



## **YEARLY STATUS REPORT - 2022-2023**

### **Part A**

#### **Data of the Institution**

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

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	Mr. Suryakant Pagare				
• Phone No.	02224143178				
• Mobile No:	9819260071				
• IQAC e-mail ID	iqac@rapodar.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://rapodar.ac.in/pdf/AQAR-2021-22-NAAC.pdf">https://rapodar.ac.in/pdf/AQAR-2021-22-NAAC.pdf</a>				
4.Was the Academic Calendar prepared for that year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://rapodar.ac.in/pdf/Academic%20Calendar%202022-23.docx.pdf">https://rapodar.ac.in/pdf/Academic%20Calendar%202022-23.docx.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A+	NA	2004	16/02/2004	15/02/2009
Cycle 2	A	3.63	2011	27/03/2011	26/03/2016
Cycle 3	A+	3.68	2017	22/02/2017	21/02/2024
6.Date of Establishment of IQAC			20/06/2004		
7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
NA	NA	NA	Nil	0	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI	<a href="#">View File</a>				

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1. Conceptualization and implementation of 6 new programs (3 new programs at undergraduate level and 3 new programs at postgraduate level) 2. Preparation and facilitation for implementation of NEP 2020. 3.Examination reforms- nudging ethical behaviour amongst learners; extra time for writing papers. 4.Optimum utilization of RUSA funds for Faculty Development Program, workshops and Student Capacity Building . 5.Confluence of Stakeholders- Sahastra Chandra Darshan to commemorate 80+ years of excellence in education</p>	
<b>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:</b>	
Plan of Action	Achievements/Outcomes
To create awareness and train faculty and staff regarding the implementation of NEP 2020 for autonomous institutions.	Workshops were conducted by parent body with teacher representation from college. • Creation of NEP core committee and sub-committees for implementation of NEP 2020
To conduct facilitation program to discuss the implementation of NEP	4-year Credit structure and curriculum work started for implementation by NEP committee
To formulate and implement new programs under autonomy	3 new programs were implemented at undergraduate level titled as follows: 1) B. Com (Financial Markets) 2) BBA (Shipping and

	Logistics management) 3) BSc (Data Science and Analytics) • 3 new programs were implemented at postgraduate level titled as follows: 1) M.Com (Business Analytics) 2) M.Com (Behavioural Finance) 3) M.Com (International Business)
To appoint mentors from relevant industry for onboarding of students admitted in new programs	Mentors were appointed to induct and onboard students admitted in new programs to facilitate industry- academia interface through guest lectures, IV and internships
To develop and implement examination reforms	Reforms were developed and introduced for the conduct of examination. Examination Committee suggested additional 15mins to be given to all the learners during exam • A pledge was read by each learner before each exam to adhere to the rules and regulations at the examination hall. • Technological support was provided to the visually challenged student.
To conduct induction program for students	Student induction program was conducted to facilitate a seamless integration of students into the new educational context, guiding them in exploring their potential and fostering their individual strengths
To conduct outdoor FDP for teachers	An outdoor FDP was organised to Silvassa on 27/04/2023 and 28/04/2023. The FDP was organised with an aim to enhance the professional skills, personal growth, and effectiveness of educators through experiential learning in

	an outdoor setting
To conduct workshops to facilitate faculty in use of advanced IT tools, mentoring, research tools	A KEP on research methodology was conducted in the month of October 2022 with an objective to revive and enhance the research aptitude of faculty members. • Two-day FDP was conducted on 'Statistical analysis with Jamovi' in the month of February 2023
To continue the conduct of Knowledge Exchange Program for faculty members and other stakeholders	Knowledge Exchange Programs titled "The Non-Binary: Identity, Expressions & Rights" and "Mentoring Today's Youth : Challenges and Issues of the Adolescence" were conducted aimed at creating awareness among the stakeholders regarding the topical issues of students and discussing ways to deal with them
To strengthen relationship of the institute with all stakeholders	The college organised an event: "Sahastra Chandra Darshan- A Confluence of Stakeholders" commemorating completion of eight decades of excellence in education and learning.
To organize a workshop at the state level with a focus on understanding the role of a teacher as a counsellor	A state level workshop on the topic "Empowering Young Minds- A workshop on Basic Counseling Skills for Teachers" was conducted in collaboration with Disha Counselling Centre under the aegis of RUSA 2.0. The aim of the Basic Counseling Program for Teachers was to initiate teachers in the basic counseling skills so as to respond to students' emotional, psychological and relationship issues, and to learn to recognize students who may require additional personal

	counseling
To conduct state level career fair with thrust on NEP	A state level event "Panaroma-Career Fair" was organized in March 2023 featuring 34 stands guiding students about different career fields, including finance, defence, photography, and fashion design
To facilitate experiential learning among young learners	Students were provided with an opportunity to get first hand knowledge through field visits. The industrial visits were conducted under the aegis of RUSA 2.0
To strengthen infrastructure facilities on college premises	Augmentation of infrastructure was facilitated by: -Installation of NESTLE kiosk - Levelling of Lata Kunj - Installation of Acoustics in Auditorium - Augmentation of PASCHE room and NSS room - Development of placement cell and Self Financing Program office
To continue with IQAC initiatives	The IQAC continued with its other initiatives as previous year. The initiatives are described as follows: 1) Flagship events like MONETA, FINAAC, RAPPORT, Enigma, Uttung, etc. were planned and conducted during the year. 2) Students enrolled and successfully completed non-academic credits (12) and mandatory credits (04) 3) Workshops on research methodology and statistical tools for research for students as well as faculty members were organised to build research acumen and refresh their knowledge regarding the same.

<b>13. Was the AQAR placed before the statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name of the statutory body</td> <td>Date of meeting(s)</td> </tr> <tr> <td>College Development Committee</td> <td>28/08/2023</td> </tr> </table>		Name of the statutory body	Date of meeting(s)	College Development Committee	28/08/2023
Name of the statutory body	Date of meeting(s)				
College Development Committee	28/08/2023				
<b>14. Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Year</li> </ul>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2021-22</td> <td>20/12/2022</td> </tr> </table>		Year	Date of Submission	2021-22	20/12/2022
Year	Date of Submission				
2021-22	20/12/2022				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>R.A. Podar College has been a leading institution in the field of higher education since its inception. The college is one of the most revered research center. The college has always implemented courses, activities, seminars, workshops that promote instilling the knowledge and development of skills from various fields like Languages, Literature, Music etc. The college introduced a new programme titled 'B.Com in Actuarial Studies' under the autonomous structure in 2019-20 to deliver skills through a wide range of courses including the knowledge from the fields of Mathematics, Statistics, Economics and Finance to assess, evaluate and manage future financial risk.</p> <p>The College has introduced 3 new programs at the undergraduate level and 3 new programs at the post graduate level to accomplish the objective of becoming a large multidisciplinary institution. The College is proactive in encouraging activities that focus on developing the physical and mental skills.</p> <p>The college conducts various activities like mandala art therapy, Prakruti Vandana, beach cleanup drives, Bhondla, Vigilance day to sensitise students towards the community, culture and environment. Webinars on digital marketing, Business skills, entrepreneurial development, resume building, career fairs are conducted to develop the soft skills and make the learners industry ready. Events like</p>					

Esploro Presentado, Quizzers league, Mind Brew, Mathematrix, FINACC, MONETA, etc. are conducted.

College provides two mandatory non-academic courses titled Life enrichment course and Responsible citizenship. The responsible citizenship course aims at instilling a strong sense of responsibility within students, emphasizing the significance of ethical conduct across social and environmental spheres. The Life enrichment course aims to enable students to live an enriched life by helping them to take correct life decisions and building self-confidence.

The Principal of our college is also a member of the sub-committee constituted for Multidisciplinary Higher Education Institutions by the University of Mumbai.

#### **16.Academic bank of credits (ABC):**

Initial discussions were held in the academic year 2021-22 to brainstorm ideas to plan and streamline the activities for the implementation of NEP 2020. The first step in this regard was formation of committees for fulfilling various jobs. A committee was formed for handling the task of linking each and every student of the College to the ABC platform under a Digilocker Framework. The committee members attended various online programs related to the development of Academic bank of Credits. The college website was well-equipped, so as students could check the ABC registration process video uploaded on college website. More than 2800 students have created an ABC ID

#### **17.Skill development:**

The college takes great pride in its commitment to providing a diverse range of forums and credit courses that cater to the enhancement of employability of its students. The 40+ college forums serve as platforms for students to sharpen and nurture their soft skills and leadership qualities. These forums create an environment where students can engage in meaningful discussions, debates, and collaborative activities, fostering their personal growth and professional development. In addition to the forums, the college offers credit courses that aim to instil skills aligned with the National Skills Qualifications Framework (NSQF). These courses are designed to equip students with practical, job-oriented skills that are highly relevant in today's competitive job market. By aligning with the NSQF, the college ensures that its students receive industry-recognized certifications and are prepared to meet the



demands of the workforce. A key focus of the college is to provide value-based education to its students. The tagline of the college is- Nurturing Intellect and Creating Personalities. To achieve this, several initiatives have been put in place, such as the Life Enrichment Cell, Student Induction Program, and the mandatory credit courses, Value enrichment course for first year learners and Responsible Citizenship course for final year learners. These initiatives aim to instil ethical values, social responsibility, and a sense of civic duty among the learners.

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

The College has taken various steps for appropriate integration of the Indian knowledge system into the curriculum. The College instituted a team of faculty members for integration of Indian Knowledge system into the curriculum.

**Promotion of Indian Languages:** At Podar, emphasis is always placed on preservation and promotion of Indian languages. There are various literary circles that encourage and commemorate the importance of Indian languages like celebration of Hindi Diwas, Marathi Rajbhasha Din, Gujarati Language Day, etc. **Promotion of Indian culture, traditions and Festivities:** The events like Gurupournima celebration, Ganeshotsav, Raas Rang, Satyanarayan Katha, Bhajan Sandhya and Bhondla bring out the essence of Indian culture.

**Promotion of Indian knowledge systems:** Students are given an opportunity through credit courses to enroll themselves in a variety of courses focussing on ancient Indian knowledge, history and Indian philosophy. Many students successfully completed courses on Yoga, Indian culture, history and arts.

**Promotion of Indian Values:** The College held its second edition of Principal G. P. Palekar Memorial Annual Lecture to inculcate and inspire the students of Podar to follow the path of righteousness and instill moral values. Various stakeholders like the Management, faculty members, alumni, students and the family of Mr. G P Palekar were invited to attend the seminar from around the world. The event revolved around the topic 'Essence of humility in life'.

The college plans to continue these activities for integration of Indian culture and ancient Indian Knowledge to create an atmosphere of cultural immersion and foster a deep appreciation for Indian traditions among the students.

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

Outcome-based education is an educational approach that focuses on defining specific learning outcomes and assessing students' achievements based on those outcomes. Podar College provides an excellent blend of theory and practical Knowledge to attain OBE. The College conducted a workshop on program and course outcomes for successful implementation of outcome based education. This enabled the mapping of CO's to PO's and PO's to GA's.

The Principal of our college has been actively involved in implementation of NEP 2020 in collaboration with the other colleges as well. The Principal was invited as a keynote speaker to provide insights and guide other institutes ahead of the implementation of NEP 2020. Under the leadership and in consultation with the Principal, faculty members designed its curriculum and educational activities to address these specific outcomes. They also created and used appropriate teaching tools for achieving the OBE.

**Continuous Internal Evaluation:** Students are provided with opportunities to apply theoretical knowledge to real-world scenarios through events, activities, case studies, projects and industrial visits. These activities form the part of Internal Evaluation which brings out the best in every student.

#### **20.Distance education/online education:**

During the years 2020-2022, the adoption of blended learning due to state directives proved to be effective in exploring online education for learners. At Podar following initiatives were undertaken to provide the benefits of online education to the learners:

**Introduction of online courses:** The College collaborated with Elearning institutes to provide free online skill and ability enhancement courses titled Python Programming, Entrepreneurial Avenues in Financial Markets, Entrepreneurial Development Program under the aegis of RUSA 2.0

**Encouragement to pursue online courses:** Students were 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.

**Online remedial coaching:** The College recognized the benefits of online learning and decided to continue leveraging digital platforms to offer remedial coaching online. This approach allowed students to receive additional support and catch up on missed learning opportunities, regardless of their physical location.

**Use of innovative teaching tools:** The faculty members explored and made use of innovative and digital teaching tools to foster online education. The faculty members created E-Content, used platforms like MS teams, Google classrooms, Zoom to conduct lectures, use of Google Jam Board, Concept board, Microsoft White Board to enhance the delivery of content and use of audio visual tools to support the teaching and learning process.

## Extended Profile

### 1.Programme

1.1 14

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2.Student

2.1 3270

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2

962

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3

3203

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

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 3.Academic

3.1

276

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2

34

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	<a href="#">View File</a>

### 2. Student

2.1 3270

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 962

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 3203

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

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 3. Academic

3.1 276

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2 34

Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	30
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	1023
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	29
Total number of Classrooms and Seminar halls	
4.3	241
Total number of computers on campus for academic purposes	
4.4	161.9
Total expenditure, excluding salary, during the year (INR in Lakhs):	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curriculum Design and Development</b>	
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.	
<p><b>R. A. Podar College is driven by a vision, mission, and objectives that revolve around instilling core values essential for shaping well-rounded personalities. These values encompass a positive attitude, a pursuit of excellence, and a profound respect for humanity.</b></p> <p><b>The college offers a diverse 6 undergraduate and 5 postgraduate degree programs, as well as 4 Ph.D. opportunities, spanning various fields such as commerce, management, data science, and</b></p>	

finance. The institution operates autonomously, granting it the freedom to develop and customize curricula in accordance with industry and market demands, ensuring a higher quality of education.

The college is dedicated to outcome-based education, closely monitoring program outcomes to ensure they align with the institution's overarching goals. Innovative teaching methods and ICT tools are employed by faculty members to achieve these outcomes. Regular workshops are conducted for faculty to stay updated with course and syllabus revisions.

The Institution encourages faculty participation in Faculty Development Programs and workshops to remain abreast of evolving educational trends. It also offers comprehensive ICT support to create an optimal learning environment for its students. R. A. Podar College is committed to producing forward-thinking, analytical, and decision-making graduates who can contribute effectively to society and the global economy.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	<a href="https://rapodar.ac.in/academics.php">https://rapodar.ac.in/academics.php</a>

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

3

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

140

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

## 1.2 - Academic Flexibility

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

72

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

In our earnest endeavor to sensitize and empower our students, our



curriculum delves deeply into critical themes encompassing social dynamics, gender parity, and environmental stewardship. It is paramount that we foster an acute awareness of the challenges posed by global warming and advocate for the adoption of sustainable energy alternatives.

Our meticulously tailored course curriculum is designed to provide learners with profound insights into the prevailing societal disparities, nurturing an understanding of the delicate equilibrium between human civilization and the natural world. Through consistent curriculum revision and updates, we remain agile in keeping pace with emerging trends and the evolving needs of our dynamic world.

Recognizing the indisputable value of ethical practices in society, we not only enrich our students but also contribute to the greater welfare of our community at large. Moreover, our commitment to cultivating refined etiquette empowers students to surpass industry expectations, facilitating their distinctive and impactful presence within society.

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	<a href="#">View File</a>
Any additional information	No File Uploaded

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

4

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

2633

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

398

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="https://rapodar.ac.in/feedback.php">https://rapodar.ac.in/feedback.php</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="https://rapodar.ac.in/feedback.php">https://rapodar.ac.in/feedback.php</a>
Any additional information	<a href="#">View File</a>

## 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****3270**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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)****607**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

The Remedial & Intensive Coaching Cell conducted a series of revision lectures for the learner in online format for the learners for this academic year. Along with the remedial coaching, doubt solving sessions were also conducted at departmental level by the faculty members. The Inclusive cell conducting motivational programs to boost the morale of the slow learners. For the advanced learners, the faculty members prepare of application based questions, case studies and inclusion of HIGHER ORDER THINKING SKILLS (HOTS) questions to assess, improve and motivate the students to think critically and out of the box.

A learner at RAPCCE(A) has to earn 132 academic credits to earn his/her graduation degree which comprises 120 academic credits+ 12 credits from choice based credit courses. These Credit courses are short term courses for increasing employability and capacity building skills of learners. The learner would need to earn the 12 credit points over three years in addition to the 120 Academic credit points for the core course.

A learner at R.A. Podar College needs to complete two mandatory non academic courses of 2 credits each-Value enrichment course at First year and Course on civic responsibility at Third year as well. The college has designed the framework and implementation process of the said courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.rapodar.ac.in/ric.php">https://www.rapodar.ac.in/ric.php</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/04/2023	3258	34

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 prioritize learner-centric pedagogy, placing students at the core of education. Our methodologies shift students from passive recipients to active participants, fostering a multidimensional learning environment. Recognizing the crucial role of students in educational growth, we strive to address their diverse needs and expectations. Our faculty is dedicated to facilitating individualized learning, ensuring each student comprehends at their own pace.

Courses and programs are well defined, integrating student-oriented learning with course and program objectives. We promote participative learning through activities such as seminars, group discussions, projects, and group activities. Each department excels in teaching pedagogy, enhancing the learner-centric atmosphere on campus.

Our faculty plays a vital role in promoting experiential learning through real-time problem-solving methodologies and access to computer labs. We encourage students to develop problem-solving skills through expert lectures, inter-college and intra-college events, and various assignments and activities.

Internal assessments are designed to foster independent work wherein we utilize virtual platforms for easy access to submissions. Written assignments are individual to build confidence and writing skills of our students.

Our College actively supports student participation and representation in decision-making through the different forum activities and maintaining transparency along with instilling a sense of responsibility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://rapodar.ac.in/academics.php">https://rapodar.ac.in/academics.php</a>

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

The academic year 2022-23 ushered in a realm of exploration for the faculty members, as they delved deeper into the realm of Information and Communication Technology (ICT) tools available on digital platforms. The college continued with the usage of MS Teams as a versatile platform for administrative tasks and collaborative meetings. Faculty members continued to leverage a range of tools such as PowerPoint presentations, YouTube links, and interactive videos, infusing vitality and engagement into their classes.

The faculty members continued to use online tools such as blogs, Google Sites, Jamboards, and concept boards. Use of LMS like Google Classroom provided students with a streamlined avenue for submitting their projects. Social media facilitated seamless interaction between faculty and students in the virtual space. Even blogs found novel use in conducting interactive quiz sessions, thereby fostering engagement and participation.

Timely submission and feedback mechanisms were streamlined through the utilization of Google Forms. The faculty's dedication extended

to crafting interactive E-content, bridging the gap between students and the evolving learning landscape.

To uphold academic integrity, the college employed URKUND software to counter plagiarism within submitted assignments. The toolkit of teaching and evaluation applications encompassed PowerPoint, statistical software, Excel, E-Books, and the suite of Google Workspace tools, including Google Forms, Google Drive, and Google Calendar.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://rapodar.ac.in/infra.php">https://rapodar.ac.in/infra.php</a>
Upload any additional information	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

27

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

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

The academic calendar is prepared by the Academic Cell of the college at the beginning of academic year in consultation with the Heads of Departments, who in turn convey it to their departmental colleagues. A central class-wise timetable is prepared for the academic year by the Time Table Committee and distributed in advance to all the departments. Each department prepares a teaching plan based on the academic calendar and the timetables given. Teaching plan for every subject is prepared under the supervision of the respective head of the department. Teachers teaching the subject (there is more than one division for each course of study) consult each other while designing and developing the teaching plan. Such an exercise brings about uniformity as far

as the coverage of the syllabi is concerned. Templates are prepared and emailed to all the faculty members for standardization. Details included in the teaching plan are expected learning outcomes, structure of session, schedule of activities and teaching methodology to be adopted.

Through department meetings at regular intervals, the HOD monitors the progress of the course as per the teaching plan. Semester end exams for odd and even semesters are held in the months of October and March, respectively.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

8

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

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

380

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

26

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

66

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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 exam process in 2022-23 has been automated through the ERP system introduced during the year and formative assessments conducted through SAFE IITB app. Previous systems like preparation of three sets of question papers per course per exam to ensure fairness through confidential selection continued.



Reforms also included balanced curriculum representation, accurate evaluation of learner performance, mapping question papers with Program and Course Outcomes, and involving an external Question Paper Review Panel for rigorous evaluation. This collaboration enhances the credibility of the examination system, increasing transparency and accountability.

To maintain confidentiality, question papers are internally printed, minimizing leak and unauthorized access risks. Teacher-created model answers and marking schemes eliminate grading disparities, and a decentralized approach with Facilitators overseeing semester-end exams enhances efficiency and trustworthiness.

Masking, encoding, and decoding of answer booklets during evaluation enhance confidentiality, ensuring accurate and equitable assessment. A comprehensive revaluation system promotes fairness and equity, fostering trust through detailed feedback.

Additional examinations and prompt result publication benefit final-year learners, while concessions and support are provided for learners with disabilities.

Technological support was provided to visually challenged students. Extra fifteen minutes was provided to all the learners.

A pledge was read by all learners before each exam to adhere to the rules and regulations of the examination.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The college rigorously evaluates Program and Course outcomes through a structured method. It employs both end-of-semester summative evaluations and Continuous Internal Assessments (CIA). Departments use diverse approaches for CIA, including written exams, MCQs, quizzes, presentations, assignments, and projects, ensuring a fair and equitable evaluation system.

Summative assessments align with learning objectives, undergo careful review by the Exam Committee and Department Heads, and include external peer reviews. Practice exams prepare students for the semester-end test.

Exam results are released by the Controller of Exams, and the college values student feedback on curriculum, objectives, and assessment procedures. The Board of Studies (BOS) is consulted for input on question banks and evaluation methods.

Student progress is closely monitored for analysis and course adjustments. Undergraduate students at Podar excel in assessments, demonstrating strong communication, etiquette, research, and presentation skills. Case studies assess problem-solving and analytical abilities. Self-financing course students gain industry insights through projects.

Postgraduate and PhD scholars contribute to an innovative culture with research and valuable research papers. The college's focus on various activities fosters self-reliance and employability in students.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://rapodar.ac.in/academics.php">https://rapodar.ac.in/academics.php</a>

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

The college rigorously evaluates Program and Course outcomes through a structured method. It employs both end-of-semester summative evaluations and Continuous Internal Assessments (CIA). Departments use diverse approaches for CIA, including written exams, MCQs, quizzes, presentations, assignments, and projects, ensuring a fair and equitable evaluation system.

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Postgraduate and PhD scholars contribute to an innovative culture with research and valuable research papers. The college's focus on various activities fosters self-reliance and employability in students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 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

932

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://rapodarpageant.wixsite.com/my-site">https://rapodarpageant.wixsite.com/my-site</a>

### 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-%202022-23.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 supports the research scholars by providing them with flexibility, guidance, and support to select their study areas and engage in research. The active promotion of a research mindset is achieved through the college's research publication, "Podar-Prabodhan," which showcases and publishes the research work of staff, teachers, and students.

The College has a well-defined research policy and a code of conduct for research and publications. An internal review process ensures that all research meets the necessary publication criteria. The Research, Development, and Consultancy Cell play a pivotal role in encouraging Ph.D. registrations, offering continuous guidance and constructive reviews to optimize the research potential of scholars.

To safeguard research integrity and originality, the college has implemented the "URKUND" plagiarism detection program, affirming the authenticity of projects undertaken by students, teachers, researchers, and staff. The Ph.D. center, known for its meticulous selection process, provides candidates with contemporary facilities and expert guidance for their research pursuits. Additional support comes in the form of Ph.D. coursework, research methodology seminars, and workshops.

The institution facilitates research by providing free and reliable Wi-Fi access and personal laptops to all teachers. Moreover, the state-of-the-art library stands as a valuable resource, offering an extensive collection of on-shelf and online literature and databases.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="http://rapodar.ac.in/pdf/Research%20Policy.pdf">http://rapodar.ac.in/pdf/Research%20Policy.pdf</a>
Any additional information	<a href="#">View File</a>

### 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)

0

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

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

0

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

0

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

**3.2.2 - Number of teachers having research projects during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/rc.php">https://rapodar.ac.in/rc.php</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

4

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

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

0

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>

### 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 institute prioritizes research as a crucial element for continuous development and encourages undergraduate students to participate in prestigious events like the International Economics Convention and Avishkar Research Convention.

The Innovation and Incubation Cell provides space for access to online resources to students as well as faculty members. The Cell empowers students to explore and create innovations, hosting events like the Startup-Business event where students present their startup ideas.

The Entrepreneur Development Cell motivates and inspires students to take up their Family Business towards global standards. Keeping these objectives in mind, the cell organized various events with an aim of imparting entrepreneurial knowledge for the benefit and betterment of students.

The Fintech lab provides a space for the students and faculty members for research purpose. There is an exclusive research area in the library earmarked for the researchers. The research scholars have unlimited access to the computers and other software required for research. The e-journals and the other e-materials are available to the researchers through INFLIBNET.

The Pod@ Podar provides incubatees with the essential infrastructure, skills training and ecosystem support for access to market, capital and other resources.

The E-Summit, in collaboration with Team MONETA®, provides budding entrepreneurs with practical experience in business and entrepreneurship.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/podpodar.php">https://rapodar.ac.in/podpodar.php</a>

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

17

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

#### 3.4.2.1 - Number of PhD students registered during the year

5



File Description	Documents
URL to the research page on HEI website	<a href="https://rapodar.ac.in/academicsph.php">https://rapodar.ac.in/academicsph.php</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

3

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

#### 3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

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

**Index of the University****3.4.6.1 - h-index of Scopus during the year**

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

0.4

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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 committed to a holistic education that aims at nurturing students into socially responsible, able human resource and good citizens of the country. The college believes in sensitizing all the students about the social needs and community development. The NSS, the WDC, the Extension work, and the Nature club are the wings, which help the college to achieve this objective. The students are given the opportunity to give their ideas in managing the resources optimally and reduce the degradation of surroundings. Year-long activities organized by the designated forum help in the holistic development of the students. The cleanup drive, disaster management, street plays and sensitizing the need for gender equality are few activities amongst many that help in achieving this end.

The NSS and DLLE units organized impactful events such as World AIDS Day, beach clean-up drives and blood donation drives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/pdf/NSS%20Annual%20Report%202022-23.pdf">https://rapodar.ac.in/pdf/NSS%20Annual%20Report%202022-23.pdf</a>

### 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****135**

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)****47**

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year****2484**

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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****697**

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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)**

10

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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.

The college facilities include 27 classrooms, 2 tutorial rooms, and 20 ICT-enabled classrooms (F2-F9, S1-S10, M1; M11). There's a seminar room with ICT facilities, audio-visual systems, and air-conditioning, along with a conference room featuring audio-visual equipment and a digital podium. Specialized equipment comprises 6 digital interactive tablets, 31 laptops, 10 portable projectors, and 7 digital podiums. The language laboratory in Room No. M3 has 15+1 computers with ACEAN English Language Software, while another lab in the Reading Hall features 10+1 computers with ORELL English Language Software and additional languages. The college subscribes to a cloud-based English language version. For research, the college provides access to INFLIBNET and online resources. A video conferencing room in the main library is equipped with a touchscreen smartboard, cameras, and multimedia resources. The FINTECH LAB on the mezzanine floor, features a touchscreen smartboard, 30 computers, and internet connectivity. The Innovation and Incubation Cell has 4 computers, WIFI, and meeting rooms with air conditioning. The Faculty Facilitation Room, soundproof and on the first floor, includes a smart board, cameras, mikes, and high-spec laptops for content creation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/infra.php">https://rapodar.ac.in/infra.php</a>

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's exceptional sports and recreational facilities contribute to a well-rounded and enriching experience, promoting student well-being and personal growth. The Gymkhana, situated on the auditorium's right-wing balcony, provides indoor sports options like TT tables, Carrom Boards, and Chess Tables. Additionally, the college has a four-station Gymnasium, and a green gym in the college garden enabling access to modern fitness facilities. The well-equipped auditorium supports yoga, judo sessions and cultural activities and features a practice climbing wall for added recreational opportunities. The college emphasizes student well-being through fully stocked First Aid Kits on each floor, a girls' toilet equipped with a sanitary vending machine, and an installed incinerator for responsible waste management. To address limited open space in central Mumbai, the college collaborates with neighbouring institutes, offering access to sports like Badminton, Shooting, and Boxing at Ruia College, Cricket net practice at Matunga Gymkhana, and Basketball at Indian Gymkhana. Furthermore, the college's own spacious playground spanning approximately 10,000 sq. ft. accommodates Volleyball, field events, and net practice, featuring amenities like a heightened fence, bathrooms, and spectator stands. Lata Kunj, an adjacent expansive area, enriches extracurricular opportunities for diverse sports and cultural activities, showcasing the college's commitment to holistic student development.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/infra.php">https://rapodar.ac.in/infra.php</a>

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

29

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

161.96263

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

To stay abreast of educational technology advancements, the college uses library software iSLIM21, enabling computerized management of major activities like acquisition, cataloging, circulation, and serial control. The library now offers an Online Public Access Catalogue (OPAC) and internet access. Recently, an upgrade to the latest version, 1.7.2.12386, was implemented. Almost the entire library collection, except for passive collections, has been barcoded for efficient tracking. In-house barcoding is facilitated by an ARGONX barcode printer with the latest configuration, and three scanners are used for transactions. Students have been issued bar-coded Borrowing Tickets for streamlined processes. The library houses an extensive collection of 90,000 books, 10,000 e-books, and subscriptions to 5,000 journals and 20 databases, enhancing research opportunities for students and faculty alike. These technological advancements ensure the library remains a valuable resource hub for the academic community.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/library.php">https://rapodar.ac.in/library.php</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

**10.48**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**149**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



### 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 acknowledges the importance of establishing an IT policy to guide the procurement and utilization of IT equipment.

The Purchase Committee oversees a systematic procedure for acquiring IT equipment, taking into account both academic and administrative requirements. In order to comply with legal standards, the college ensures the procurement of authentic software licenses directly from developers or approved vendors. Budget allocation from development resources is earmarked to facilitate the purchase of essential IT equipment.

Emphasizing the protection of IT infrastructure, the college prioritizes safety and security measures. This includes the implementation of a firewall to prevent unauthorized access and the installation of Seqrite anti-virus endpoint security software on all machines to safeguard end-users' data.

To enhance academic and office communication, the college provides institutional email IDs to the entire staff. Additionally, proactive IT equipment management is a priority, involving the identification and evaluation of older and obsolete items. Expert assessments are conducted to determine usability and condition, ensuring the optimal functioning of IT resources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/pdf/IT%20Policy.pdf">https://rapodar.ac.in/pdf/IT%20Policy.pdf</a>

### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3271	241

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus****A. 750 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/infraav.php">https://rapodar.ac.in/infraav.php</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

**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)****161.9**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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 significant importance on adhering to the norms prescribed by the parent body for managing and utilizing its physical, academic, and support facilities.

The college seamlessly handles admission, student records, teaching, exams, library, curriculum, feedback, information dissemination, accounting, auditing, and security amongst others through the ERP system installed and in use. The college implements defined policies, including Annual Maintenance Contracts, to maintain and utilize physical, academic, and support facilities effectively. IQAC holds frequent micro meetings, assessing ICT needs and annually recommending improvements. The Purchase Committee aligns vendor selection with budget considerations. Quotations are compared, and purchase orders are raised, with delivery supervised by a technical expert. Online payment procedures, as per the parent body's recommendations, streamline financial transactions.

The purchase committee, consisting of the Principal, Vice Principal, senior faculty, and office staff, conducts periodic meetings to assess equipment needs and plan maintenance for physical and electronic facilities. Annual maintenance contracts cover amenities like housekeeping, security, air conditioners, water coolers, filters, computers, laptops, printers, etc. Vendors' performance undergoes quarterly evaluations.

The college works 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 smooth functioning of the college's infrastructure and equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## 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

308

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

391

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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	<a href="https://rapodar.ac.in/index.php">https://rapodar.ac.in/index.php</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

1132

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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 through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **5.2 - Student Progression**

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

**73**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **5.2.2 - Number of outgoing students progressing to higher education**

276

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

15

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

136

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

The objective of Student Council is to provide a platform to the students to develop their leadership skills by organising various events of the, for the and by the students. It also helps enhance students' participation in college related activities and to encourage students to contribute towards the college positively.

The Student Council was formed in the college after receiving notification from the University of Mumbai about the same. The Student Council is a student-body formed to represent the student community of the college. The council is formed by selecting/nominating students from various functional areas of the college such as academics, sports, cultural activities, social service. During the year 2022-23, 18 students were part of the Council.

In the year 2022-23, the Student Council conducted its annual event R. A. Podar Presentation of Rising Talent - RAPPORT, an intra-collegiate cultural event, consisting of a plethora of events from singing to painting, dance to drama, literary arts to fine arts. The third-year students conduct this event. The other class students participate in the same. This year's theme was "Rapport Rahasya" - based on the Chakravyuh from Mahabharat. Also the students conduct Lights of Podar which is felicitation of the final year batch by the Juniors.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/sc.php">https://rapodar.ac.in/sc.php</a>

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

42

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

R A Podar College of Commerce and Economics Alumni Association is registered as a Section 8 nonprofit company.

In the academic year 2022-23, the Principal G. P. Palekar Memorial Annual Lecture was conducted on 2th October 2022. Shri. Ramanujam S. through his lecture inspired students to imbibe the virtue of humility as part of their daily lives.

The directors of the Youth festival performing arts events are all our alumni. They not only teach the students the art form but also try to imbibe Podar culture in them.

TEDxRAPodarCollege was completely sponsored by our alumni Mr. S. P. Tulsiani, Mr. Ladsaria, Mr. Chetan Chheda and Mr. Kewal Handa.

Alumnus Mr. Walia, sponsored the sports equipment for our sport student Bhagwan Das.

Our alumni Lieutenant Pravesh Yadav attended the Independence day function and motivated students to serve the nation.

On completing over Eight Decades of excellence in education and learning, The Alumni Co-ordination Committee celebrated this milestone by hosting "Sahastra Chandra Darshan" on Saturday, 10th of December 2022. The college was decorated with lights and with 80 diyas as per Indian tradition, 'aukshan' was done for the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/alminfo.php">https://rapodar.ac.in/alminfo.php</a>

#### 5.4.2 - Alumni's financial contribution during the year

D. 2 Lakhs - 5 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 vision of the institution 'Samaani va aakooti samaanaa



hridayaani vaha,' translatesto "one in mind and one in heart." The institution is dedicated to instilling values that champion equality, eradicating discrimination, and dismantling divisive forces through education. The college actively promotes non-discrimination across all aspects, including gender, caste, class, community, and ability. Initiatives like the Inclusive Cell exemplify the commitment to integrating students with disabilities into mainstream education. The implementation of various scholarships underscores the institution's commitment to fairness and student welfare.

The mission, 'Nahi gnyaanen sadrasham pavitrarniha vidyate,' signifies that nothing in the universe is as pure as knowledge. At Podar, this mission unfolds through the dissemination of knowledge, evident in practices such as uploading e-resources on the college website and providing learning materials on platforms like Google Classrooms and MS Teams. The institution views the pursuit of knowledge as a lifelong journey, encouraging students to enhance their skills, foster innovation, and empower themselves through education, research, and open-access resources. The introduction of credit courses exemplifies the commitment to providing students with opportunities for skill enhancement. Beyond its own student body, the college extends its commitment to knowledge-sharing by opening its library facilities to ex-students and individuals from neighboring colleges.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/philosophy.php">https://rapodar.ac.in/philosophy.php</a>

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

The College has initiated the implementation of the National Education Policy (NEP) 2020. Following the publication of the NEP 2020 document, the institution promptly organized numerous seminars, workshops, and orientation sessions involving all stakeholders. The Principal has been enlisted in the University of Mumbai's committee for NEP implementation and has also served as a Resource Person at various nationwide events hosted by colleges and institutions to promote NEP concepts. Faculty members actively participated in NEP-related webinars and seminars.

Indian Knowledge Systems (IKS), have been integrated into the college's degree programs. With the NEP implementation timeline set for 2023-2024 and impending realignments to degree programs, the college has taken several preparatory steps, including the establishment of the NEP Implementation Cell under the leadership of Principal Dr. Shobana Vasudevan. The NEP Committee, have been working on the NEP implementation. Subcommittees have been formed to design faculty-specific course baskets across six verticals. Presentations on NEP implementation were made in the presence of the Chairman of the Managing Council, S.P. Mandali, Pune, fostering innovative ideas at the institutional level. Deliberations with non-teaching staff and adherence to workload calculations, as per the April 20, 2023, Government Resolution, further underscore the college's thorough readiness for NEP implementation from the academic year 2023-2024.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/policies.php">https://rapodar.ac.in/policies.php</a>

## 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 effectively safeguarded its integrity and standing by virtue of the dedication demonstrated by the college authorities and management in advancing the institution's betterment. Strategic planning at R A Podar College is meticulously executed to address contemporary educational requirements. The College Development Committee is pivotal in conceptualizing, designing, and supervising the institutional perspective plan. The committee formulates a quality policy that is formally articulated, aligned with the organizational philosophy, and reflective of the institution's mission and vision.

Active involvement of College Development Committee members in shaping the quality policy is paramount. At the conclusion of each academic year, the committee diligently reviews the policy statement and deliberates on the forthcoming year's plan. During

these sessions, the committee thoroughly discusses the perspective plan, contemplating the introduction of new courses, infrastructure development, and organizational growth. Additionally, the committee addresses strategies for optimizing student enrollment.

The overarching objectives of the five-year perspective plan, crafted by the parent body S.P. Mandali, encompass equity, fostering research and development partnerships with industry, engagement with regional economic development, skill and entrepreneurship development, cultural empowerment within the region, student welfare focus, sports excellence, and emphasis on key research areas for affiliated colleges.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://rapodar.ac.in/pdf/Strategic%20Plans.pdf">https://rapodar.ac.in/pdf/Strategic%20Plans.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The organizational structure is reflective of the college's sincere efforts.

The administration of the college believes in collective decision-making. Democratic style of leadership is followed. Delegation of authority and complete freedom is given to all the faculty members and staff to carry out their operations

Participative and collaborative work is given priority. Recruitment is done in a fair manner. The college follows the UGC guidelines and norms for recruitment of staff and faculty. The college policies are developed in such a way that free flow of information is possible. The staff, faculty and students are given mutual trust and respect which has created a sense of belongingness towards the college. The decision-making process is a combination of decentralized and centralized approach.

The administration conducts staff meetings at regular intervals. The agenda primarily focuses on developmental issues, disciplinary

measures and faculty growth and development.

There is a Grievance Redressal Cell. The grievances and complaints are promptly attended and resolved. Principal and Vice Principal follow an open-door policy while managing the affairs of the college.

The college has 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	<a href="https://rapodar.ac.in/pdf/Organogram.pdf">https://rapodar.ac.in/pdf/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/policies.php">https://rapodar.ac.in/policies.php</a>

**6.2.3 - Implementation of e-governance in**

**A. All of the above**

**areas of operation: Administration Finance and Accounts Student Admission and Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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 places a strong emphasis on fostering the professional development of its faculty, actively encouraging their participation in seminars, webinars, and conferences. To ensure continuous learning and growth, the institute provides financial support by reimbursing associated costs. Additionally, recognizing the evolving landscape of education, the college conducts innovative online programs aimed at enhancing faculty members' online teaching skills and overall professional development. The College conducted a workshop on basic counseling skills for teachers to help teachers be better equipped and feel confident to handle student related issues.

Dedicated to supporting faculty's academic and career growth, the college provides support and opportunities to all staff members. Examples include granting leaves for pursuing post-doctoral studies abroad and appointing faculty to esteemed executive roles within the University, showcasing the institute's commitment to empowering educators. The well-being of non-teaching staff is equally prioritized, with the college organizing online counseling sessions tailored to their in-person duties. Exclusive spaces for relaxation and lunch are provided for class four staff, and an annual award- "Samarth Sevak Puraskar" with a cash prize recognizes outstanding non-teaching members, while both teaching and non-teaching staff are honored for their service milestones.

In cultivating a vibrant research culture, the Research, Development, and Consultancy Cell inspires faculty to engage in research activities through publications, presentations, and PhD

registrations. 'Knowledge Exchange Programs' further promote collaboration and knowledge sharing among faculty, fostering a conducive environment for learning from colleagues' valuable experiences and insights.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 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

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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.)

35

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

##### 6.4.1 - Institution conducts internal and external financial audits regularly

The accounts of the college are audited annually by internal auditor and a statutory auditor. M/S. Yashwant Anil Rajeshree and Associate is the internal auditor and M/S. D. Y. Ranade and Co. is the external auditor. The parent body appoints the auditors. The observations given by the auditors are duly complied with. Internal Audit is conducted by the Management regularly. External Audit is conducted by State Government Authorities.

Both internal and external audit scrutinize the income and expenditures of the Institution carefully. Important income sources of the college are as follows: Grants by U G C and State Government. Fee sources like - Sports fee, Cultural Activities fee, Application fee, Identity Card fee etc., Scholarships by the Government, Nongovernment organizations and philanthropists Funds from N S.S, Red Cross etc., Bank Loan if necessary. The copy of both the Internal and external audits are available in college office. The accounts department follows all the process of audit carefully. The audit team works in college office.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)

18.76095



File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

R A Podar College of Commerce and Economics (Autonomous) has always been recognised for its financial management since its establishment. The annual budget is prepared which is the time-tested mechanism for effectively using the financial resources. The budget is prepared by the accountant in consultation with the Principal and Vice Principals, it is then placed before the College Development Committee. Subsequently it is submitted to the S.P. Mandali, which evaluates. The Mandali sanctions the budget prepared. The accounts of the college are audited annually by internal auditor and a statutory auditor.

The parent body appoints the auditors. The observations given by the auditors are duly complied with. The major source of institutional receipt is the fee collected from students. And the developmental expenditure is funded by the parent body. Majority of the students' programmes such as cultural festivals, literary events etc. are financially sponsored by corporate entities. The College thus maintains academic- industry interface.

The institution has been approaching the funding institutions such as UGC/ ICSSR and ASC. Funds received are utilized as per norms and the certificates of utilization are duly obtained. The College does not leave any opportunity to invite financial support for the College development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 has demonstrated consistent advancements in terms of quality measures, notably with the introduction of three new undergraduate and three postgraduate programs in 2022-23. These programs offer diverse opportunities for young students, ranging from exploring financial markets to delving into logistics and the IT sector.

As a research center, the college has been conducting coursework for Ph.D. students, workshops on research methodologies, and exploring the use of Jambovi as an IT tool for research. The institution has significantly improved its infrastructure, upgrading language labs, the Fintech lab, acoustics, and the multi-purpose hall. The college playground has seen enhancements, including a leveled ground, a small ground floor cafe, and a landscaped garden.

A state-level workshop for teachers on "Empowering Young Minds" focused on basic counseling skills for teachers, aiming to address students' emotional, psychological issues.

To implement National Education Policy (NEP) 2020, the college has formulated a decentralized structure with five subcommittees, fostering active faculty participation. Industry mentorship has been introduced for the new programs to facilitate internships and guest lectures, fostering a robust academic-industry interface. Additionally, a two-day outdoor faculty development program, faculty placements, and a stakeholder confluence- "Sahastra Chandra Darshan" event have further enriched the college's academic landscape.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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 pivotal role in ensuring the quality of teaching-learning in the college. This is achieved through regular meetings where decisions are made and discussions take place, complemented by an external annual academic audit. At the departmental level, the faculty members share the oral feedbacks received from learners and Teaching learning processes are modified if required.

An induction program is organized to integrate ad hoc teachers into the regular teaching process and familiarize them with the college ecosystem. IQAC further facilitates training sessions for new teachers, focusing on exam supervision, and regularly updates existing invigilation teams.

The evaluation of learning outcomes occurs annually through a comprehensive system that includes meticulously crafted question papers, assignments, projects, presentations, and viva-vores, adhering to Bloom's taxonomy. Feedback from students, parents, and alumni is collected, and the analysis is shared with staff for continuous improvement. This multifaceted approach ensures a dynamic and responsive educational environment in accordance with established quality standards.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**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)**

**B. Any 3 of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://rapodar.ac.in/igac.php">https://rapodar.ac.in/igac.php</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 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

In promoting gender equity and sensitization, our college actively engages the entire community to foster an inclusive environment, contributing to a more equitable society. Ensuring equal opportunities, we provide all students, irrespective of gender, with access to educational resources and support services. We advocate for gender diversity across fields of study traditionally dominated by one gender.

Safety is a paramount concern, especially for female students, with measures in place like a female security guard, CCTV surveillance, and a functional Internal Complaints Committee addressing issues promptly. Support services, including counseling and mentorship, cater to the specific needs of students facing gender-related challenges.

Weekly counseling sessions, facilitated by a professional counselor, address emotional and personal health issues. Both male and female students benefit from this service, aiding in stress management. Separate common rooms for girls, equipped with attached washrooms, provide personal space.

Our college facilities are designed to be inclusive and gender-neutral, accommodating the needs of all students. NCC training is encouraged for girls, with separate sessions tailored for them. Despite a higher ratio of female to male students, girls excel academically and in various college activities, leading various forums and making significant contributions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://rapodar.ac.in/icc.php">https://rapodar.ac.in/icc.php</a>

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

**C. Any 2 of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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 built several waste management options, both biodegradable and non-biodegradable, as part of an effective waste-management system that maintains cleanliness and hygienic facilities at all times.

**A. Solid Waste Management:**

Dry waste and wet waste is collected separately as per the guidelines. Students are encouraged to practice the same in their homes and other work areas.

**B. Waste Recycling system (Composting):**

Green waste/ vegetable waste coming from staff canteen and also collected from the nearby vegetable market is recycled to make manure. We have a designated compost pit in our campus for the same. A beautiful manure (bio-fertilizer) is derived out of the process.

**C. E-waste Management:**

We collect e-waste (electronic and electrical waste) from our students which is given as a project/ assignment every year. This e-waste is then handed over to authorized recycling centre for its

**safe and scientific disposal.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy undertaken by the institution**

<b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5.Beyond the campus environmental promotional activities</b></li> </ol>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 actively champions inclusivity in its educational framework, particularly through the Foundation Course, where there is a deliberate focus on acknowledging and addressing India's rich multicultural tapestry. This curriculum is designed to cater to the diverse needs and rights of marginalized communities, encompassing individuals with special needs, SC-ST groups, women, children, migrants, the LGBTQ community, and senior citizens.

Numerous events and platforms within the institution serve as conduits for celebrating both national and international occasions, fostering cultural tolerance and harmony. Noteworthy instances include TEDx talks, 'Ek Bharat Sreshta Bharat' initiative of LEC.

The college extends invitations to parents of students excelling in non-academic realms. An inclusive cell provides support for differently-abled students, facilitated by a buddy program that pairs academically weaker students with high-achieving peers. During examinations, student volunteers act as scribes for those in need, and the college ensures accommodation for students with medical requirements. Additionally, students actively engage in societal contributions, including writing for the less privileged, with specific provisions for those encountering medical challenges.

The institution observes significant historical milestones and celebrates multiethnic festivals to cultivate a sense of cultural belonging and promote tolerance for diverse languages and traditions. Various socio-cultural activities organized by college forums serve as showcases for India's cultural richness, reinforcing the principle of unity in diversity and cultivating a

harmonious and inclusive environment for all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

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

The college is dedicated to instilling moral values, ethical conduct, and a sense of social responsibility in its students, even in the online learning environment. Faculty, staff, and students actively participate in activities to uphold these principles. Beyond delivering quality education, the college emphasizes the development of responsible citizenship and encourages contributions to society.

Various forums and committees within the college organize activities aimed at raising awareness among students about societal and national responsibilities. Special lectures on the Indian Constitution are conducted to educate students about their duties, and annual voter awareness drives are held to register new eligible voters and enlighten them about their rights.

Constitution Day is observed to provide education on constitutional provisions to students and employees. The foundation course curriculum incorporates essential constitutional aspects to enhance students' awareness. The NSS Unit organized an informative session on Constitution Day, covering various constitutional articles, facts, quizzes, and poster creation.

A non-academic mandatory course, Responsible Citizenship, has been successfully running since 2021-22 to instill social and environmental ethics, inspiring students to actively engage with these issues.

The institution actively promotes voter registration and voting through its application form and dedicated counter. By fostering responsible citizenship and ethical values, the college molds well-rounded individuals committed to societal welfare and environmental consciousness.



File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The institution places a strong emphasis on fostering cultural integration, both nationally and internationally, with the goal of nurturing empathy and understanding among students, faculty, staff, and stakeholders.**

**Integral to this commitment are the various college forums and committees that play a pivotal role in organizing a diverse range of activities such as workshops, webinars, quizzes, and other programs. These events are designed to celebrate and commemorate significant national and international days, including occasions**

like 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, all of which are conducted annually.

Additionally, the college actively engages in awareness campaigns on World AIDS Day and observes various other days such as 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 through the efforts of NSS, the Inclusive Cell, and other departments.

Furthermore, the institution commemorates the birth anniversaries of freedom fighters and social reformers by organizing small book exhibitions from the library inventory.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 College has two best practices- Student Induction Program (SIP) and 360 degree learning.

The Student Induction Program (SIP) stands as a testament to its commitment to holistic development and empowering students. Designed to integrate learners into a new educational paradigm, SIP goes beyond traditional academic orientation by instilling values such as empathy, integrity, and social responsibility.

Operating within an institutional framework promoting inclusivity, the program engages students in community-oriented activities, industrial visits, and self-assessment, fostering a bridge between theory and practice. With 759 participants across all UG programmes, SIP has demonstrated widespread success, symbolizing Podar's dedication to excellence, character development, and nurturing socially responsible individuals.

The next practice titled "360-Degree Learning: Navigating the Educational Spectrum with Best Practices" aims to cultivate well-rounded individuals with managerial skills and competencies. With autonomous status, the college has a Continuous Internal Evaluation pattern, focusing on comprehensive and adaptive learning approaches. Learners engage in unique teaching methodologies, fostering a learner-centric environment. Notably, the Commerce department empowered learners in event planning, adopting a fox leadership style, enhancing managerial skills. Industrial visits and diverse assignments in various courses provide practical insights. Despite challenges, the institution is committed to an enriched, supportive educational experience, emphasizing holistic development and inclusivity.

File Description	Documents
Best practices in the Institutional website	<a href="https://rapodar.ac.in/bestpractices.php">https://rapodar.ac.in/bestpractices.php</a>
Any other relevant information	Nil

### 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 the 'LEARN-INDIA' initiatives as part of its Institutional-Social Responsibility. This financial literacy initiative which had a humble beginning in 2013 with covering jail inmates, policemen, taxi drivers and nurses, has now matured into a national mission for the college. In 2022-23, Learn India covered three states: Maharashtra, Gujarat and Goa, with 58 sessions benefiting over 2479 + individuals, including staff, under privileged students, and potential investors. More than 100 dedicated students actively supported this cause. The prime teaching tools used for these programs are modules prepared by the college students specifically for the initiative. These modules are based on guidelines provided

by SEBI and BSE-IPF and cover topics like Banking, Savings, Insurance, and Investments. The content is available in English, Marathi, and Hindi to ensure easy understanding. The college ensures that the students delivering the content are well-trained by mentors to convey the message. Permissions from authorized officials are obtained for conducting the sessions. To expand the reach, the college has collaborated with different entities, including the Investor-Education-and-Welfare-Association, an NGO recognized by SEBI and BSE IPF. Through these efforts, the college aims to promote financial literacy across all corners of India.

File Description	Documents
Appropriate link in the institutional website	Nil
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. To implement NEP curriculum by adhering to norms given by the Government of Maharashtra.
2. To conduct training programmes for faculty on use of advanced IT tools for teaching, learning and research.
3. To promote research opportunities and projects.
4. To augment infrastructure for teaching and learning.
5. To create awareness about mental health of all stakeholders through workshops and outreach programs.
6. To review quality manuals and systems in light of NEP implementation.
7. To support and facilitate inclusiveness in the college campus.
8. To submit the AQAR for 2021-22 and 2022-23.
9. To continue with previous IQAC initiatives.