointed by the parent body, and their observations are carefully reviewed and complied with.

The internal audit is regularly conducted by the management, while the external audit is performed by State Government authorities. Both audits meticulously scrutinize the institution's income and expenditures to ensure accuracy and compliance.

The major sources of income for the college include:

- Grants from UGC, RUSA and the State Government
- Fee components such as sports fees, cultural activity fees, application fees, and identity card fees
- Scholarships provided by the Government, non-government organizations, and philanthropists

Copies of both internal and external audit reports are available in the college office. The accounts department diligently follows all audit processes, and the audit team operates from the college office during their review.

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

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

18.2947

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

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

R.A. Podar College of Commerce and Economics (Autonomous) has

long been recognized for its efficient financial management since its inception. The annual budget serves as a time-tested mechanism for the effective utilization of financial resources. It is prepared by the accountant in consultation with the Principal and Vice Principals, then presented to the College Development Committee. Following this, the budget is submitted to the S.P. Mandali, which evaluates and sanctions it.

The college's accounts undergo an annual audit conducted by both an internal auditor and a statutory auditor appointed by the parent body. Observations made during the audit process are duly addressed and complied with.

The primary source of institutional income is the fees collected from students, while developmental expenditures are supported by the parent body. Additionally, many student programs, including cultural festivals and literary events, are financially sponsored by corporate entities, thereby fostering a strong academic-industry interface.

The college also actively seeks financial assistance from funding agencies such as UGC, ICSSR, and other funding agencies. Funds received are utilized in accordance with established norms, and utilization certificates are duly obtained. The institution consistently explores opportunities to secure financial support to enhance college development.

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

6.5 - Internal Quality Assurance System

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

The college implemented the National Education Policy (NEP) across all first-year courses in 2023-24, with plans for second-year courses finalized in February 2024 for implementation in the academic year 2024-25.

Significant infrastructure upgrades enhanced the campus facilities, including the addition of two new classrooms on the ground floor, G-2(A) and G-2(B), and the renovation of the SFP office and staff room. The number of solar panels on the terrace was also increased and connected to the BEST grid.

An FDP program titled "Training and Creation of Learner-Centered 4-Quadrant E-Content" was conducted in collaboration with CEED under the RUSA 2.0 initiative in December 2023.

The Self-Development Centre, in association with Disha Counseling Centre and supported by RUSA 2.0, organized the following sessions:

- For Students: "Explore, Discover, Empower: The Art of Emotional Expression Program" on September 5th, 8th, and 30th, 2023.
- For Parents: "Art of Parenting Gen Z" on October 14, 2023.
- For Faculty: "Compassion for Self and Passion at Work" on December 5, 2023.
- Outreach Program: A session with BMC school students (Grades VIII and IX) on February 29, 2024.

These initiatives reflect the institution's commitment to fostering growth and well-being across all stakeholders while advancing academic and infrastructural excellence.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://rapodar.ac.in/pdf/IQAC-Annual%20Report-2023-24.pdf

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

The Institutional Quality Assurance Cell (IQAC) plays a crucial role in maintaining and enhancing the quality of teaching and learning at the college. This is accomplished through regular meetings for decision-making and discussions, supplemented by an external annual academic audit. At the departmental level, faculty members share oral feedback received from students and adjust teaching-learning processes as needed to address specific requirements.

An induction program is conducted to integrate ad hoc teachers into the regular teaching framework and familiarize them with the college environment. The IQAC also organizes training sessions for new teachers, covering exam supervision, and ensures regular updates for existing invigilation teams.

Learning outcomes are evaluated annually through a comprehensive system that includes thoughtfully designed question papers, assignments, projects, presentations, and viva-voce assessments, all aligned with Bloom's taxonomy. Feedback is systematically collected from students, parents, and alumni, and the analyzed results are shared with the staff to drive continuous improvement.

This multidimensional approach ensures a dynamic and responsive educational environment, aligned with established quality standards and fostering excellence in teaching and learning.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://rapodar.ac.in/pdf/IQAC-Annual%20Report-2023-24.pdf
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college is committed to promoting gender equity and fostering an inclusive environment, actively engaging the entire community to build a more equitable society. We ensure equal access to educational resources and support services for all students, regardless of gender, and advocate for gender diversity in fields traditionally dominated by one gender.

To prioritize safety, especially for female students, we have implemented measures such as female security personnel, CCTV surveillance, and an active Internal Complaints Committee to address concerns promptly. Our support services include counseling and mentorship tailored to address gender-specific challenges faced by students.

Weekly counseling sessions, led by a professional counselor, focus on emotional well-being and stress management, benefiting both male and female students. Dedicated common rooms for female students, equipped with attached washrooms, provide personal space and comfort.

Our facilities are designed to be inclusive and gender-neutral, catering to the needs of all students. We actively encourage girls to participate in NCC training, offering separate sessions to support their involvement. Despite a higher ratio of female to male students, female students consistently excel academically, lead various forums, and make significant contributions to college activities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://rapodar.ac.in/pdf/Annual%20Report%20%202023-24%20of%20Women%20Development%20Cell.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	**A. Any 4 or All of the above**

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

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

The college has implemented a comprehensive waste management system, addressing both biodegradable and non-biodegradable waste, to ensure cleanliness and maintain hygienic facilities at all times.

A. Solid Waste Management: Dry and wet waste are collected separately in accordance with established guidelines. Students are encouraged to adopt similar practices at home and in their workplaces.

B. Waste Recycling (Composting): Green waste, including vegetable scraps from the staff canteen and nearby vegetable markets, is recycled into manure using a designated compost pit on campus. This process produces high-quality bio-fertilizer.

C. E-Waste Management: Students participate annually in projects or assignments involving the collection of e-waste (electronic and electrical waste). The collected e-waste is then transferred to authorized recycling centers for safe and scientific disposal.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

`C. Any 2 of the above`

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

`B. Any 3 of the above`

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	**No File Uploaded**
Any other relevant information	<u>View File</u>

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

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

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

The institution is deeply committed to fostering inclusivity within its educational framework, exemplified by the Foundation Course, which emphasizes India's rich multicultural heritage. This curriculum is tailored to address the diverse needs and rights of marginalized communities, including individuals with special needs, SC-ST groups, women, children, migrants, the LGBTQ community, and senior citizens.

A variety of events and platforms celebrate national and international occasions, promoting cultural tolerance and harmony. Highlights include TEDx talks organised by the Planning Forum and Economics Association. The college also recognizes the achievements of students excelling in non-academic fields by inviting their parents to participate in celebrations.

An inclusive cell supports differently-abled students, aided by a buddy program that pairs academically weaker students with high-achieving peers. During examinations, student volunteers act as scribes, and accommodations are provided for those with medical needs.

The institution commemorates key historical milestones and celebrates multicultural festivals to nurture cultural belonging and encourage appreciation of diverse languages and traditions. Socio-cultural activities hosted by college forums showcase India's vibrant cultural diversity, strengthening the principle of unity in diversity. Additionally, students actively contribute to societal causes, such as writing for underprivileged groups, furthering the institution's mission of

inclusivity and social responsibility.

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

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

The college is committed to cultivating moral values, ethical conduct, and social responsibility among its students, including in the online learning environment. Faculty, staff, and students collectively engage in activities that uphold these principles. Alongside delivering quality education, the college focuses on fostering responsible citizenship and encouraging meaningful societal contributions.

Various forums and committees organize initiatives to raise awareness about societal and national responsibilities. Special lectures on the Indian Constitution educate students about their duties, while annual voter awareness drives help register new voters and inform them of their rights. Constitution Day is observed to educate students and staff on constitutional provisions, complemented by the foundation course curriculum, which integrates key constitutional elements to deepen students' understanding.

The NSS Unit also commemorates Constitution Day with activities such as informative sessions on constitutional articles, quizzes, and poster-making events. Since 2021-22, a mandatory non-academic course, Responsible Citizenship, has been implemented to instill social and environmental ethics, encouraging active student participation in these areas.

The institution promotes voter registration and participation through its application form and a dedicated counter, reinforcing the importance of civic engagement. By embedding ethical values and responsible citizenship into its framework, the college nurtures well-rounded individuals dedicated to societal welfare and environmental stewardship.

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

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

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

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

The institution prioritizes fostering cultural integration on both national and international levels, aiming to nurture empathy and understanding among students, faculty, staff, and stakeholders.

To uphold this commitment, various college forums and committees organize a wide array of activities, including workshops, webinars, quizzes, and programs. These events celebrate and honor significant national and international occasions, such as

World Environment Day, International Yoga Week, International Youth Day, International Democracy Day, International Literacy Day, World Disability Day, Gandhi Jayanti, National Unity Day, National Youth Day, National Vigilance Day, Kargil Vijay Diwas, Teachers' Day, Independence Day, and Republic Day, which are observed annually.

The college also conducts awareness campaigns for World AIDS Day and marks occasions like Maharashtra Diwas, International Justice Day, Nature Conservation Day, Organ Donation Day, Gratitude Day, NSS Day, Animal Welfare Day, Reading Motivation Day, Vigilance Day, Constitution Day, National Voters' Day, World Cancer Day, and International Women's Day. These initiatives are driven by the NSS, the Inclusive Cell, and other departments.

Additionally, the institution pays tribute to the birth anniversaries of freedom fighters and social reformers by organizing small book exhibitions featuring library resources, further emphasizing its dedication to cultural and historical awareness.

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

7.2 - Best Practices

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

The Collegehas implemented two best practices for the academic year 2023-24. 1. Question Paper Review: This practice aims to enhance the quality and academic rigor of question papers through an external review process. Senior faculties from reputed institutions are invited to evaluate the question papers drafted by the internal panel, ensuring they align with the syllabus and intended learning outcomes. The initiative provides constructive feedback for continuous improvement, ensuring uniform difficulty levels and academic integrity across

assessments. Evidence of success includes improved clarity and relevance of question papers, increased confidence among students, and valuable faculty development. Despite challenges like scheduling conflicts and resistance to changes, this initiative highlights the institution'scommitment to quality education. 2. Credit Points for Extra-Curricular Activities (ECA): This initiative encourages holistic development by awarding credit points for participation in extracurricular activities. Students can earn up to 2 credits per year, with a maximum of 6 credits over three years. Activities include college festivals, research competitions, and community service. The ECA system fosters leadership, teamwork, and social responsibility. Success is evident in increased student participation, skill development, and enhanced social awareness. Challenges include consistent documentation and balancing academics with extracurriculars. The practice reflects the institution's vision of shaping well-rounded, responsible citizens prepared for real-world challenges.

File Description	Documents
Best practices in the Institutional website	https://rapodar.ac.in/bestpractices.php
Any other relevant information	https://rapodar.ac.in/pdf/Best%20Practice%20I-2023-24.pdf

7.3 - Institutional Distinctiveness

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

The college conducts financial literacy programs under its 'LEARNINDIA' initiatives as part of its Institutional Social Responsibility. Launched modestly in 2013, targeting jail inmates, policemen, taxi drivers, and nurses, this initiative has grown into a national mission for the college. During 2023-24, through the LEARN INDIA program, the collegeconducted 132 sessions in schools pan India varying students from 7th grade up to the 9th grade.

The program's primary teaching resources are specially designed modules created by college students. These modules, developed based on guidelines from SEBI and BSE-IPF, cover essential topics such as Banking, Savings, Insurance, and Investments. To enhance accessibility, the content is available in English,

Marathi, and Hindi. The students delivering the sessions receive thorough training from mentors to ensure effective communication. Permissions from relevant authorities are secured for conducting the sessions.

To broaden its impact, the college has partnered with various organizations, including the Investor Education and Welfare Association, an NGO recognized by SEBI and BSE-IPF. Through these collaborative efforts, the college strives to advance financial literacy across India.

File Description	Documents
Appropriate link in the institutional website	https://naac.rapodar.ac.in/criteria7_7.3.1.php
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Theme: Empowering Learners, Fostering Innovation

1. To implement NEP second year curriculum by adhering to norms given by the Government of Maharashtra.

2. Promote collaborative exchange of courses with nearby colleges.

3. To augment the incubation cell and encourage students to apply for patents.

4. To support and facilitate internships through collaborations.

5. Augmenting IT infrastructure in the college.

6. Digitizing documents and records.

7. Promotion of U.U. Bhat Centre for skill development and social outreach in the adopted village.

8. To continue with previous IQAC initiatives.