



SHIKSHANA PRASARAKA MANDALI'S

RAMNIRANJAN ANANDILAL

PODAR COLLEGE OF COMMERCE AND ECONOMICS

MUMBAI 400 019

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SUBMITTED TO NAAC

2012-13

1) Kindly provide the details of the institution	
Name of the institution:	S.P.Mandali's R.A.Podar College of Commerce and Economics
Year of establishment of the Institution:	1941
Address Line 1:	L.Nappo Road
Address Line 2:	Matunga (E)
City / Town :	Mumbai
State:	Maharashtra
Postal Code:	400019
Email Address:	info@rapodar.ac.in podcol@vsnl.net

2) NAAC Accreditation / Reaccreditation Details	
Year of Accreditation / Reaccreditation:	2011
Current Grade:	A
CGPA	3.63

3) Institutional Status
Aided Permanent

4) Contact Person Details	
Name of Head of Institution:	Dr.(Mrs.)Shobana Vasudevan
Contact Phone:	Off: 91-22-24141964 Mob: 9820125173
Email:	podcol@vsnl.net shobana.vasudevan@gmail.com
Website URL:	
Name of IQAC Co-ordinator	Mrs.Kavita Jajoo
Email:	jajookavita92@gmail.com

3.	
SECTION I	
This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.	
5) Number of academic programmes existing (Enter a number; 0 for nil)	
Undergraduate (BA/B.Sc./B.Com etc.)	03
Postgraduate (MA / M.Sc./M.Com etc.)	03
Research Programmes (M.Phil./PhD)	01
Certificate Programmes	06
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	00
Other value added programmes	-
Any other programme offered (Specify)	02

6) Details on Programme Development (Enter a number; 0 or nil)	
New Programmes added during the year	0
New Programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	01
Inter institutional collaborative programmes	
Number of review committee recommendations implemented (Total)	01
Number of NAAC peer team recommendations implemented	01
Number of UGC / any other expert committee recommendations implemented	08
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendation under implementation	02
Number of UGC / any other expert committee recommendations under implementation	0

7) Faculty Details (Enter a number; 0 for nil)	
Total faculty strength required as per norms for all programmes	35
Total faculty on rolls	20
Faculty added during the year	0
Faculty positions vacant	15
Faculty left during the year	01
Total number of visiting faculty	10
Total number of guest faculty	03

8) Qualification of Faculty	
Ph.D and Above	04
M.Phil	07
Masters	35
Any other (specify)	MBA – 01 LLB - 04

9) Faculty qualification improvement	
PhD awarded to existing faculty	01
M.Phil awarded to existing faculty	01
Any other degree awarded to existing faculty	01 - MBA

10) Administrative Staff Details (Enter a number; 0 for nil)	
Administrative staff (total sanctioned)	44

Administrative staff (Actual Strength)	34
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	10

11) Technical Support Staff Details (Enter a number; 0 for nil)	
Technical Support Staff (Total sanctioned strength)	0
Technical Support Staff (Actual strength)	0
Added during the year	0
Left during the year	0
Number of posts vacant	0

4.	
Section III	
This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) in line with the vision, mission and goals of the institution.	
12) Establishment Details	
	DD – MM-YYYY
Year of establishment of IQAC	21 / 06 /2004

13) Composition of IQAC (Enter a number ; 0 for nil)	
Number of IQAC members	14
Number of Alumni in IQAC	01
Number of Students in IQAC	01
Number of Faculty in IQAC	08
Number of Administrative Staff in IQAC	03
Number of Technical Staff in IQAC	0
Number of Management Representatives	01
Number of External experts in IQAC	01
Number of any other stake holder and community Representatives	01

14) IQAC Meetings
Number of IQAC Meeting held during the year : 04

15) Whether Calendar of activities of IQAC formulated for the academic year
Yes

16) IQAC Plans for Development (Enter a number; 0 for nil)	
Number of academic programmes proposed	0
Number of value added programmes proposed	01
Number of skill oriented programmes proposed	02
Number of faculty competency and development programmes proposed	03
Number of other staff development programmes proposed	01
Number of student mentoring programmed proposed	03
Number of co – curricular activities proposed	80
Number of departmental co-operative schemes proposed	01
Number of community extension programmes proposed	40
Any other programmes proposed	0

17) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of academic programmes implemented	01
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	02
Number of faculty competency and development programmes implemented	03
Number of other staff development programmes implemented	01
Number of student mentoring programmes implemented	03
Number of co-curricular activities implemented	100
Number of departmental co-operative schemes implemented	01
Number of community extension programmes implemented	40
Any other programmes implemented	0

18) IQAC Plans for development & implementations (Enter a number; 0 for nil)	
Number of seminars/ conferences/ workshops organized by IQAC within the institution	02
Number of participants from the institution	17
Number of participants from outside	

Number of external experts invited	22
Number of external conferences/seminars/workshops on institutional quality attended	02
Number of events conducted with IQACs of other institutions as collaborative programmes	01

19) Did IQAC receive any funding from UGC during the year?	
Yes	Yes
No	

20) If the response to Qn.19 is Yes, please provide the amount received from UGC- (Input 0-if NA / NIL-) Any other source including internal financial support from the management (Specify amount)	
Amount Received from UGC	84000/-
Amount Received from any other source including	0

21) Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)	
<ol style="list-style-type: none"> 1. Encouraging teacher for major/minor research projects, M.Phil., PH.D., Faculty Development Programme, workshop/seminars, etc. 2. Encouraging students to participate actively in all type of curricular. Co-curricular, extra- curricular activities organized in college. 3. Community service through tree plantation, water – harvesting, free consultancy services for nearby farmers, etc. 	

5.	
SECTION III	
In this section the events, activities, and outputs in the field of research and academic areas are being surveyed	
22) Number of academic programmes existing (Enter a number; 0 for nil)	
Number of academic programs developed or designed by faculty	0
Number of faculty members involved in curriculum restructuring/revisions/syllabus development)	03
Number of programs in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	80%
Percentage of classes engaged by guest faculty and temporary teachers	1%
Number of self – financed programmes offered	3
Number of aided programmes offered	2

Number of programmes discounted during the year	0
23) Whether any systematic student feedback mechanism is in place?	
Yes	

24) Feedback Details (If answer to Question 23 is Yes)	
Percentage of courses where student feedback is taken	100%

25) Is feedback for improvement provided to the faculty?	
Yes	

26) Faculty Research, Projects and Publication details for the year	
Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	02
Number of major on-going projects	0
Number of minor on-going projects	02
Number of major projects completed	0
Number of minor projects completed	2
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted or external funding	0
Number of research publications in peer reviewed journals	18
Number of research publications in international peer reviewed journals	03
Number of research publications in national peer reviewed journals	15
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	0
Number of books published	01
Number of edited books published	01
Number of books (single authored)published	01
Number of books(co – authored)published	01
Number of conferences attended by faculty	51
Number of international conferences attended	04
Number of national conferences attended	47
Number of papers presented in conferences	15
Number of papers presented in international conferences	03

Number of papers presented in national conferences	15
Number of conferences organized by the institution	02
Number of faculty acted as experts resource persons	09
Number of faculty acted as experts resource person international	01
Number of faculty acted as experts resource person - national	05
Number of collaborations with international institutions	01
Number of collaborations with national institutions	03
Number of linkages created during the year	01
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	1,05000
Number of patents received in the year	01
Number of patents applied for in the year	0
Number of research awards / recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	01
Percentage of faculty members invited as external	50%
Experts / resource persons/ reviewers / referees / or any other significant research activities	0

6.

Section IV

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

27) Student Details and Support Mechanisms (Enter a number ; 0 for nil)

The total intake of students for various courses (Sanctioned)	2600
Actual enrolment during the year	2600
Students dropout percentage during the year	
Success percentage in the final examination across the courses	90%
Number of academic distinctions in the final examination and percentage	554
Number of students who got admitted to institutions of national importance	04
Number of students admitted to institutions	74

abroad	
Number of students qualified in UGC/NET/SET	0
Number of students qualified GATE / CAT other examination (Specify)	0

28) Does student support mechanism exist for coaching for competitive examinations?

Yes

29) Student participation, if response is yes to Question No.28

Number of students participated	120
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30) Does student counselling and guidance service exist? Yes

31) Student participation, if answer to Question No 30 is YES

Number of student participated	395
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32) Career Guidance

Number of career guidance programmes organized	06
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Percentage of students participated in career guidance programmes	80
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33) Is there provision for campus placement?

Yes

34) If Answer is Yes to Question. No 33

Number of students participated in campus selection programmes	45
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Number of students selected for placement during the year	20
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35) Does gender sensitization program exist?

Yes

36) If Answer is Yes to Question. No 35

Number of programmes organized	05
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37) Student Activities

Number of students participated in external cultural events	130
Number of prizes won by students in external cultural events	61
Number of cultural events conducted by the institute for the students	17
Number of students participated in international sports and games events	01
Number of students participated in national sports and games events	06
Number of students participated in state level sports and games events	10
Number of students participated in university level sports and games events	120
Number of prizes won by students in international sports and games events	01
Number of prizes won by students in national sports and games events	08
Number of prizes won by students in state level sports and games events	12
Number of prizes won by students in university level sports and games events	74
Number of sports and games events conducted by the institute for the students	22

38) Composition of students	
Percentage of Scheduled Caste	13 %
Percentage of Scheduled Tribe	07 %
Percentage of other backward communities	30 %
Percentage of women students	55 %
Percentage of physically challenged	0.0038 %
Percentage of rural students	0 %
Percentage of urban students	100 %

39) Scholarships and Financial Support	
Number of students availing financial support from the institution	408
Amount disbursed as financial support from the institution	19,01,205
Number of students awarded scholarship from the institution	40
Number of students received notable national/international achievements / recognition	0
40) Student Initiatives	
Number of community upliftment programmes initiated by students	44
Number of literary programmes initiated by	07

students	
Number of social action initiatives based on science/ environment initiated by students	14
Number of student research initiatives	02

7.	
Section V	
This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.	
41) Whether perspective plan for overall developmental activities is created?	
Yes	Yes
No	

42) If answer for Question No 41 is Yes, is the plan implemented and monitored?	
Yes	Yes
No	

43) Whether benchmarking is created for institutional quality management efforts?	
Yes	Yes
No	

44) If the answer to Question 43. Is Yes, please list the benchmarking in various areas of development in bullet format	
<ol style="list-style-type: none"> 1. 100% university results 2. To be recognized as best amongst the college in Mumbai. 	

45) Is a Management Information System (MIS) in place?	
Yes	Yes
No	

46) If answer to question 45 is YES, please provide details of MIS applied to (enter the respective details corresponding to the serial numbers)	
<ol style="list-style-type: none"> 1) Administrative Procedure including finance: In house systems developed and follow university norms. 2) Student admission : As per university norms 3) Student records : electronically maintained 4) Evaluation and examination procedures: In house systems developed and program prepared for results. We follow university norms 5) Research : Research and development process is followed 6) Others: Railway concessions, transcript, Identity cards. Services rendered by in house systems and norms of university 	

47) Existence of learning resource management		
	YES	
e-database in library	Yes	
ICT and smart class room	Yes	
e- learning sources (e-books, e-journals)	Yes	
Production of teaching modules	Yes	
Interactive learning facilities	Yes	

48) Internal resource mobilization : Kindly provide the amount contributed	
Research	68,000
Consultancy and training	0
Student Contribution	0
Alumni Contribution	0
Well – Wishers	21,500

49) Infrastructure and welfare spending : Please specify the amount	
Amount spent for infrastructure development	8,82,415
Amount spent for student welfare	85,130
Amount spent for staff welfare	26,750

50) Is delegation of authority practiced	
Yes	Yes
No	

51) Does grievance redressal cell exist?		
Faculty	Yes	
Students	Yes	
Staff	Yes	

52) Grievances received from faculty and resolved (Enter an number; 0 for nil)	
Number of grievance received	0
Number of grievances resolved	0

53) Number of grievances received from students and resolved Enter an number; 0 for nil)	
Number of grievance received	0
Number of grievances resolved	0

54) Number of grievances received from other staff members and resolved Enter an number; 0 for nil)	
Number of grievance received	0

Number of grievances resolved	0
55) Has the institution conducted any SWOT analysis during the year	
Yes	Yes
No	

56) The SWOT analysis was done by internal or external agency	
Internal	Yes
External	

57) Kindly provide three identified strengths from SWOT Analysis (in bullet format)
Heterogeneous student composition Committed staff Active learning environment

58) Kindly provide three identified weaknesses from SWOT Analysis (in bullet format)
Infrastructure constraints No liberty to frame syllabus Unfilled posts in teaching and non-teaching staff

59) Kindly provide two opportunities identified from the SWOT Analysis (in bullet form)
Flexibility in assigning projects owing to Internal evaluation Increase in research activities due to opportunities provided by increased support by funding agencies.

60) Kindly provide two identified challenges/ threats from SWOT Analysis (in bullet format)
Students migrating to other vocational courses No major and timely changes in syllabi recommended by university

61) Identify any significant progress made by the institution towards achieving goals and objectives during the year (list below in bullet format)
<ol style="list-style-type: none"> 1. Conducted a U.G.C. sponsored National seminar on Quality enhancement measures in higher educational Institutions. 2. Constituted an Estate Management committee which look after the basic amenities of the college. 3. Seminar and planning board formed to institutionalize the process in conducting workshops, conferences and college programs. 4. Conducted value education lessons in the classroom.

5. Remedial Cell identified students with learning difficulties and provide remedial learning.
6. Students coordinated with N.G.O.s who work in the field of education for the under-privileged children.
7. College website redesigned.

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

- Importance of quality assurance programs
- Significance of feedback
- Infrastructural Development

Name Mrs. Kavita Jajoo

Name Dr. (Mrs.) Shobana Vasudevan

Sd/

Sd/-

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC