

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

## Part – A

**AQAR for the year (for example 2013-14)**

2016-17

### **1. Details of the Institution**

**1.1 Name of the Institution**

R.A. Podar College of Commerce

**1.2 Address Line 1**

L.N. Road

**Address Line 2**

Matunga, Mumbai

**City/Town**

Mumbai

**State**

Maharashtra

**Pin Code**

400019

**Institution e-mail address**

info@rapodar.ac.in

**Contact Nos.**

022-24143178

**Name of the Head of the Institution:**

Dr. Shobana Vasudevan

**Tel. No. with STD Code:**

**Mobile:**

**Name of the IQAC Co-ordinator**

**Mobile:**

**IQAC e-mail address:**

**1.3 NAAC Track ID** (*For ex. MHCOGN 18879*)

**OR**

**1.4 NAAC Executive Committee No. & Date:**   
(*For Example EC/32/A&A/143 dated 3-5-2004.*  
*This EC no. is available in the right corner- bottom*  
*of your institution's Accreditation Certificate*)

**1.5 Website address:**

**Web-link of the AQAR:**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A+		2004	5 yrs
2	2 <sup>nd</sup> Cycle	A	3.63	2011	5 yrs
3	3 <sup>rd</sup> Cycle	A+	3.68	2017	7 yrs
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC:** DD/MM/YYYY

**1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

- i. AQAR 2011-12\_\_\_\_\_ (24/12/2012)  
ii. AQAR 2012-13\_\_\_\_\_ (24/12/2013)  
iii. AQAR 2013-14\_\_\_\_\_ (11/10/2014)  
iv. AQAR 2014-15\_\_\_\_\_ (10/10/2015)  
v. AQAR 2015-16\_\_\_\_\_ (24/10/2016)  
vi. AQAR 2016-17\_\_\_\_\_

**1.9 Institutional Status**

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

**1.10 Type of Faculty/Programme**

Arts ☐ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

**1.11 Name of the Affiliating University (for the Colleges)**

University Of Mumbai

**1.12 Special status conferred by Central/ State Government-  
UGC/CSIR/DST/DBT/ICMR etc.**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

any other (Specify)

UGC-COP Programmes

**2. IQAC Composition and Activities**

**2.1 No. of Teachers**

06

**2.2 No. of Administrative/Technical staff**

03

**2.3 No. of students**

02

**2.4 No. of Management representatives**

01

**2.5 No. of Alumni**

01

**2. 6 No. of any other stakeholder and  
community representatives**

01

**2.7 No. of Employers/ Industrialists**

01

**2.8 No. of other External Experts**

01

**2.9 Total No. of members**

16

**2.10 No. of IQAC meetings held**

**2.11 No. of meetings with various stakeholders:**

Faculty  Students

Non-Teaching Staff  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?**  ☒

If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National   
State  Institution Level

(ii) Theme

**2.14 Significant Activities and contributions made by IQAC**

IQAC conducted the following Seminar and Workshops at the national, State and College level in 2016-17

**(A) National level**

- **NAAC sponsored national seminar on “Changing role of teachers in changing times”**  
Sessions and Speakers:

- **Keynote address on Changing Role of Teachers in Changing Times:** Dr. B.S. Madhukar, Adviser, NAAC Bengaluru
- **Educating the Netizens:** Mr. Amol Sale Senior SQA Engineer VERITAS Technologies LLC Pune
- **Teachers as facilitators and mentors:** Dr. Vijayam Ravi, Educational Consultant.
- **Enhancing Inclusivity-** Addressing heterogeneity in classroom: Dr. Vaishali Kolhe, Centre for Disability Studies and Action, School of Social Work, TISS, Mumbai.
- **Innovative Techniques for Evaluation of Learners:** Dr.Madhavi Dharankar, SNDT Women's University, Juhu.

- **Moneta Four day National Financial Literacy Program :**

Sessions and Speakers:

- **Chief Guest's Address:** Mr. Kisan Choksey, Trustee, Bombay Stock Exchange on "Smart investor and the future of the investment sector in India."
- **The Indian Financial System – Challenges and Opportunities in its reform:** Dr Ajay Shah, Professor, National Institute for Public Finance & Policy.
- **Experiences of an Accidental Entrepreneur:** Mr Burzin Dubash, Partner, Deloitte.
- **How to Create a Startup Pitch:** Mr Tarun Joshi, Director, 3i and Angel Investor.
- **Challenges and Opportunities for Small Enterprises in the wake of Demonetization:** Professor Vaidyanathan, IIM-Bangalore.
- **The Good, The Young, The Responsible: Panel Discussion** – A panel discussion involving three young entrepreneurs from across industries sharing their experiences and anecdotes about the rising social entrepreneurship industry.
- **Interactive Session with Mr. Narayan Murthy,** Founder, Infosys

**(B) State level**

**Symposium on Demonetisation – Demystified:**

Participants-Mr. Sunil Bhandare (Chief economist Tata Sons), Mr. H. P Ranina (Sr Tax Consultant) and Dr. Brinda Jahgirdar ( Ex Banker- SBI)

**(C) Institutional level**

- A workshop on Review of Literature by Principal Dr. (Mrs) Shobana Vasudevan.
- A Workshop on creating your 'Google Scholar citation profile' conducted by the Research, Development and Consultancy Cell on 6<sup>th</sup> December, 2016
- The Research, Development and Consultancy Cell conducted a Workshop on 'Use of Google Apps in Research' on 6<sup>th</sup> December, 2016, for the faculty and post-graduates Students. Prof. Asif Shaikh was the resource person for the Workshop.
- A lecture on 'Plagiarism in Research' was conducted on 13<sup>th</sup> December, 2016 by the Cell. Dr. Allan D'Souza. Vice-Principal and HOD Commerce of G.N. Khalsa College, Matunga Mumbai.
- Induction programme for new faculty members. Training sessions were conducted for the new teachers about exam supervision duties.
- Podar Canvas- an e-newsletter was initiated in August 2016. It is published on the college website.
- Wellness programme for the non-teaching staff.
- Setting up of the green gym in the campus.
- Safe E-waste disposal system initiated.
- Institutional level social awareness programs

Literacy programme- NSS, Learn India

- Community work- NSS
- Sapling Plantation- NSS
- Medical Camp- NSS
- Cleanliness and Sanitation Drive- NSS

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Sr No.	PLAN OF ACTION	ACHIEVEMENTS
1)	To strengthen the Alumni association- felicitate illustrious Alumni.	<u>Podar Ratna Awards :Edition II</u> was organised on 20th August 2016 and Twenty Illustrious alumnus were honoured with Podar Ratna Award
2)	To conduct NAAC sponsored National Seminar	Seminar on “Changing role of teachers in changing times” was conducted on 3 <sup>rd</sup> September 2016.
3)	To enhance the green initiative in the college campus.	<u>Green gym</u> : The novel idea of a green gymnasium with seven exercise machines for the campus were installed in the lawns of the college. These machines are entirely made of recyclable material and installed in the campus in the month of December 2016.
4)	To contribute to the national mission of “Swacha Bharat Abhiyan”.	<ul style="list-style-type: none"><li>○ Two <u>E-Waste collections bins</u> have been installed on the ground floor of the college.</li><li>○ Collaborated with an NGO for the beautification of Dadar Station.</li><li>○ Waste segregation was another step successfully implemented by this committee by installing color coded dustbins on each floor of the college.</li></ul>

5)	To prepare college newsletter	<u>Podar Canvas</u> : In order to provide coverage to all happenings of the college and have a chronological record that is accessible to all, a monthly e-newsletter highlighting the activities of the college forums and departments was suggested. This led to the creation of the 'Podar Canvas'. The first quarterly edition of the Podar Canvas was launched in August 2016 followed by the second in October 2016. The e-newsletter is available to all on the official website of the college.
6)	To revise timeline processes and Roll of Honor.	The Timeline boards installed on the college entrance.
7)	To strengthen the Parent Teacher's Co-ordination Committee	<u>Parent Teacher's Co-ordination Committee</u> was established for parents and teachers to work together for the best possible education and welfare of their learner. Periodic meetings for the academic year 2016-17 was conducted and an online feedback form was designed for taking feedback from parents
8)	To organize soft skills and IT training programs for non-teaching staff.	In order to digitalize the daily routine procedures of the office, an IT training session in "Masters" software was organized for the office administration. Soft skills training was also conducted for the entire staff that ranged from topics like office to email etiquette.
9)	To develop online feedback system for quality assurance.	Successfully established online feedback systems
10)	To conduct National Seminar on Library Science and Information.	Work in progress
11)	To include financial health lectures in the Wellness Program.	<ul style="list-style-type: none"> <li>○ A Financial health program was arranged by IQAC under the Wellness Program for the non-teaching staff on December 13th 2016 by Archana Bhingarde (a Podar</li> </ul>



		Alumni), a Certified Financial Planner. ○ Dr Meenakshi Desai, Executive Member IDA delivered a lecture on good dental habits.
12)	Faculty development- Outdoor Management programme.	A one day Outdoor management Program was held in Aditya Agro farms (Shapur).
13)	Standardization and monitoring of Forum activities	Systems established to carry out these activities

Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Details of the action taken

The AQAR was placed in the local Managing Committee meeting at the beginning of the academic year. The committee acknowledged and encouraged the efforts made by the IQAC in adopting strategies and tools for holistic development of the students.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	02			
UG	02		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				05
Others				
<b>Total</b>	07		01	05

**1.2 (i) Flexibility of the Curriculum:** CBCS/Core/Elective option / Open options

**(ii) Pattern of programmes:**

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

**1.3 Feedback from stakeholders\* (On all aspects))**

Alumni ☒ Parents ☒  
Employers ☐ Students ☒

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

*\*Analysis of the feedback in the Annexure*

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

The university recommends revision and updation in syllabi. There were no major revision recommended by the university.

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

NIL

**Criterion – II**

**2. Teaching, Learning and Evaluation**

**2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
17	10	7	NIL	01 Principal 01 Librarian

**2.2 No. of permanent faculty with Ph.D.**

04

### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	10	NIL	NIL	NIL	NIL	NIL	NIL	NIL	10

### 2.4 No. of Guest faculty

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### No. of Visiting faculty

08

### No. of Temporary faculty

15

### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	10	08	10
Presented papers	06	03	
Resource Persons	01	03	03

### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

It is a constant endeavour at R. A. Podar to reinvent and adopt innovative pedagogical techniques for effective learning. All modern ICT tools available are regularly used during the class lectures. The College has provided Laptops and projectors to teachers to blend ICT into their teaching. Some of the innovative teaching tools used by the teachers for the last four years are mentioned in the table below:

Case study	Projects	Group Discussion
Quiz	Textra	Short film-discussion
ICT usage	Free E-Resources	Academic Blogging
Experiential	Role play	Mind maps
Research	Presentation	Flip Flop

The College regularly organizes workshops and training sessions for teachers to enhance and

adopt newer and better method of teaching. Experts share their expertise and knowledge with the faculty and this helps them to implement the same in their own classrooms. Teachers regularly attend workshops and seminars organized in other Institutes as well. Comprehensive problem sheets are given to students in the subject of Accountancy before the lectures so that there is minimum loss of time in dictating the questions in the classroom.

The Department of English has developed a Workbook in the subject of Business Communication for students to practice. This is a highly effective method as students especially from vernacular medium can gain confidence in the subject through continuous practice.

The College has been trying out an innovative teaching methodology Textra (Text Reflection and Application). It is a collaborative way of learning. The level of students' participation in the class increases with this technique. Chart explains the method as applied to teach the concept of 'quality management' to the undergraduate students.

#### **TEXTTRA technique for teaching Quality Management**

Pre-session reading matter by Faculty	Handouts on the concept of Quality Management and Control are either distributed amongst the students or made available online through google drive.
Flipped Classroom	Students read and come prepared for the topic at home so that next day session can be devoted to answering any questions they have about the topic. This allows students to go beyond their normal boundaries and explore their natural curiosity. The students have to come up with example of use of these techniques in various companies. The class becomes a dynamic environment in which students elaborate on what they have already studied.
Collaborative Learning	Students are divided into groups and each group is assigned a task. For example, the techniques of quality control namely, TQM, quality assurance, quality circles, Kaizen, Six sigma and Service Quality Management and their usage by Companies are assigned to each group.
Reflective Learning	Students are expected to apply the Quality Management tools to the task given.

Sharing of Knowledge	Each group presents their ideas within the group. This intra group knowledge exchange helps in more clarity amongst the members of the group. Each group in turn shares their own ideas and carries it to the other group. This ensures that each group learns from each other.
Debriefing	The Faculty de briefs the concept of Quality management once again and the application of it with the students.

**2.7 Total No. of actual teaching days during this academic year**

180

**2.8 Examination/ Evaluation Reforms initiated by the Institution** (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, and Online Multiple Choice Questions)

Examination department redesigned entire examination process is in-house, continued with Centralised Paper setting

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

Curriculum restructuring

02

Curriculum Revision

02

Syllabus development

10

**2.10 Average percentage of attendance of students**

65% to 80%

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the Programme	Total no. of students appeared	Division					
		O	A	B	C	D	E
TYBCom	746	6.56%	42.22%	23.32%	15.81%	5.09%	0.13%
TYBMS	111	14.41%	54.05%	15.31%	6.30%	1.80%	6.30%

**2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:**

IQAC is committed to enhance the quality of teaching learning in the college. The committee identified the areas where measures were required to improve the teaching learning process available in college. Following were the initiatives taken:

- Innovative teaching methods adopted by teachers were collected and shared with all so that each one could adopt each other's innovative teaching methodology.
- IQAC conducted the External Academic Audit.
- Daily time sheets for monitoring lectures were initiated in 2013-14 have been developed to E- time sheet. The time sheets records the lectures taken by each teacher and the syllabi covered in each lecture for each day.
- Every year training sessions are conducted by IQAC for the new teachers about exam supervision duties with an update meeting each year for the existing invigilation team so that they are aware of any changes. The objective is to make sure that invigilators know what is expected of them.
- Feedback from different students, parents, alumni are collected by IQAC about teaching-learning, evaluation, analysed and shared with the staff
- Bridge course were conducted in the subjects of accountancy, mathematics, and statistics
- Focused learning programme for slow learning through the Remedial Coaching.
- The junior faculty members guided in assessment by the senior members of their respective department. They are given model answers and assess few answer books and submit to the senior staff assigned to them. The senior staff members then evaluates the assessment and gives the feedback.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programs	--
Orientation programs	--
Faculty exchange programme	01
Staff training conducted by the university	02
Staff training conducted by other institutions	–
Summer / Winter schools, Workshops, etc.	01
Others	–

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	35	9	0	0
Technical Staff	N.A.	N.A.	N.A.	02

### Criterion – III

## 3. Research, Consultancy and Extension

### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The College Research committee has identified four important aspects of research related initiatives. In order to institutionalise the main aspect of research four distinct subcommittee's function. They are:

- Consultancy Committee
  - Research proposal screening Committee
  - Research Publication Committee
  - Doctoral Research Committee ( Ph. D Committee)
- The member of the subcommittee meet regularly and share their inputs with the apex committee.
  - All critical decision such as budget proposal, participation in other research activities are finalised after due consultation.
  - The committee in line with the philosophy has prepared a research policy and ethical code of conduct.
  - The code and policy is as follows:

### **Ethical Code of conduct**

#### **Professional and personal integrity of researchers:**

- Researchers have a responsibility to be aware of and ensure that all relevant requirements are met for proper conduct of research.
- All the research has to be carried out under its auspices meets the highest standards while taking account of law and public interest.
- Plagiarism should be avoided or due acknowledgement has to be given while doing research work.
- Researchers during the tenure of their research should optimally use the resources available with the research centre.

#### **3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

#### **3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	02	--
Outlay in Rs. Lakhs	--	170000/-	170000/-	--

#### **3.4 Details on research publications**

	International	National	Others
Peer Review Journals	08	04	--
Non-Peer Review Journals	01	--	--
e-Journals	--	--	--
Conference proceedings	--	03	--

#### **3.5 Details on Impact factor of publications:**



Range

Average

h-index

Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2015-16	UGC	170000	NIL
Interdisciplinary Projects				
Industry sponsored	2015-17	BSE IPF	500000	500000
Projects sponsored by the University/ College	2015-16	College	20000	20000
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total			690000	520000

**3.7 No. of books published** i) With ISBN No.

2

Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

### 3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

### 3.10 Revenue generated through consultancy

5,00,000/-

### 3.11 No. of conferences organized by the Institution

Level	International	National	State	University	12	College
Number				02		01
Sponsoring agencies				College & Unvi		College

**3.12 No. of faculty served as experts, chairpersons or resource persons**

**3.13 No. of collaborations** International  National  Any other

**3.14 No. of linkages created during this year**

**3.15 Total budget for research for current year in lakhs:**

From funding agency  From Management of University/College   
Total

**3.16 No. of patents received this year:**

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	----
	Granted	----
Commercialised	Applied	----
	Granted	----

**3.17 No. of research awards/ recognitions received by faculty and research fellow of the institute in the year:**

Total	International	National	State	University	Dist	College
02	--	--	--	02	--	--

**3.18 No. of faculty from the Institution:**

Ph. D. Guides

Students registered under them

**3.19 No. of Ph.D. awarded by faculty from the Institution**

**3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF  SR  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level   
National level  International level

**3.22 No. of students participated in NCC events:**

University level  State level   
National level  International level

**3.23 No. of Awards won in NSS:**

University level  State level   
National level  International level

**3.24 No. of Awards won in NCC:**

University level  State level   
National level  International level

**3.25 No. of Extension activities organized**

University forum  College forum   
NCC  NSS  Any other

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :****1. Department of Lifelong Learning and Extension:**

In the academic year 2016-17, around one hundred and fifty seven students registered themselves for the Extension Work activity.

- The Department of Lifelong Learning organized a book publication event in association with The Extension Unit, R. A. Podar College of Commerce and Economics on 27th June, 2016.
- The Extension Teachers-in-charge and the student managers attended the first term training programme organized by DLLE in association with The Extension Unit, R. A. Podar College of Commerce and Economics on 5th July, 2016. The Extension Teachers-in-charge and the student managers attended the Second term training programme organized by DLLE. The college arranged first and second term training session in the college for the students registered with DLLE.
- The teacher in charge and students participated in Bhajan Sandhya organized by University of Mumbai on the eve of 2nd October 2014 at Gate Way of India.
- The students attended a programme organized by The University named “Coffee with VC” on 8th December.
- The students also attended seminars held in the College from 8th December to 11th December.
- The students participated in the Udaan festival and won consolation in street play.
- R. A. Podar College of Commerce and Economics is an active unit of Department of Lifelong Learning and Extension, University of Mumbai.

## **2. NSS: activities performed by our NSS students**

- University organised a state level camp “AVHAAN ”
  - Date: 5th-14th June, 2016
  - Total 1557 students participated from 37 districts in the camp, to represent their districts. Ms. Unnati Ambekar represented college .
- **Administrative Activity**
  - Date: 17th -20th June, 2016
  - Our NSS Volunteers helped the office members in the admission process of FYBCOM Students.
- **Yoga Day Activity**
  - Date: 15th- 21st June, 2016
  - Yoga Day was organised in college. All students, teaching staff, non-teaching staff, Principal Ma’am participated in the session. International Yoga Day was celebrated on 21st June in the college.
- **LSS-**
  - 21<sup>st</sup> June, 2016.
  - International Yoga Day was celebrated with children in L.S.S, the area adopted by the college.
  - University Yoga Day- Yoga Day was organized by university and organised 7 days sessions on Yoga in Kalina University Campus. All the colleges participated in the activity.
- **Planning Session**

- Date: 27th June, 2016
- Before the enrolment for the year 2015-16 started, a planning session was conducted by the SY NSS volunteers to decide on the activities for the academic year.
- **Vanmohotsav Week**
  - Date: 1st - 7th July, 2016
  - Tree plantation was done at Kalina campus of The Mumbai University.
  - It was followed by a Street Play and Rally.
  - Trees were also planted at the college premises followed by poster making and thumb drive.
  - Tree Plantation was done at Bharanpur and Chandip.
- **PCGT Seminar**
  - Date: 5th July, 2016
  - Seminar was conducted by PCGT for the discussion on the upcoming fest of PCGT.
- **FYBCOM orientation**
  - Date: 11th July, 2016
  - The volunteers helped in the orientation program of F.Y.BCOM. They managed, guided and helped the new students to explore college.
- **Welcome Skit for FYBCOM Students**
  - Date: 18th July, 2016
  - A skit performed to motivate the volunteers and enhance their ethical values.
- **Foundation Day**
  - Date: 18th July, 2016
  - The function was organized at Kalina campus of The Mumbai University. Education Minister and Head of University gave motivating speeches to the students. NSS workers were also felicitated for their contribution.
- **Anti-Ragging Squad**
  - Date: 21st - 22nd July, 2016
  - Ragging is a scar on a student's mind. The Anti Ragging Squad of NSS Unit make sure that Podarites do not become a part of such anti-social activities. Squad was active during the college hours to protect the students and raise voice against Ragging. The squad also helped the students to adjust in a new environment.
- **N.S.S Orientation**
  - Date: 27th July, 2016
  - The function was conducted to help and understand policy and ethics of NSS. Presentations were given to understand the work that is to be done throughout the year being a NSS Volunteer.
- **Stem Cell Registration**
  - Date: 28th July, 2016
  - Stem cell donor registration was organised. Total of 184 registrations were done.
- **Lokmanya Tilak University Activity**
  - Date: 1st August, 2016

- A Seminar was conducted at the Fort (Convocation Hall) which was attended by the Chief Minister of Maharashtra, Mr. Devendra Phadnavis.
- **Renaming Ceremony of Prof. U.U.BHATT Marg**
  - Date: 2nd August, 2016
  - The Renaming ceremony was arranged to restore the Prof .U.U. Bhatt Marg after almost 10 years.
- **Boot Camp**
  - Date: 3rd August, 2016
  - A camp was arranged to motivate the volunteers and to boost their morale.
- **Swachh Bharat Abhiyan**
  - Date: 4th August, 2016
  - Swachh Bharat Abhiyan was conducted at our adopted area L.S.S. The area was cleaned by our volunteers.
- **Bharanpur activity**
  - Date: 5th August, 2016
  - Book donation camp- Book donation camp was organised at Bharanpur (Adopted village of our college). Books, pens and pencil was donated by our volunteers to the school children.
  - Clean-up Drive- A clean-up drive was conducted by our volunteers.
  - Physical Training- Mass PT session was also conducted in school
  - Tree Plantation- Tree plantation was also done by our volunteers in Bharanpur.
- **College clean-up drive**
  - Date: 7th august, 2016
  - The NSS unit organized a clean drive up in our college and cleaned the whole college successfully with the motive of Clean Mumbai Green Mumbai.
- **Rally at Kranti Maidan**
  - Date: 9th August, 2016
  - The rally was conducted at Kranti Maidan in which our volunteers helped to maintain discipline amongst the crowd.
- **Blood Donation drive**
  - Date: 10th August, 2016
  - Blood donation Camp- The Camp was organized to help the Sion Hospital Blood Bank to supply blood bottles the wards. However, 60 Bottles were contributed by our NSS unit.
  - Street play & Rally- A day ago rally and street play was also organised to spread awareness.
- **Session on dengue and malaria at MD College**
  - Date: 12th August, 2016
  - A Session was conducted on the awareness of dengue and malaria at MD College for the NSS volunteers.
- **Waste Management Session at KC College**
  - Date: 12th August, 2016
  - Waste Management session was conducted by KC College to make the N.S.S Volunteers aware about the waste management.

- **Independence Day celebration**
  - Date: 15th August, 2016
  - 15<sup>th</sup> August program was managed by our N.S.S. Volunteers. Skit was also performed to make the day memorable.
  - Spread a smile- While everyone enjoys public holiday, Mumbai police is up-right on the duty for our protection and security. Our volunteers took this as an opportunity to thank the brave Mumbai police who sacrifice their holidays for us. Thus the volunteers visited 3 police stations and thanked the police officers with a card, chocolate and a smile. Also a small token of gratitude was presented to the police stations by us.
- **Leadership Training Camp (LTC)**
  - Date: 16th- 20th August, 2016
  - Leadership Training Camp was organized by the University of Mumbai. This was a district level camp. One boy and one girl was selected for Leadership Training Camp (LTC) camp in which they got personality development skill training. It was a 5 day camp in Badlapur.
- **Tiranga March**
  - Date: 22nd August, 2016
  - Rally was conducted at Kalina University Campus on account of 15th August. About 200 students participated in the Rally.
- **Workshop on street play**
  - Date: 25th Aug., 2016
  - Before starting with numerous street plays in the forthcoming year, a small workshop was organized by the seniors on the making of a street play.
- **Organ Donation**
  - Date: 30th - 31st August, 2016
  - Rally- Organ Donation Rally was conducted at Marines.
  - A seminar on Organ donation was conducted at the convocation hall, MU.
  - Another seminar on organ donation was conducted at KEM Hospital.
- **Raddi Collection For Ganesh Utsav**
  - Date: 2nd Aug, 2016
  - Raddi collection was organised for Ganeshotsav celebration to decorate stage & college auditorium passage from best out of waste model and make it eco-friendly.
- **Eco-ganesha**
  - Date: 4th Sept, 2016
  - The college celebrates Ganeshotsav. Before welcoming lord Ganesha our NSS unit took an initiative to make eco-friendly statue of Lord Ganesha.
- **Crowd controlling for Ganapati Visarjan**
  - Date: 11th & 14th Sept, 2016
  - Crowd Controlling Activity was conducted during Ganapati Visarjan in association with Matunga Police Station. A small help was given to the policemen in handling the crowd as well as traffic during Visarjan.
- **Session on Hepatitis**

- Date: 21st Sept, 2016
- The NSS unit of our college along with the NGO ‘united way’ organised a seminar on hepatitis for our volunteers as well other students. It was conducted to give information about hepatitis, its types, cure, prevention, and medical facilities etc.
- **Seminar on Waste management**
  - Date: 24th Sept, 2016
  - Seminar was conducted in order to train our Volunteers about Waste Management. Various means to manage waste was briefed to our N.S.S Volunteers.
- **NSS Day celebration**
  - Date: 24th Sept, 2016
  - N.S.S. Day was celebrated in our college on 24th September. Our Volunteers were made aware about the importance of National Service Scheme (N.S.S).
- **Pulse polio drive**
  - Date: 25th- 29th sept, 2016
  - Pulse Polio activity was conducted by our N.S.S volunteers in association with Lal Bahadur Shastri Hospital. Polio vaccine was given to the children below 5 years. Nearby areas were visited by our volunteers.
- **Lok Seva Sangam (LSS) - SHIKSHA PROJECT**
  - Date: 1st oct - 31st jan, 2016
  - LSS is an adopted area of our college situated in Sion for the last 8 years. An innovative project named ‘Shiksha’ is launched by the NSS team.
  - In this project many educational and extracurricular activities in LSS school on every Saturday for 2 hours and session were as follows:-  
Education Session  
Craft Session  
Dance Session  
Sports session
- **Hamara station Hamari Shaan**
  - Date: 1st Oct – 8th Oct, 2016
  - This activity was organized by the government of Maharashtra in order to renovate all our stations. Our Volunteers also participated in the same. Decoration of Dadar station was done by our Volunteers.
- **Vyasanmukti Rally**
  - Date: 1st Oct, 2016
  - Rally was conducted by the University of Mumbai from Azad Maidan to Gate Way of India. Nearly 20 Volunteers participated in this rally from our college.
- **Bhajan Sandhya**
  - Date: 2nd Oct, 2016
  - 2nd of October, on the occasion of Gandhi Jayanti, the University planned an activity of Bhajan Sandhya at Gate-Way of India at CST, Mumbai.
  - We had conducted a voter’s awareness campaign for 14 days in college in that we had distributed voter’s id forms to students completing 18 years of age and also collected the forms of Wadala region. More than 320 forms were distributed to the



students. This was one of the unique activity conducted by NSS Unit. In these 14 days we had rally on voter's awareness near college premises.

- Voters ID Rally (10th Oct, 2016) - Rally was conducted to make common people aware about the importance of Voter ID. Also Voter ID Registration camp was organised. Voter ID forms were made available for our college students.
- **Session On LGBT & Senior Citizens**
  - Date: 3rd Oct, 2016
  - NSS unit conducted a session on current topics i.e. LGBT and Senior citizens to all junior college students to make them aware and provide them proper understanding of this section of the society.
- **Visit to animal shelter (Parel)**
  - Date: 5th Oct, 2016
  - Our Volunteers visited the animal shelter at Parel. Volunteers fed food to the animals.
- **International Food Day Celebration**
  - Date: 16th Oct, 2016
  - On occasion of World Food Day NSS unit observed food week in college, dry food like biscuits were collected and on World Food Day distributed that food to street children.
- **Writers to Blind Students**
  - Date: 16th oct, 2016
  - Ruia College was in need of writers for the blind students of their college to write the examination. From our college there were 6 students helped them.
- **Supervision at FYBCOM Practise Paper**
  - Date: 18th oct – 25th oct, 2016
  - We NSS volunteers managed FYBCOM practise paper examination conducted by our college.
- **Diya Painting**
  - Date: 19th - 25th Oct, 2016
  - Diya painting- Diyas were painted by our NSS volunteers which were distributed in our adopted village.
  - Lantern making- Lanterns were made by NSS volunteers for distribution. A lantern making competition was organised in our adopted area.
- **Diwali celebration (Bharanpur & LSS)**
  - Date: 25th - 26th oct, 2016
  - Diwali Celebration was made at Bharanpur (Adopted Village). Decorative Diyas and Biscuits were provided to the people living there. Also Diwali was celebrated in L.S.S. (Adopted area)
- **Diwali Aankh publication university activity**
  - Date: 28th oct, 2016
  - Activity was conducted by the University of Mumbai on account of the publication of the book Aankh.
- **Run for unity**
  - Date: 31st oct, 2016

- Run for unity activity was conducted by the University of Mumbai at Marine drives. Student from various colleges participated in this activity.
- **Animal shelter visit (Chembur)**
  - Date: 5th Nov, 2016
  - National service scheme team has started an animal bonding program. Under which they visit animal shelters every month.
  - A program on animal bonding in Sion on 28th Nov 2016 was conducted for school students in which NSS volunteers also extended help.
- **Marathi Bhasha Bhavan**
  - Date: 11th nov, 2016
  - On the occasion Marathi bhasha divas, a session on Marathi bhasha was organised at Kalina campus of the university.
- **Children's day celebration**
  - Date: 14th nov, 2016
  - A day to celebrate innocence and love! Our volunteers spent their day with these tiny tots! Being around them, playing and giggling, revived our own childhood days. Times when life revolves around crayons and hopscotch are indeed the best! Spread happiness, because it's contagious!
- **Meatless day**
  - Date: 16th nov, 2016
  - Meatless day was organized at K.C. College. Our Volunteers participated in the various competitions held on account of this Day.
- **Awareness on blood on call**
  - Date: 16th nov, 2016
  - Indian government has started a new project "blood on call". NSS unit conducted a seminar in college for students to make them aware of this program.
- **PCGT- "To Shed More Light "**
  - Date: 23rd nov, 2016
  - With changing times the conventional gender roles are also changing in society. So on the topic - "to shed more light" akshara was conducted, an interactive session & discussion with college students.
- **Rashtra Abhiman Rally**
  - Date: 26th nov, 2016
  - A Rashtra Abhiman Rally was organised at marine lines. Nearly 30 Volunteers participated from our college in this rally.
- **Constitution day**
  - Date: 26th nov, 2016
  - Seminar in college- Constitution Day was celebrated in our college by our N.S.S Volunteers. Also seminar was conducted to make our colleagues aware about our constitution. Speech was given by our college students.
  - A rally was organised by university.
- **D.G. School animal bonding activity**
  - Date: 28th Nov, 2016

- Mr. Sunil Kadam conducted animal bonding activity at D.G. School. Our Volunteers helped in conducting the activity at school to create a special bond with animals.
- **Sydenham college RRC poster making competition**
  - Date: 28th Nov, 2016
  - Poster making competition was organized by Sydenham College on account of RRC. From our college Mr. Vijay Pakhare participated in this competition.
- **Compost pit inauguration**
  - Date: 29th Nov, 2016
  - Compost pit inauguration was organized on 29th Nov 2016 in our college
  - “Stri Mukti Sanghatana.” It was inaugurated by our Principal and our Programme Officer. They the process of waste management was done practically. There was also seminar conducted on Compost Pit on 3rd December 2016.
- **Red Ribbon Club Week/ Aids Week**
  - Date: 1st dec - 7th Dec, 2016
  - RRC week was celebrated for the awareness of AIDS/HIV. There were various activities conducted in this week. The head of RRC was Ms.Pruna Vanjari and Mr. Pranay Warge. RRC week started from 1st December,2016 till 7th December,2016.The following activities were conducted as per dates.
  - Rally- An aids awareness rally was organized by the R.R.C unit of our college. The rally started from our college gate.
  - The N.S.S. volunteers on the topic of AIDS Awareness conducted college Street play- Street play.
  - POSTER MAKING- A poster making competition was organized by the R.R.C club in our college.
  - Seminar- Mr. Umesh Guaghe was invited for the seminar. Seminar was organized on HIV/AIDS for the N.S.S volunteer to made them aware about HIV/AIDS.
  - Signature Campaign- A signature drive was conducted in our college premises so that the youth of our college joins the social initiative.
  - Video Byte- A innovative activity which aimed at increasing the knowledge of the local people especially the youth.
  - Balloon Display-. In which we gave a red balloon to each volunteer’s and made them stand in a shape of red ribbon and made them aware about HIV/AIDS.
  - Rangoli Competition- It was an innovative rangoli making competition.
  - T-Shirt painting- Many students participated in this competition. They executed their thoughts and ideas on T-shirts.
  - Treasure Hunt- Treasure hunt was last activity for this RRC week.
- **Coffee with Vice-Chancellor**
  - Date: 8th Dec, 2016
  - This activity was organized by University of Mumbai at convocation hall. The Vice-Chancellor was present for this activity and our Volunteers had a talk with him regarding various issues faced by them in college.
- **KC college- plate painting competition**
  - Date: 10th Dec, 2016
  - Our NSS volunteers also participated in plate painting competition held a KC college. Topic for the competition was social issue.

- **Paper Bag Workshop**
  - Date: 12th dec, 2016
  - A workshop was conducted on how to make paper bags out of newspapers, where in all the volunteers were thought practically how to make paper bags and submitted it. Later a session was even held on the usage of paper bags as a step towards an ecofriendly environment.
- **UTTUNG-A Helping Hand Towards Society**
  - Date: 19th - 20th Dec, 2016
  - N.S.S Festival Uttung was organized. This festival was especially for special children. Special children from various NGO's and Schools were invited for this fest. Various competitions such as carrom, dance, talent shows etc. was organized for these children. A Platform was provided for these special children to display their talent. Also at last, each participant was given a small token of love.
- **Christmas celebration**
  - Date: 25th dec, 2016
  - On Christmas, the idea was to spread happiness. Tri-colour bands, chocolates, wishes and smile were distributed among the kids.
- **DIGI Dhan Mela**
  - Date: 3rd Jan, 2017
  - The seminar was organised by the University of Mumbai to make students aware of the progress in digital world. The seminar focussed on how cashless transaction is easy and more convenient.
- **DEVDHOOT- R. Jhunjhunwala College Fest**
  - DATE: 5th Jan - 10th Jan 2017
  - Volunteers of NSS unit participated in inter-college festival of R.J College of Ghatkopar with great enthusiasm.
  - Our volunteers won prizes in all the competitions
    - Poster Making- 1st place
    - T-Shirt Painting- 1st & 3rd place
    - Essay Writing- 1st place
    - Poem Writing- 1st & 3rd place
    - Face Painting- 2nd place
    - Street Play- 1st place
  - We were OVERALL WINNERS.
- **Road safety programme inauguration**
  - Date: 9th Jan, 2017
  - Road safety inauguration programme was conducted by University at Nariman Point. Mr. Amitabh Bachchan also there for the inauguration programme.
- **MDAC'S Street Play Competition**
  - Date: 11th jan, 2017
  - NSS volunteers also participated in national level street play competition held by MDAC'S. Topic for the street play was HIV & AIDS as it was held by RRC. Our NSS volunteers secured second place in the competition.

- **Road Safety Week**
  - Date: 12th Jan - 14th Jan, 2017
  - NSS volunteers conducted rally for awareness about road safety.. We also conducted competitions like poster making, slogan writing, essay writing. We also shoot video with common people. We gave thank you cards to the police officer and traffic police officer as they work really hard for our safety.
- **Live Telecast Of Annual Convocation**
  - Date: 16th Jan, 2017
  - Our NSS volunteers also attended the live telecast of annual convocation of our Mumbai University which was held at Mumbai University at Kalina. Many volunteers from our NSS unit attended the session.
- **District Level Competition at SIWS College**
  - Date: 18th jan, 2017
  - Our NSS volunteers participated in District Level Competition for poster making competition and debate competition. Theme for the competition was “Changing Phase of India.” Our volunteers did very well in the competition.
- **Disaster Management Session**
  - Date: 24th jan - 25th jan, 2017
  - A practical session on disaster management was attended by NSS volunteers at BMC office, parel. The aim was to learn what first and quick action should be taken during any disaster or emergency.
- **Awareness on Hepatitis**
  - Date : 27th Jan -28th Jan , 2017
  - N.S.S. Volunteer conducted awareness on hepatitis on 27th Jan and 28th Jan 2017 in Antop-hill area. We made the people aware about the hepatitis also several vaccination was given to them in order to prevent them from hepatitis. It was conducted in association with United Way N.G.O.
  - Rally: A rally was conducted in order to make people aware about hepatitis. Basic information was provided to people.
  - Pamphlet Distribution: Pamphlets were distributed and information was provided to the people living there by our volunteers.
- **Interaction with Dr. Prakash Baba Amte**
  - Date: 29th jan, 2017
  - Our volunteers had a face to face interaction with the great personality Dr. Prakash Baba Amte. Few students of our college was selected for the interaction. They had a talk with them also several problems of the community was discussed among them.
- **Pulse Polio Drive**
  - Date: 29th jan - 3rd feb , 2017
  - Pulse Polio activity was conducted by our N.S.S volunteers in association with Lal Bahadur Shastri Hospital. Polio vaccine was given to the children below 5 years. Nearby areas were visited by our volunteers in order to give this vaccine to children below 5 years.

- **Volunteering for NAAC**
  - Date: 3rd feb - 5th feb, 2017
  - We the N.S.S. Volunteer have volunteered for crowd controlling when the NAAC peer team was in our college for their inspection.
- **Session on Cancer Awareness and Anti-Addiction**
  - Date: 4th feb, 2017
  - Attended a session on cancer and anti-addiction which was organised at Siddhart college, fort. Its aim was to spread awareness about the symptoms and precautions.
- **Pre-camp Visit / Briefing.**
  - Date: 6th feb, 2017.
  - Volunteers inspected camp site. Nearly 5-6 volunteers attended this. After that our volunteers were briefed about the camp.
- **N.S.S. Camp**
  - Date: 8th feb - 14th feb, 2017.
  - We conducted our 7 days N.S.S. Camp at our adopted village, Bharanpur. Various activities was conducted by us in this 7 days.
  - Day 1: Volunteers left from college at 8:45 a.m. in the morning and reached there at 12:30. After that the camp site was cleaned by them. An organic pit was made there for use. After that group formation was done in order to classify the students.
  - Day 2: On this day a survey was conducted in the various areas to know the basic information about the villagers. Second survey was conducted on women financial literacy apart from that we also had a interaction with the villagers.
  - Day 3: on this day our volunteers did shramdan. In which 12-13 toilet base were constructed under the system of government. Half of our volunteers were conducting P.D Session in various schools. Also vaternity camp for animals was organised on the same day.
  - Day 4; Street Play was performed by our Volunteers on this day in 6 Pada's (Village) on various social issues . Our Moto was to make the villagers aware about the social problems.
  - Day 5 : A program named- Home Minister was conducted by our volunteers for the ladies and young girls of the village for their entertainment and also the overall development. Various games was played with them.
  - Day 6 : Uttung was conducted by us on this day. This event was conducted among the school children's in different pada's . Various games was played by our volunteers with them. Also the children were given a small token of love by us. Camp fire was organised for our volunteers in which different competition was organised for our volunteers.
  - Day 7: On this day Cloth Donation, Book and Stationery Donation, Utensil donation was organised at different pada's. then we leave from there. It was a great experience.
- **Sankalp Festival, 2017:**
  - Date: 15th feb-16th feb, 2017.

- We participated in the sankalp fest which was organised by lala lajpat raj college. We won the OVERALL trophy there. Major of the events was won by us-
  - Poster Making- 1st Place
  - Street Play- 1st Place
  - Rangoli making- 2nd Place
  - Tattoo Making- 2nd Place
  - T-shirt Painting- 2nd Place
  - Group Dance- 2nd Place
  - Solo Dance- 2nd Place

#### Criterion – IV

#### **4. Infrastructure and Learning Resources**

##### **4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	67801.527sqft	---	S.P.Mandali, Pune	67801.527sqft
Class rooms	17896.475sqft	---	S.P.Mandali, Pune	17896.475sqft
Laboratories	948.634 sqft	----	S.P.Mandali, Pune + UGC XI plan	948.634 sqft
Seminar Halls	501.652 sqft	----	S.P.Mandali, Pune + UGC XI plan	501.652 sqft
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

##### **4.2 Computerization of administration and library**

The library is fully computerized with all major activities namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue) and Internet facility is also made available to the readers. Library provides computerized bar-coded Borrowing Tickets.

The library catalogue is now available 24 X 7 days on WAN. It is also linked with college website so that readers can browse it through internet.

##### **4.3 Library services: 2015-16**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7843	826330	1221	160903	9064	987233
Reference Books	55582	6761103	523	252311	56105	7013414
e-Books (Inflibnet)	3135000	5750	-	-	3135000	5750
Journals print	67	12384	-	-	67	129384
e-Journals	10810	63000	160	-	10970	63000
Digital Database	04	134737	-	-	04	134739
CD & Video	1415	148770	102	4158	1517	152928
e-resource online (DOAJ)	10235	-	-	-	10235	-
e-resource CDs	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others laptops
Existing	129	78	118	118	--	18	32	22
Added	--	--	--	--	--	--	--	--
<b>Total</b>	<b>129</b>	<b>78</b>	<b>118</b>	<b>118</b>	<b>--</b>	<b>18</b>	<b>32</b>	<b>22</b>

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Master software purchased for office management. Training to office staff provided. Teachers and students are provided with internet access in the library and two computer labs with 96 computers in total. Computers are upgraded with MS office 2013 educational.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	1,11,213
ii) Campus Infrastructure and facilities	41,21,644
iii) Equipment's	15,000
iv) Others	1,10,000
<b>Total :</b>	<b>43,57,857</b>



## Criterion – V

### 5. Student Support and Progression

The IQAC has been instrumental in organising and conducting Orientation programs for the students to create awareness of the forty active forums of the college, the class mentors, parents and students.

Helping first-generation learners by providing learning resources and books free, low-income group learners with scholarships, and/or disabled students especially blind learners by permitting them to use audio recorders to record the lectures of the teachers, special training given by teachers for eg EVS and Maths department to learn maps and graphs.

Self-Development Centre for holistic development of students.

Earn while you learn scheme for students (Post graduate and under graduate students)

Student resource centre managed for the students and by the students

Students' orientation programme is conducted at the beginning of every academic session where newly admitted students are made aware about the various Student Support Services available in the college.

The self-development centre records the progression of the students who visited the centre.

The remedial cell analysis of the results of the learners. The slow learners and students performing poorly are given focused training through remedial lectures engaged after class hours. Parents are invited for periodic open house to discuss their ward's performance.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2328	284	13	---

#### (b) No. of students outside the state

3
---

2016-17 FYbcom to Mcom and doctoral .

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1457	401	22	560	13	2453						

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career guidance forum organises lectures to guide students on the preparation for competitive examinations. The College Library prescribes to Magazines and periodicals which are used by students to prepare for competitive examinations. The College faculty's counsel and guide students for the same.

No. of students beneficiaries

Reasonable

#### 5.5 No. of students qualified in these examinations

NET	05	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others (CPT)	350

#### 5.6 Details of student counselling and career guidance

**Academic Counselling:** The teachers from the individual Departments provide academic guidance and assist on a regular basis. They encourage and guide students on various academic challenges they may occur and how to handle these challenges on a regular basis during mentoring sessions. They are also counselled on how to make a right choice and benefit from the available list of courses.

**Personal Counselling:** There is a Career Counselling Cell with a trained Counsellor who conducts regular counselling session on one to one basis every Thursday. This Cell also arranges for counselling sessions, motivational talks, by inviting experts and professionals.

**Career Guidance:** The Career and Counselling Cell arranges for career counselling by inviting experts and professionals.

## **Activities under Self Development Cell:**

### **Orientation Sessions:**

Orientation sessions for Degree College were held. It was held on 27th June 2015 in the Hall for parents and students. As well as class to class orientation has done for Junior college students it was held on 2nd July and 27th August. Orientation sessions were held to brief students about the services provided by the *Self Development Center* and also to make them aware about the venue, timings, day and purpose of the counseling cell and how confidentiality of information shared would be maintained at the center.

### **Individual Career Sessions:**

Individual career counselling sessions were held for 7 students from all streams in Degree College. Various queries from students were answered about courses, their eligibility, entrance exams and institutes. Information was also given about general options after HSC, T.Y.B.com. B. Sc. IT, MBA courses, Law, CA and CS, Civil Services, Teaching options and so forth.

### **Individual Personal Sessions:**

Individual Personal counselling sessions were held for around 100 students. Their concerns ranged mainly from academic difficulties, family issues, difficulty in oral communication, difficulty concentrating on studies, difficulties in clearing CPT and final exams, difficulty managing regular studies with external exams. All these were dealt with. Other issues such as having an inferiority complex, tendency to withdraw in groups and difficulty in socializing were also handled. Students facing conflicts with parents due to which they were unable to concentrate on their studies also visited the center for psychological and emotional intervention.

Counseling and therapy for some of these students is still ongoing on a regular weekly basis. The students are taught effective study skills techniques, concentration techniques, time management skills, goal setting, acceptance of self and techniques to handle emotional stress.

Parental counselling was also provided in case of two student clients due to the family issues.

No. of students benefitted	205
Career Guidance	1500

## 5.7 Details of campus placement

Details of campus placement 2016-17. (Final placements)

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	100	31	NA

Details of campus placement 2016-17. (CA articleship hiring)

<i>On campus</i>			
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	
05	100	34	

## 5.8 Details of gender sensitization programmes

The college has formed Women development Cell (WDC) as per the university guidelines. A special space has been provided in the ladies common room to discuss any gender bias issue with the convener of WDC. Posters with contact details of the WDC committee members have been displayed prominently in strategic places. The WDC has been active in organising gender sensitization programmes.

### Event 1: Corporate Grooming session

On 5th of August'16, the Women Development Cell of R.A.Podar college organised a Corporate Grooming Session for all the students. Most Companies invest significant time, money and resources perfecting their corporate brand and image. Employees play a big part in how that corporate brand is delivered and defined inside and outside of the company. C.A. Miss.Siddhi Mehta specializes in helping companies and organizations understand the impact of appearance and personal image on corporate brand. It is about the Visual Appearance, Verbal and Nonverbal Communication and Business as well as Social Etiquette. The first impression we give when we enter a room is in the basic form of how we look. We need to realize that the way we dress and project ourselves and the colours we wear are our initial form of communication and it is of utmost importance that we make good use of our wardrobe colours and personal grooming. The students were thankful to the speaker for helping them sort various aspects of corporate grooming.

### Event 2: BMC Hygiene Programme

Date: 10th January 2017

Venue: L. K. Waghji School & Nadkarni Park Municipality School

***“The best protection any women can have ...is courage.” – Elizabeth Cady Stanton***

One of the recent courageous step of wdc toward creating a better present and future was the hygiene programme. The workshop was organised with an aim of spreading awareness of self hygiene within the budding young females. An animated short film named “Hello Periods!” was shown to the female students of age group 11-14 years. It was an interactive session where many questions were asked, answers were given and doubts were solved. The students also pointed out to many social issues related to the same. The students freely expressed their views and problems. The session concluded with distribution of chocolates to the students not just for their attention and involvement throughout the workshop but also to celebrate the promise they made to themselves. The promise, that they believe they are a gift of God to the society and by implementation of self hygiene and safety, they shall protect and take care of not just themselves but also of their friends in order to cherish and maintain this pure gift they are to the society and themselves.

### **Event 3 : " Happy Nappy Vending Machine Orientation"**

Date: 28th January, 2017.

Time: 4.00 PM

Venue: F 3

On 27th of January, Happy Nappy Vending Machine was installed in the Reading Hall' Ladies Washroom. The Vending Machine is different compared to the vending machine installed in the Ladies Common Room for it's unique feature that it can be operated by the use of Smart Card.

On 28th of January, orientation of the Happy Nappy Vending Machine was held. Ms. and Ms. Vidya conducted an interactive session to explain all the various uses and functions of the Happy Nappy Vending Machine as well as the features of the sanitary napkins. Students of junior college gave a great response to the programme.

### **Event 4: Disaster Management**

Disaster management session was organized by NSS UNIT and WDC in collaboration with disaster management of Brihanmumbai Mahanagar Palika on 24th and 25th January 2017 session was held in disaster training center, curry road in the presence of Mr. Rajendra Lokhande senior in charge of disaster management.

On the first day of training we learned theory part of disaster management. They gave us a knowledge about earthquake, flood and tsunami in detail. Also they shown us their control room from where they handle all cameras fit on every traffic signal and main areas of Mumbai. Even they gave us a knowledge about toll free numbers of important agencies.eg: police, fire brigade, ambulance etc. In addition, we had special training on fire.

On second day, we had a practical session of disaster management where they taught us about stretcher and how to make stretchers by available resources like dupattas, ropes and even with our hands. This equipment's can made at home, office or even at colleges.

There was a special session on first aid where they explained us about first aid at situations like burn, cut, how to stop bleeding chocking, pain, how to give CPR. They explain importance of medical card.

*Our 50 volunteers were participated in this training session of NSS UNIT WDC.*

***Initiative of the year: Year started with the corporate grooming session to accomplish the empowerment aim***

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level	263	National level	08	International level	01
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### No. of students participated in cultural events

State/ University level	120	National level	02	International level	01
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### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	101	National level		International level	
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Cultural: State/ University level	10	National level		International level	01
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## 5.10 Scholarships and Financial Support

Financial Support	Number of students	Amount
Financial support from institution	--	--
Financial support from government	436	1701740
Financial support from other sources		
Number of students who received International/ National recognitions	04	160000

Amount spent on maintenance in lakhs: from Ravi

i) ICT \_\_\_\_\_

ii) Campus Infrastructure and facilities

iii) Equipment's

iv) Others.

\_\_\_\_\_

**Total :**

#### **5.11 Student organised / initiatives**

Fairs : State/ University level

National level

International level

Exhibition: State/ University level

National level

International level

5.12 No. of social initiatives undertaken by the students

03

5.13 Major grievances of students (if any) redressed: NIL

### **Criterion – VI**

#### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

At R. A. Podar College the Philosophy of education may be summed up in two sentences. ‘Samaani va aakooti samaanaa hridayaani vaham’ ( one in mind and one in heart ) — may this be the atmosphere in which we work at this college, so that a spirit of healthy competition prevails — one in which, each lives and lets another live a more purposeful life. ‘Na hi gnyaanen sadrasham pavitraniha vidyate’ (there is nothing in this universe as pure as knowledge) — may this be the mission that guides our students, so that they never stop drinking at the fountain of knowledge in all its forms, curricular, co-curricular and extra-curricular.

**6.2 Does the Institution has a management Information System**

Yes, Master software for student data

### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

#### **6.3.1 Curriculum Development**

The college is affiliated to Mumbai University therefore there is a limited scope in curriculum development and modification.

Feedback on curriculum is taken regularly from students and necessary suggestions is conveyed to the university through the member representatives in the Board of Studies (BoS).

Curriculums for the Career oriented courses offered by the college are developed internally by the respective Departments.

Our faculty members Dr. Shobana Vasudevan, Ms. Kavita Jajoo, Dr. Pradeep D. Kamthekar, Dr. Vinita Pimpale, and Ms. Sudarshana Saikia contribute in syllabus framing.

#### **6.3.2 Teaching and Learning**

Teachers are encouraged to participate on faculty development programme

- Training programme is also conducted for the faculty to enhance their teaching skills.
- Teachers are required to prepare academic calendar at the beginning of the academic session.
- Exposing students for outdoor learning through educational trips, camps etc.
- Motivating students for research activities.
- Special coaching and remedial.
- Using ICT enabled advanced methods for teaching such as: Interactive Board, Over Head Projector and Internet.
- Teaching Pedagogy
- 1. Traditional mode:
  - Chalk and Talk, Case Study, Group discussion
- 2. Presentations:
  - Ad film shows, movies, power point presentations
- 3. Guest Lectures:
  - Seminars and Workshops organized by Forums
- 4. Experiential learning:
  - Industrial visits, Long tours
  - Project work
- 5. Games:
  - Quiz, Role Plays, Management Games
- 6. Innovative:
  - Textra, Flip Flop, Mind Maps
  - Academic Blogging



### 6.3.3 Examination and Evaluation

Continuous and comprehensive evaluation: The conduct and assessment of college exams are as per university guidelines never the less, Faculty has customised some procedures as per the student needs.

- Students are alternately abled are seated in a separate class room during the exams.
- Examination processes in college have been designed by the examination committee of the College.
- In house developed program for mark sheet of the students.
- Continued with the Centralised Paper Setting, masking and coding
- Training provided to the invigilators before the examination to apprise them of any changes.

Members of Examination Committee conducted the Orientation: (VP Ms. Kavita Jajoo, Mrs. Manjusha Sawant, Dr. Vinita Pimpale, and Ms. Sudarshana Saikia).

#### Instructions to invigilators during examination

- Whilst invigilation involves preparing the environment for the student examination experience and overseeing the conduct of the examination candidates, invigilators must give candidates every opportunity, within the regulations, to attempt and complete an examination.
- Once the examination is in progress, invigilators should only talk to candidates or to each other when absolutely necessary and then in a quiet manner so as not to disturb the other candidates. It is important that the examination room is as quiet as possible at all times.
- Invigilators must not eat, read a book/newspaper; or do any unrelated work; use a mobile phone or other e-devices during the examination unless it is absolutely necessary and only related to the examination to admit the candidates into the examination room no later than 30 minutes before the start time
- Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
- Distribute the question paper to the students immediately after the bell at the start of the examination.
- Verify the admit card / I card of the students in the examination hall.
- Take the signature of the students on the attendance sheet and maintain attendance record of the examination hall.
- Invigilators must watch the students continuously and should be vigilant.
- Please move in the examination hall to prevent indiscipline / copying.

- Before masking of the answer book recheck the roll.no
- Invigilators should not leave examination hall during examination period.
- Distribute the supplement answer books / graph sheets to the students when requested by students.
- Request the students to tie their supplement answer books before 10 minutes of the end of the examination time.
- Once examination is completed, Answer books will be collected and handed over to by concerned Sr. supervisor

#### 6.3.4 Research and Development:

The Research and development Cell at Podar, aims to help its students understand the importance of research. The cell aims to develop a questioning attitude, foster and nurture the curious young minds of students and help them develop a strong research base which would help them in their future endeavours.

“Necessity is the mother of all invention” holds true to the core of the Research and Development Cell and with that same spirit the cell wishes to encourage the students of R.A. Podar College of Commerce & Economics to step up and undertake research on a multitude of topics.

#### **Some of the Activities Conducted:**

- 1) Research Lecture Series on ‘Review of Literature: Do’s and Don’ts’ on 24<sup>th</sup> August, 2016.
- 2) A Research Paper Competition was held on 5<sup>th</sup> December, 2016 for undergraduates and post-graduates students.
- 3) A Workshop on creating your ‘Google Scholar citation profile’ conducted by the Research, Development and Consultancy Cell on 6<sup>th</sup> December, 2016. This workshop was indeed extremely insightful for the entire faculty and students.
- 4) A Workshop on ‘Use of Google Apps in Research’ was conducted by the Research, Development and Consultancy Cell on 6<sup>th</sup> December, 2016, for the faculty and post-graduates Students. Prof. Asif Shaik was the resource person for the Workshop.
- 5) A lecture on ‘Plagiarism in Research’ was conducted on 13<sup>th</sup> December, 2016 by the Cell. *Dr. Allan D'Souza. Vice-Principal and HOD Commerce of G.N. Khalsa College, Matunga Mumbai* was the resource person to conduct the session.

### Research Centers-3

Research Centre	Guide	Number of Ph.D. students awarded doctoral degree	Number of Ph.D. students pursuing Ph.D
<b>Banking and Finance</b>	Dr. Mrs. Shobana Vasudevan	2	4
<b>Business Policy and Administration</b>	Dr. Mrs. Vinita Pimpale	-	5
<b>Accountancy</b>	Dr. CA. Pradeep D. Kamthekar	-	4

### Categories of Ph.D. Scholars

Senior Research Fellowships (SRF) Scholars: 01

Junior Research Fellowships (JRF) Scholars: 01

Research Scholars: 11

### List of Ph.D. Students

<b>Guide-</b> Dr. Mrs. Shobana Vasudevan <b>Subject-</b> Banking and Finance				
Sr. No.	Name	Registration no.	Stage of completion	Title of the Ph.D. Thesis
1.	Vijayalakshmi Gaikwad	03/27-06-12	Data Analysis	Analysis of Self Help Groups As a Catalyst In The Regional Development With Special Reference To Mumbai Region
2.	Anuradha Ganesh	01/15-01-2015	Data Analysis	Behavioural Pattern of the working women in the Investment decision

				making process in the Indian households with specific reference to Mumbai Metropolitan Region
3.	Sarita Bele (SRF candidate)	05/12-08-2013	Data Analysis	Developing & Sustaining Municipal Bond Market in India- Issues & Options
4.	Sanchita Roy	1/20-11-2009	Degree Awarded	A study of the information needs for the investment decision making process of the mutual fund investors of Greater Mumbai
5.	Vinda Paralkar	2/27-7-2010	Awaiting Viva Voce	Financial Derivatives as a Technique of Hedging and its Adequacy in Controlling Market Risk in Banking Sector in India
6.	Aparna Abhijit Ghaisas	04/16-07-12	Degree Awarded	A study of Social Banking initiatives in India-with special reference to Public Sector Banks in Pune region
<p align="center"><b>Guide-</b> Dr. Pradeep D. Kamthekar</p> <p align="center"><b>Subject-</b> Accountancy</p>				
1.	Radhika Dalal	26-09-16	Questionnaire stage	Study of stability and liquidity of Cotton Textile industry in India and its effect on profitability
2.	Rucha Khavanekar	26-09-16	Questionnaire stage	Comparative study of effect of working capital structure on the profitability of steel companies (small and medium) in India
3.	Zakira Matwankar	26-09-16	Questionnaire stage	Financial Analysis of Pharmaceutical Firms In India with special reference to Capital Structure Theories.
4.	Mangesh Nigudkar	26-09-16	Questionnaire stage	Financial structure analysis and its impact on profitability : A study of passenger cars and tyres industry in India
<p align="center"><b>Guide-</b> Dr. Mrs. Vinita Pimpale</p>				

<b>Subject- Business Policy and Administration</b>				
1.	Arpita Baijal (JRF candidate)	12/26-09-2016	Questionnaire stage	An evaluative study of Internet based Payment policies in Emerging E-Commerce Markets in India
2.	Kanchana Sattur	13/26-09-2016	Review of Literature	Suitability of SERVQUAL model to assess service quality in retail sector in Mumbai Metropolitan region
3.	Vinayak Karande	15/26-09-16	Review of Literature	Sales promotion measures and consumer buying behavior in quick service restaurants in Mumbai – an analysis
4.	Manju Naval Singhania	26-09-16	Collection of Data	A study of application based taxi services and its impact on passenger satisfaction in Mumbai Metropolitan region
5.	Sayali Yadav	26-09-16	Questionnaire stage	A study on changing consumption patterns among women consumers in Mumbai with reference to ready to cook food products

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Keeping in view this changing environment, Podar College library no longer restrict itself to print services but has extended its efforts to bring in virtual set up to provide access to online resources in its premises. The college library provides quality learning spaces, creates metadata of its holdings, offers virtual reference services, teaching information literacy, choosing resources and managing resource licenses, collecting and digitizing archival materials, and maintaining digital repositories. Besides this the College Library possesses a huge amount of collection in commerce and Economics and other interdisciplinary subjects. The college library has developed and maintained a virtuous blend of both, conventional and modern set up of infrastructure for providing information services in both, print and electronic forms. Needless to say that the students and teachers tend to get information at the least time with minimum human interference. To overcome this challenge, we at Podar always try to keep pace with new technologies for acquisition and dissemination of information to cater to the needs of our students and faculties from both junior and senior college. The college library also provides the users with direct access to the collection in its holding.

**Total Collection of the Library:**

	Books	72650
	Periodicals	75
	Online Journals	09
	Online Database	03
	Inflibnet e-journals	6000
	Inflibnet e-books	90000
	Back Volumes	2432
	CDs	1418
	Audio Cassettes	61
	Video Tapes	45
	Maps	211
	Newspaper	10

**Book Exhibition:**

A Book Exhibition was organised in the college hall on 21<sup>st</sup> and 22<sup>nd</sup> September 2015 wherein reputed book suppliers were invited to participate. Seven vendors actually turned up with latest titles in Commerce, Economics and multidisciplinary subjects. Library purchased 197 titles from the exhibition.

**Collection Development:**

During the academic year 2015-16 total number of books purchased by the library is 1051, subscribed to 75 (National and International) Journals and three online databases out of the available funds of Rs 6,08,000/-. Library also subscribed to INFLIBNET wherein every teacher and research.

**Fully Computerized Library:**

The library has been using the SLIM21 library software for last 13 years. The library is fully computerized with all major activities namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue) and Internet facility is also made available to the readers. Library provides computerized bar-coded Borrowing Tickets. The library catalogue is now available 24 X 7 days on WAN

**Library Facilities:**

Library provides Book Bank facility to economically weak students. This year 80 sets of books were distributed among degree college students from college book bank Scheme. This year the college library received Rs 80600/-from Students Welfare Department, University of Mumbai for

Book Bank Scheme for SC/ST and VJNT students. The college library purchased textbooks for Rs 65000/-out of the sanctioned amount and distributed 42 sets to the students for whom the amount was sanctioned.

Besides this, College library renders other services like Home reading, Reference, Documentation, Photocopying, Bibliography, Inter-Library Loan, and Current Awareness Service, Internet surfing, Hands on Practice on online Databases, e-Journals, Online Public Access Catalogue etc.

### **Library Orientation:**

FYJC students Library orientation **was** conducted from 22/7/2015 to 25/7/2015. Each division of FYJC was taken to the library wherein they were introduced to the facilities and services offered by the library. They were also shown the techniques of browsing OPAC and online journals which are available 24 X 7.

### 6.3.6 Human Resource Management

At R.A. Podar, the management believes in continuous improvements. Self-appraisals, peer evaluation and student appraisals are a norm. Teacher's feedback forms from students are taken at the end of each term. The statistical analysis is done and the respective faculty members are given a score at the end of each term.

The management at Podar believes in job satisfaction of all employees. Regular informal feedback is taken from the staff and faculty on improving the work environment.

- Knowledge exchange programmes are conducted to motivate the staff to achieve higher goals
- Family day and Diwali celebration every year are celebrated in college
- Meditation and yoga sessions for non-teaching staff.
- Wellness program for non-teaching staff
- The **Samarth Sevak Puraskar** an award given to non-teaching staff member every year is a unique feature at Podar in maintaining her commitment towards human recourse management.
- The college auditorium is made available to the staff members for family functions free of cost.
- Admission is granted to the children of college staff members on preferential basis.
- Book Bank facility is also provided to their children free of cost.
- A staff welfare fund is maintained in the college out of the contribution made by the management and interested staff members.

- Encourage newly recruited faculty members to attend orientation.
- Apart from regular duties all the staffs are members of various committees
- Certificate courses are co-ordinated by the faculty, organise seminars, workshops and talks
- Non teaching Welfare schemes are managed by the staff
- Workshop/Training programme for non-teaching staff is organised.

#### 6.3.7 Faculty and Staff recruitment

As per University of Mumbai Norms/ Government of India
--

#### 6.3.8 Industry Interaction / Collaboration

- BSE funded projects
- Collaboration with Forum of free enterprise
- NSE
- NGO's: LSS

#### 6.3.9 Admission of Students

The application form and the prospectus has been found as an effective tool for communicating the procedure and process of admission. The website **www.rapodar.ac.in** also provides valuable information about the number of seats reserved and the detailed, date wise, procedure for admission etc. With increasing usage of internet amongst the student community, the college website is becoming the most important medium of communication with the outside world. All information about the college is available on the website including the admission process. The website is regularly updated with latest developments, news and forth coming events. The College provides a prospectus and a handbook to all prospective students at the time of admission. The handbook acts as a complete guide for the students and their parents.

The admissions to the first year courses of B.Com. for outsiders is on merit basis (students who complete H.S.C. examination through R.A. Podar Junior College are admitted automatically in the aided under graduate course). The admissions to B.M.S. and M.Com. is open to all and is done on merit basis. The cut-off percentage of the previous year for these courses is also displayed in the college website in order to enable the parents and students to indulge in informed decision making. The admissions to the first year courses are strictly on the basis of overall merit. However



reservation policies of the Government of India as recommended by the University, are followed in word and spirit.

#### 6.4 Welfare schemes for

Teaching	Podar Family Day, Wellness program, Diwali Celebration, In house counselling available
Non-teaching	Wellness program, Welfare fund
Students	Book Bank, Scholarship ( state Government)

#### 6.5 Total corpus fund generated

#### 6.6 Whether annual financial audit has been done

☒

Yes

☐

No

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	
Administrative	√		√	

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

#### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

#### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

#### 6.11 Activities and support from the Alumni Association

A college is as good as the cultural and intellectual capital of its students. But, what makes it special is the strength and influence of its alumni. Podar College of Commerce and Economics

has an illustrious past. Students from the college have gone on to excel in diverse domains like Cricket, Politics and business. Every Alumni has contributed in building The Podar legacy .

The Alumni Association has been committed to the cause of creating linkages between the past and the present students of the College.

The year 2016 included the Reunion of the 1966-70 batch, 50 years after they first stepped into college. It was an occasion marked with heavy nostalgia as people who studied together so long ago were now reunited from various walks of life after more than 40 years.

The association also conducted the second Podar Ratna award Ceremony held in August 2016. The programme, celebrating the brightest of Podar's illustrious alumni bestowed the award on 20 of Podar's ex-students from fields ranging from sport to music and business to literature. Various ex-students apart from those being felicitated were present at the occasion and the programme witnessed a confluence of generations of Podarites.

An interactive session with Mr. Farokh Engineer, our alumnus and legendary Indian cricketer was held in December. Mr. Engineer spoke to the students about his days in college, about his experience and what he had learned from them and what advise he gives young students and he answered a lot of the students' questions. The Alumni Association will now be inviting another one of our brilliant gems for the Annual Prize Distribution to be conducted in February 2017.

### **6.12 Activities and support from the Parent – Teacher Association**

The Vice-Principal and the committee members meet the parents and resolve their queries. Parent Teacher meeting is organised regularly. The Principal has an open door policy and parents meet her often with their concerns and feedback.

Regular Feedback from parents is obtained.

### **6.13 Development programmes for support staff**

The Support Staff are being given training in relevant areas.

- Wellness program for holistic development.
- Information Technology training is organised for them at regular intervals.

### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

- To encourage plastic free campus. Canteens and cafeteria are instructed to limit the sale of items in a plastic container.
- Poster competition is organised to create awareness among the students.
- Tree plantation programme is also organised.

- Podar Hygiene brigade
- Printing is done on both sides of the paper to save papers.
- College has installed LED Tube Lights powered by Solar energy in the library

## **Criterion – VII**

### **7. Innovations and Best Practices**

#### **7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

The college has always encouraged creative ideas from students and staff. Following are some of the innovative practices.

- Personality Assessment test were administered for teaching and non-Teaching staff. The results were analysed by the appointed college counsellors and discussed in person with the staff members. It helped the staff member understand their areas of strength and weakness.
- Active continuum: the college has been the nodal point for various events
- Film based learning
- Wellness program for staff.
- Podar family day
- **Samarth Sevak Puraskar** for the non-teaching staff.

#### **7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

#### **7.3 Give two Best Practices of the institution:**

##### **Best Practice I**

**Name of the Practice:** Inclusive Learning: Learn India

- **Goal:** It is the aim of the college to do its bit in bridging this gap and promote ‘inclusive learning’ in the society.
- **The Context:** It is seen that the vicious circle of poverty closes in upon its victims very tightly. Education has seen to be an important cure to such ills, which however, unfortunately comes at a cost not always affordable to the poor and has failed to be inclusive. These costs, of course, are not always monetary in nature. Social constraints, spatial constraints, traditional issues also come in way of the propagation of such knowledge to those who need it.

- **Practice:** According to the problems and principles laid down above, the entire Learn India program process has been planned out to firstly, reach out to the maximum number of beneficiaries possible, whether by asking them to visit the college where possible, or sending student volunteers to visit them where the former does not apply. The modules are prepared by the students themselves and are of a language and manner that is most easily accessible. The modules are prepared in English, Hindi and Marathi. Every year, a team of students is identified to lead the initiative and plan out the course for the year under the guidance of a teacher. The areas covered are mostly rural or on the margins of society. Schools targeted are small ones with not many teachers and too many students.
- **Evidence of Success:** Every year, a certain tentative target about how many people should be reached is set and reviewed at the end. Beginning last year, there has been a practice of obtaining from the principals of schools where such sessions are conducted their feedback on the same. The same has been overwhelmingly positive and appreciative of the work taken up by Podar College. Such results show that the idea that the community needs such specific services rendered by students is correct and that there is further scope for expanding such operations and thus almost creating a parallel informal channel of education to supplement the existing formal one.
- **Problems encountered and Resources Required:** The problems of Learn India are largely physical. Since the operation is mostly in the hands of the college's student's expenses are kept to a minimum and travelling fares, when occasioned due to outstation visits are the only major expense.
- **Notes:** It has been noticed that it is better to allow a student body to form their own content for the module as it would be based more on what students themselves practicing the activities they are to teach face. Reliance on practical facts rather than bookish theory goes a long way towards improving the accessibility of the program.

## Best Practice II

**Name of the Practice:** Peer-Learning: Extending Knowledge, Widening Horizons

- **Goal:** The Goal of this practice is to create synergies amongst the 'knowledge banks' that every person carries that every person becomes an access point in a much larger database of knowledge.
- **The Context:** Humankind in its evolution from primitive states has amassed for itself a vast treasury of knowledge the extent of which is so diverse and widespread that for any human to aspire to assimilate even a very small fraction of it on his or her own is nothing short of a farce. The very complexity of modern life complemented with the complexity of the nature of human knowledge makes such a quest impossible. This makes it even more relevant for people who have specialized in particular branches of knowledge and human skill to share it with others.
- **Practice:** According to the context laid down above, Podar College encourages a network that allows continuous and voluminous exchange of knowledge, information and skill amongst the faculty and within the students. This practice helps achieve both practical results and the pure and noble objective of broadening one's mind. It is common for such exchanges to happen within the teachers for the more mature goal of learning more for the

sheer sake of learning. Thus economics professors explaining theories to other faculty members or professors from the commerce department speaking about conditions in the financial world or the mathematics department elaborating on the use of mathematical tools and techniques across various fields is a common and well-established practice in Podar.

- **Evidence of Success:** The Knowledge Exchange Programme (KEP) has been a successful initiative and its effects go well beyond the domain of that which can be expressed on paper and put into statistics. Faculty members at Podar through this gradual process slowly become well-versed with other subjects and create an environment of mutual respect and understanding that exonerates the status of purity that an educational institution should have.
- **Notes:** One of the most important features of such a programme is the underlying freedom and respect for everyone's opinion. It is a very democratic process and any amount of control or stifling pressure defiles its purity and efficiency. Hence, the college recommends that if such a pattern were to be implemented by any other college it must be supplemented by an environment where everyone has the opportunity of voicing their opinions and a corresponding willingness to hear the same.

#### **7.4 Contribution to environmental awareness / protection**

1) Green Gym

2) E- Waste collection bins

- Tree Plantation
- Awareness programme for community
- Installation of Solar lights in the campus.
- Ban on the use of plastics within campus is being monitored
- Old electronic equipment and apparatus returned to suppliers in a buy back policy
- Blood donation awareness camp
- Peace rally
- Blue ribbon movement orientation
- Ahimsa divas bhajan Sandhya
- Eco friendly Ganpati Idol installed during Ganesh Festival
- Note Books prepared by college students from unused pages
- Email encouraged for internal communication

**7.5 Whether environmental audit was conducted?**

☐☒

## 7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

### Brief on SWOT analysis.

<b>Strength :</b> Learner friendly environment supported by management and staff which brings holistic development of students Committed staff with creative ideas working despite constraints of the syllabus Student community coming from diverse background bringing with them different expertise. Academics oratory skills sports performing arts and zeal to learn Alumni: placed in very good positions and forthcoming in supporting the Alma mater. Excellent Goodwill from society: Brand Podar	<b>Weakness:</b> Space constraints both horizontal and vertical expansion not possible. Restricts any additional courses to be conducted Syllabi given by university of Mumbai. Can't modify it. Staffing pattern given by govt.
<b>Opportunities:</b> Begin with self-financing courses Seek Autonomous status Curriculum oriented foreign collaboration. Exploring Consultancy Avenues.	<b>Threats:</b> Student –Teacher ratio Changing students attitude Constraint of horizontal growth in Infrastructure Challenges in starting new courses.

## 7.7 Plans of institution for next year : Plans (2017-18)

### IQAC Plans

- 1) To create a web page each for faculty members.
- 2) To organise workshops and lectures to keep up pace with the latest trends in research, amongst educationists.
- 3) To conduct value education courses for students.
- 4) To extend delivery of Topical lectures for other stakeholders through Webinar.
- 5) To develop Unique Reference Number for students.
- 6) To design and develop simplified e- learning resources for students with poor academic performance.

- 7) To strengthen the Buddy program by recognising the “Best Buddy Team”
- 8) To conduct workshops to strengthen the EQ and SQ of staff and students.
- 9) To Register the Alumni association and strengthen its activities.
- 10) To continue with the annual academic audit.
- 11) To further elevate the green initiatives of college by introducing eco-friendly electric fixtures.
- 12) To conduct Programs on Remembrance days of National leaders and great Educationists.
- 13) To strengthen the systems formulated by Estate management committee.
- 14) To give regular training to staff to improve their IT skills.
- 15) To continue with the wellness programs.

*Name: Ms. Kavita Jajoo  
Vasudevan*

*Name: Dr. Mrs. Shobana*

*Sd/-*

*Sd/-*

*Signature of the Coordinator, IQAC  
Chairperson, IQAC*

*Signature of the*

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### **Annexure I**

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing

SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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