SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

REENA MEHTA COLLEGE OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT STUDIES

PLOT NO. 574-5, 150 FEET ROAD OPP. MAXUS MALL, BHAYANDAR WEST, MIRA BHAYANDAR, MAHARASHTRA 401101.
401101
www.rmc.edu.in

SSR SUBMITTED DATE: 20-08-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Reena Mehta College of Arts Science Commerce and Management Studies is a Linguistic Minority Educational Institution. The college is a pioneer institution offering education to poor students also.

The college has a visionary management with a mission to make education accessible to all Students. The college was started in the year 2003 by our founder Mrs. Reena Mehta with an aim to provide education to poor girls. Due to the wholehearted support of the management, the college has started many new ventures so that students can attain benefit.

The College started with a strength of 90 students in 1 programme, which has grown today to 2000 students and 13 programmes. The College has 10 undergraduates and 3 post graduate programmes. The College has efficient experienced and enthusiastic teachers. The College was accredited with 'B' Grade in 2017. The College has developed as well as constructed 2 floors Post NAAC accreditation.

The College has carved a niche for itself among all stakeholders by providing a safe academic environment. The students are empowered through value based education, discipline and varied extension activities. The College supports acquisition of knowledge by students through emphasis on interactive and participative learning.

A distinctive feature of the College is the strong bond between teachers and students as evident from the interactions and feedback. The alumni credit the Institution for imbibing values of hard work, time management, team spirit, professionalism and ethics.

The college has been actively taking part in the competitions organized by different Colleges and Universities.

The college is affiliated to University of Mumbai.

Vision

The vision of the college is "To develop the knowledge, Skills and character of our students who will help us in creating and sustaining an environment conductive to academic and professional excellence".

The Institution's Value Orientated Inclusive Culture has resulted in broader vision transcending all narrow concerns. Although the college is Gujarati Linguistic Minority, no discrimination of any kind is made for admitting students. The students from all religious sections are given admission. The college aims to provide students with quality educational experiences and support services that lead to a thinking and empowered individual.

Many of our alumni (Students) have made their name in the society and contributed for the development of nation.

Thrust areas "Vision Document- 2025" & Strategic Plan:

- To provide World-class infrastructure and resources, Introduction of skill-based programs as per the New Education Policy (NEP)
- Collaborations with National /International institution of repute
- Achieving the autonomous status for the attainment of intended learning outcome

Mission

The mission of the college is

- To build up students ethically, academically and culturally aware to serve the society
- To motivate the students to bring about environmental and social harmony
- To build competent, confident as well as positively inclined individuals
- To expose academically weak students for higher education
- To encourage and help economically deprived students for higher studies
- To enhance quality and bring about a holistic development.

Keeping in mind, Reena Mehta College of Arts Science Commerce & Management studies aims to equip students with Knowledge and skills in their chosen stream, inculcate values, identify values, and identify hidden talents and provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

A significant accomplishment of MISSION during the last FIVE year

- UGC recognition under 2f of UGC Act 1956
- Diverse multi-faculty UG-PG programs and subjects of relevance (Science, Arts, Commerce, Management, Computer Science)
- The increase in the admission during last 4 years
- Introduction of Two new programs i.e., M. Com (Accountancy, Management & E- Commerce) and B.A.
- Digital and Wi-Fi-enabled campus with an emphasis on ICT in the teaching, administration, finance &accounts, student admission & support, Examination.
- The Institution is equipped with laboratories as per the norms of the University. Placement Cell, Women's Cell, Anti-Ragging Cell, etc. aimed at ensuring security, harmony, and peaceful academic ambiance in the campus.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary, Proactive and Progressive management
- The college has a policy of giving admission on first come first serve basis and not essentially on merit.
- Conveniently located and easily accessible, the college has excellent infrastructure with sufficient number of Smart Class Rooms, Laboratories, Seminar Halls, LCD Projectors, Computers and Laptops, Computer laboratories, Library, Students' Common Room help in experiential learning.
- An active IQAC has been instrumental in introducing quality initiatives and supporting the growth and expansion of the Institution.

- Feedback on Curriculum has been collected systematically from various stakeholders such as student's teachers, alumni and employers.
- The faculty members adopt ICT for teaching, learning and evaluation process.
- The College organizes faculty development programme for academic enrichment of faculties.
- The College lays strong emphasis on all round personality development of students through extra and co-curricular activities.
- The faculty members adopt ICT for teaching, learning and evaluation process.
- The Students' Council DLLE and NSS are vibrant units working for giving wide-ranging opportunities to students.
- The college focuses on Skill training where students can get training in different courses like Tally, Retail management, GST, Android Applications, Digital Marketing etc.
- Innovative teaching and learning process and institutional LMS and YouTube Channel are effectively followed to ensures holistic education development of students
- Environmental friendly practices like rain water harvesting, LED lights, Wet, Dry and e-waste management are practiced.

Institutional Weakness

- The College being affiliated to the University of Mumbai has to adhere to the curriculum and examination system designed by University. Thus the institution does not have the freedom to make changes in curriculum as per the contemporary requirements.
- Low Contribution by the Alumni.
- Progression to further higher education suffers because many students come from economically weaker sections of society and have to support their families during and immediately after graduation.
- Lack of National and International students and faculty.
- There is only a limited revenue generation done through research and consultancy work.
- Non receipt of financial assistance from government agencies.
- Reluctance among students to take up campus placement opportunities as they are already in some jobs.
- Unhealthy admission competition from neighbouring colleges.
- Difficulties in tapping external funding from UGC/Government for developmental activities.
- Minimal exposure to civil services and overseas Career Advancement Examinations

Institutional Opportunity

- Research can be strengthened by applying for research center and research guides.
- The college can develop Industry-Academia liaisons to strengthen on campus placements and Industry oriented courses can be designed to ensure employability.
- There is scope for using the in-house capabilities for enhancing technology up gradation.
- The College has to create long term framework for Waste Management System.
- Enhance the scope of National/international MOUs and linkages for collaborative research & academic exchanges for the students and faculty.
- To introduce earn and learn scheme.
- The Covid-19 pandemic has given an opportunity to re-invent modes and methods of teaching. Students and teachers alike have innovated and adopted to new modes of engagement by training in several **Online platforms** like Microsoft Teams, Zoom, and Google Meet. Teaching- Learning process has been enhanced and supplemented by quality e-resources.

- The main focus of the college is "Learn while You Earn".

Institutional Challenge

- The College faces challenge in motivating students to be career oriented and to participate in activities in large numbers.
- As new programmes are not financially supported by the government, the fee is comparatively more than that of fees charged in Grant-in-Aid Programmes. As the college caters to the underprivileged section of society, student enrollment is a challenge in self-financed courses.
- Motivating students to undertake internships, field visits, etc., in programmes where it is not compulsory, is difficult.
- Continuous up gradation of computer infrastructure due to change in syllabus and new LMS systems involves high cost, both financially and technically.
- The college has to explore possibilities of introducing updated and current trends under the existing curricular constraints of the affiliating University.
- Difficulty in placement opportunities for graduates of Information Technology.
- Difficulty in getting govt. grants for research and development for the self-financing college.
- Framing the syllabus as per industry requirements to impart employability Skills.
- Procuring financial resources for up-gradation of infrastructure and developmental projects is often a challenge, which results in either stalling or shelving development works in the college.
- High cost of maintaining and Updating of Software and infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College is affiliated to University of Mumbai. It offers 13 programmes in all, Arts, Commerce and Management studies: 10 UG programmes, and 3 PG programmes. The syllabus for majority of the courses has been revised during last five years. In the assessment period certificate and value added courses have been conducted benefitting the students immensely.

Faculty members are paper setters, examiners and moderators at the University level. The College organizes syllabus revision workshops in association with Board of Studies, University of Mumbai. Teachers regularly attend faculty development programmes on revised syllabus. Feedback on syllabus is taken from all stakeholders including students, alumni, and employers, and the same is shared with the members of Board of Studies for necessary action.

For fostering global competencies among students, Classroom teaching is supplemented with seminars, quiz, and short films. Choice, Grading and Semester system has been introduced in all programs. Internships, field trips, and project work enhance the competitiveness of students.

The planning of the Academic and co-curricular activities of the college is executed by the IQAC before the initiation of the new academic year. Visualization of the curriculum is carried out by planning which is reflected in the Academic Calendar, and Departmental Calendar where important activities are planned regarding who, what, how, when and is indicated clearly. Teachers take utmost care to complete the syllabus in time. Post accreditation, additional division has been introduced in five programmes of B.COM, BAF, BBI,

BMS and BMM (BAMMC). Academic excellence is given prime importance both by College Development Committee and IQAC.

POs, PSOs and COs are University driven and followed by the college. These are shared with the students in the beginning of each semester. Efforts are made to enhance the mode of outcomes to fulfill the Vision and Mission of the institution, and the needs of society. In the post accreditation period the college has implemented 4 new UG programmes, 3 New PG Programmes and introduced value added courses as well as Diploma courses. The institution has also integrated issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.

Feedback on curriculum taken from students, parents, employers and alumni is analyzed and suggestions are forwarded to Coordinators. Analysis of the same is also displayed on the college website.

- Healthy mechanism **for well-planned curriculum delivery** and documentation for quality education.
- Follows **Choice Based Credit System** for various programmes.
- The college has a team of young and experienced teaching faculty to cater the curricular and co-curricular needs of the students.
- Enough care is taken for the systematic implementation of the prescribed syllabus.
- The feedback system involving the stakeholders ensures action towards addressing any gap in student progression and overall development.

Teaching-learning and Evaluation

Teaching learning activities include relevant context based education with a variety of value added, bridge, remedial, mentoring, enrichment courses, guest lectures, talks by alumni, exhibitions which assist students to develop academically.

The institution has a transparent admission process to cater for the needs of students from diverse backgrounds and geographic. The teaching-learning and evaluation are done in a transparent   way.

Innovative teaching learning experiences enrich learning systems further. Steps taken to improve both advanced and academically weak learners include specialized coaching by Department of Accountancy, Economics, and Mathematics resulting in improved scores. The experiential and participative teaching methodologies promote seminars, workshops, student exchange programmes in alignment with present day demands. Academic calendar earmarks dedicated slots for important days and weeklong educative programmes.

More than 90% of teachers use ICT tools for effective teaching with a learning management system. An effective mentoring system is followed by maintaining a 50:1 Student to mentor ratio. Management is keen on recruiting the faculty with the required qualifications as per the requirement based on the workload.

Community outreach activities include adopting NGO, interacting with malnourished children, shelter homes, orphanages. An interaction between students and senior citizens helped to arouse empathy and promote communication. Entrepreneurial skill development programmes hone student's creativity and business abilities. A gradual increase in using ICT classrooms has enabled a break from traditional pedagogical methods. Feedback from all stakeholders enforces an improvement in the quality mechanism of the college. Continuous Internal Evaluation encourages students of varying capabilities to perform well. The robust exam grievance mechanism enables a transparent approach and redressal for students within a time bound frame. Under the

recommendation of the unfair means committee, students with issues are sent for counseling to encourage leadership skills, students are placed in responsible positions in different committees.

- Student-Centric learning methods.
- The IQAC initiated steps for slow learners and advanced learners.
- The competitions like paper presentation, essay writing, elocution competition, etc. were conducted.
- The college organizes a field visit, excursion tours, industrial visits etc.
- Faculty development programs are organized to induct teachers in continuous learning and has recorded enhanced participation and presentation of papers in various seminars and conferences.

Research, Innovations and Extension

Research promotion policy provides facilities, incentives, and training to researchers. Promoting faculty to apply for research projects, presenting papers in workshops publishing in Journals and books. To improve research skill of the students and faculty the cell has organized research competition, seminars and value added courses. The institution has received an appreciation letter from the local government for extension activities organized in the nearby villages.

The faculty members and students have participated and presented research papers in various conferences, seminars and workshops. Every year the college publishes a College Magazine to encourage students for writing skills. There are 4 PhD holders, 1 research co-guide and 2 faculty pursuing PhD are working in our college. A minor research project sponsored by UGC was carried out during the period.

Infrastructure and Learning Resources

Infrastructure is the backbone of an institution and its regular up-gradation and maintenance contribute to the effective delivery of curricular, extra-curricular and administrative activities.

1. **Physical Infrastructure**: The College has   sq. ft. built-in area, with four floors, with adequate parking facility, is available for two wheelers. The building has lift, one ramp, and restroom. Classrooms equipped with LCD Projectors, Computer Labs, Laboratories, Seminar Hall, Conference Halls, Auditorium, Library, Cafeteria, Common rooms for boys and girls, basic & adequate amenities like water, electricity back up, CCTV, gym, yoga center etc. are provided.
2. **Library as Learning Resource**: The fully automated Library comprises of Digital Library, Reading Hall, Departmental Library, and Periodicals Section for accessing e-resources, Circulation Counter. Library services are fully computerized to handle routine work of Issue and Return of books online with the help of software. The library has remote access to all e-publications through N-list (INFLIBNET). Library is equipped with 10 computers. The average annual budget for library is Rs. 5 Lakhs. Library services are automated by the ILMS software SOUL 3.0; OPAC through SOUL service is also provided to the student's users in the reading room.
3. **Maintenance of Campus Infrastructure**: Regular maintenance and upkeep of IT facilities and equipment is entrusted through Annual Maintenance Contracts Systems & Solutions. Maintenance of physical infrastructure, building, class rooms, lab etc. All the departments follow well-established procedures to ensure proper functioning and maintenance of all laboratory equipment's and stocks register is maintained.
4. **IT infrastructure**: The College has an adequate ICT facility with sufficient number of computers (120)

with latest configuration and power back up. All offices and library are connected through LAN and an internet connection of Wi-Fi (200 Mbps) which can be accessed through firewall.

To support sports, NSS as well as cultural activities the college has an auditorium with a capacity of 500 students. Fire extinguishers and CCTVs are located at strategic locations over the entire campus.

The management of the college arranges up gradation and maintenance of infrastructure on request of College Development Council

Student Support and Progression

Student Support activities of the College is steered by Management Principal Head of Department and Faculties. To promote students' participation in cultural and sports activities, Students Council and Sports department arrange a series of activities like Fresher Party, Independence Day, Teachers Day, Navratri Festival, Republic day, Farewell, Sports day, Foundation day etc. In the cultural events organized by the council every year more than 1000 students participate. Mridang, an intercollegiate sports event organized from 2012 had more than 2280 students from 140 colleges who participated in the various events in the last two seasons. Alumni are involved in the development of the college and offer expertise, financial assistance etc.

Along with the scholarship and free ship provided by the government, the institute has also given discounts on fees for the benefit of the students. To improve Grievance redressal system a time line is fixed for the closure of Grievance. Placement drives initiated by the Placement cell has enabled appointment in reputed organizations and it has developed more linkages with the employers.

On the basis of the recommendations made by various departments more steps were initiated to improve career preparedness of the students which includes the following: -

- Skills Academy providing more skill certificate course.
- Guidance for competitive exams organized by various departments
- Introduction of more remedial and bridge courses
- Counselling and guidance related to career.

Students' participation in organizing events is encouraged in academic and administrative levels like department clubs, IQAC, cultural, sports. Yoga and personal counseling sessions help students in excelling in academic performance and personality development. Equal Placement opportunity is provided to all the eligible students of the college by the placement cell. An average of 35% of students is placed during the last 5 years through campus recruitment. The excellence and expertise in their specialization help students to have a better progression in higher education such as post-graduation, enhanced enrolments in the study specific areas of interest.

Governance, Leadership and Management

With a well-defined Vision and Mission statement, the Institution practices decentralization and participative management in academic and administration. The Vision and Mission of the institution translate in to action through an effective governance system. The Principal of the college has complete authority for the smooth functioning of the institution. However, The Governing Body guides the Principal regarding the

implementation of diligence and empowered to decentralize the academic and administrative activities. Academic Council regularly effectively monitors academic activities. Various Functional-Committees/Cells/Clubs are formed in which representatives of the students are involved.

The College Development Committee (CDC) is instrumental in planning, monitoring and evaluating the administration and academic processes. Staff members become part of the planning, decision making process of CDC through representative members. Major decisions like Budget, New Courses, implementation and accountability of the teaching-learning process are recommended.

Strategic plan is prepared in tune with the vision and mission of the college. Thus moving into a fully furnished new building, Modernization of laboratory and equipment, ICT enabled classrooms, Library infrastructure up-gradation, Facilities for e-learning, Safety and Security Management, Renewable energy usage system, Hygiene, and green campus. Anti-ragging, Anti Sexual harassment cell, Grievance redressal cell, and Women's cell are established.

To promote quality culture in the campus, IQAC brings in quality initiatives such as,

- Regular submission of AQAR
- Various welfare measures are undertaken.
- FDPs and SDPs for staff empowerment
- Organization of seminars/ Conferences/Workshops conducted on quality aspects
- Feedback Analysis & AAA (Academic & Administrative Audit)
- The managing council of the college with representatives, the Principal, the staff representatives collaborate in a democratic manner in carrying out the administrative responsibilities.

Internal and External Financial Audit is conducted in accordance with auditing standards generally accepted in India. The external audit is conducted by R. D. Lukad.

Institutional Values and Best Practices

The College vision to "To develop the knowledge, skills and character of our students who will helps us in creating and sustaining an environment conducive to academic and professional excellence." is achieved through various activities. Environmental Consciousness and Sustainability is practiced . A Green Audit was conducted.

Gender equality is promoted through programmes for gender sensitization and self-defense for students, teaching and non-teaching staff. Gender equity, gender sensitivity promotion initiatives are organized frequently to facilitate in creating awareness among students and the public about women's rights at home, at work, and in society.

The institution conducts an Inauguration program in the beginning of the year to ensure that the newly admitted students inculcate the code of conduct. The college has defined codes of conduct for students, Teaching and supporting staff . The institution, by providing opportunities to participate and celebrate commemorative and national days of importance to imbibe in the minds of students' awareness on contemporary issues and the spirit of Nationalism.

The institution promotes practice of national integration, communal harmony and social cohesion and

fundamental duties through various programs and activities. The College focuses on the education and development of the socially and financially weaker sections of society.

1. Initiatives towards women empowerment:

The institution, through the various committees and cells like the Women Development Cell, Association of World Women Club (AWWC), Entrepreneurship Cell & Incubation centre and other committees, each of which includes a faculty member as convenor, faculty and student members. A semester-by-semester plan of action is developed for organizing various programs such as seminars/workshops and interactive sessions. The Principal, IQAC Coordinator, and Coordinators of respective committees oversee the implementation of the plan of action.

2. Initiatives for holistic development in tune with vision and mission:

The practice of comprehensive student development necessitates concerted efforts at numerous levels by staff, students, and other stakeholders. It includes not only basic teaching-learning activities, but also a slew of other efforts such as co-curricular/extra-curricular activities, extension initiatives, students' participation in college events, expert talks, helpful infrastructural and ICT resources, and faculty engagement.

The college's forte is a plethora of co-curricular/extra-curricular and extension activities that are perfectly matched with regular study. NSS unit, DLLE, Women Cell, Placement Cell, Entrepreneurship Cell & Incubation Centre, and other committees are actively involved in the organization of these activities in order to develop in students a profound awareness to their environment.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Reena Mehta College of Arts, Science, Commerce and Management Studies
Address	Plot No. 574-5, 150 Feet Road Opp. Maxus Mall, Bhayandar West, Mira Bhayandar, Maharashtra 401101.
City	Thane
State	Maharashtra
Pin	401101
Website	www.rmc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Satinder Kaur Gujral	022-28176264	9892240385	022-2818966 1	enquiry@rmc.edu.i n
IQAC / CIQA coordinator	Vaishali P. Kothiya	022-28176258	9819960613	022-2818966 1	vaishalikothiya@r mc.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	Yes 2)Minority Status_ Notary_Merged.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Gujrati
Any Other	

Establishment Details

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	24-02-2020	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Plot No. 574-5, 150 Feet Road Opp. Maxus Mall, Bhayandar West, Mira Bhayandar, Maharashtra 401101.	Urban	0.5	2975.26

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Department Of Commerce And Allied Subjects	36	XII	English	560	506
UG	BCom,Department Of Accountancy And Finance	36	XII	English	180	147
UG	BCom,Department Of Banking And Insurance	36	XII	English	180	39
UG	BCom,Department Of Management Studies	36	XII	English	540	487
UG	BSc,Department Of Hospitality Studies	36	XII	English	30	16
UG	BA,Department Of Mass Media And Communication Skills	36	XII	English	180	98

UG	BA,Department Of Humanity And Social Science	36	XII	English	180	75
UG	BSc,Department Of Information Technology	36	XII	English	180	81
UG	BSc,Department Of Data Science	36	XII	English	48	27
UG	BSc,Department Of Natural And Pure Science	36	XII	English	60	21
PG	MCom,Pg Department Of Accountancy	24	UG	English	60	44
PG	MCom,Pg Department Of Ecommerce	24	UG	English	60	31
PG	MCom,Pg Department Of Business Management	24	UG	English	60	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				1				32
Recruited	0	0	0	0	0	0	0	0	11	21	0	32
Yet to Recruit				0				1				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				1				32
Recruited	0	0	0	0	0	1	0	1	11	21	0	32
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				26
Recruited	14	12	0	26
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				26
Recruited	14	12	0	26
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	1	0	0	0	0	1
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	20	0	29
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	7	0	9
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	907	24	2	0	933
	Female	550	14	0	0	564
	Others	0	0	0	0	0
PG	Male	30	1	0	0	31
	Female	48	1	0	0	49
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

23-08-2022 03:49:08

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	15	15	18	9
	Female	14	7	10	5
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	2
	Others	0	0	0	0
OBC	Male	35	27	20	15
	Female	7	9	7	11
	Others	0	0	0	0
General	Male	1223	1134	1150	876
	Female	613	585	601	526
	Others	0	0	0	0
Others	Male	3	1	1	0
	Female	1	1	1	0
	Others	0	0	0	0
Total		1911	1779	1808	1444

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Being an affiliated college, our course structure and the content for pedagogical transaction is designed by the parent university as per the UGC guidelines. Our top leadership is carving out the way for the fruitful implementation of multidisciplinary and interdisciplinary education which will definitely enable our students to develop the skills required in 21th century. while we will get more clarity in coming months on how the multidisciplinary and interdisciplinary approach to education being proposed in the policy shape up, we welcome the change and ready to implement in our college.
2. Academic bank of credits (ABC):	Provisions of Academic bank of Credit proposed in

	the draft of NEP to facilitate multiple entries and exit points in their academic programs. This is an innovative idea to earn and deposit credit through National schemes like SWAYAM, NPTEL. It shall be also considered for credit transfer and accumulation in this provision. By these students will be able to earn credits and get the program completed. The institute shall abide by the curriculum and structure prepared by the affiliating university in this regard.
3. Skill development:	Keeping in view the growing demand of Skilled work force in both public and private sector, Higher education institutions are framing their curriculum accordingly. The institution is offering various skill development Certificate Courses like Office Management And Life Skills, Soft skills, Travel Reservation, Retail Store Operation Assistant, Digital Marketing, Tally ERP, Advanced MS-Excel, Diploma courses like Diploma in Hotel Operation Management, Diploma in Bakery and Confectionery, Short Term Diploma in Fashion Designing, Diploma in Fashion Designing, Diploma in Interior Designing and Advanced Diploma courses like Advance Diploma in Fashion Designing & Masters Diploma in Fashion Designing are offered. University of Mumbai affiliated add on courses like Tax Procedures and Practices, Retail Marketing, Foreign Trade Management, Tourism & Travel Management and Child Care & Child Development are also offered.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is truly important for the nation's identity as well as for its Economy. In this regard appropriate integration of the Indian Knowledge system particularly teaching in Indian languages is important. Language, of course, is inextricably linked to Arts and culture. Languages influence the way people of a given culture speak with others, including with family members, authority and strangers, and also influence the tone of the conversation. In order to preserve and promote culture, one must preserve and promote a culture's languages. The RMC has faculty members having fluency of speech in other Indian languages like Gujrati, Marathi, Marvadi, etc., has the opportunity to utilize this human resource in the Indian knowledge system.

5. Focus on Outcome based education (OBE):	Outcome based education aims to bring about uniformity in syllabus for all programs in all, the affiliated colleges of University of Mumbai. Variety of approaches in teaching Learning process like lectures, seminars/workshop, tutorials, practical and project-based learning field work, technology enabled learning, internships and research work is suggested. The students' learning outcome should be defined in terms of knowledge, skills, understanding values & employability. This institution, being affiliated with concerned university follows the guidelines as and when directed.
6. Distance education/online education:	This institution is prepared, especially during COVID-19 pandemic situations and teaching learning process through different online modes. The whole college campus is WIFI enabled and hence no hindrance /obstacle in online education. Our college has offered full support in their endeavor to provide education at the doorsteps of people living in far flung areas like ours. Our college is running study centers of NIOS, Swami Vivekanand University and from our parent university. During COVID pandemic our college switched over to virtual mode of teaching through various applications viz ZOOM, Google Meet, Google Classroom etc. Once the NEP is implemented, we shall ensure smooth transaction of distance and online education as recommended by the policy framers of NEP-2020.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1577	1444	1808	1779	1911

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 106

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	25	31	31	36

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
145.65	109.29	104.44	142.12	167.41

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The institution ensures **effective curriculum delivery through a well-planned and documented process** Response:

Reena Mehta College of Arts Science Commerce & Management Studies is affiliated to University of Mumbai, and strictly follows university prescribed curriculum and takes efforts to achieve academic excellence & professional competency by adopting academic flexibility measures.

- At the commencement of the academic year, IQAC, the HoDs along with Principal engage in a brain storming session with regard to teaching-learning activities keeping in view the outcomes of the previous academic year.
- Workload allotment to teachers as per their expertise and University guidelines.
- IQAC finalizes the academic and co-curricular activities and an academic calendar is prepared.
- Time-Table Committee prepares a timetable and circulates to departments and faculties.
- Teaching Plan is prepared in the beginning of the semester by course faculties. Faculties ensures to complete the syllabus on time.
- The progress of teaching-learning is periodically discussed in IQAC meetings, meetings with Principal and Parent-Teacher's meetings.
- Different Pedagogy in teaching such as blended lecture methods, participative, experiential learning, ICT, Computer Based Learning (CBL), Self-Directed Learning (SDL) apart from Chalk and Talk are adopted in curriculum delivery. These initiatives and methodologies have resulted in excellent results in the past five years.
- Academic year commences with an Orientation Programme for the students at the beginning of the session to acquaint students' examination, learning and other support system, institutional code of conduct etc.

The **academic calendar** serves as an informational tool to plan the academic activities for students, faculty, and staff of the institution. The academic calendar is well disseminated on the website, so as other stakeholders are informed regarding the activities and events happening in the institution. The calendar includes dates for admission, the commencement of classes, workshops, seminars, practical exams, Continuous Internal Evaluation (CIE), and University Exam.

A number of co-curricular, extra-curricular activities, DLLE & NSS activities are planned in advance. The activities are also included in calendar.

Continuous Internal Evaluation

The internal and university assessment structure for theory and practical courses of UG is as tabulated

below.

Continuous Internal Evaluation (CIE)								
Theory (20 Marks) All courses except Conventional UG/PG courses		Practical (50 Marks) BSc IT, BSc DS			Practical (40 Marks) BSc HS			
Continuous evaluation	Comprehensive Test/viva	Practical	Journal	Comprehensive Test/viva	Test/Practical/ Assignment (Including Journal & Viva)	Class test	Active Participation	Overall Conduct
20	5	30	10	10	20	10	5	5

Continuous Internal Evaluation process:

1. **Announcement of overall structure schedule of CIE**
2. **Setting of Question papers**
3. **Conduct of Internal Assessment/Test/practical**
4. **Dissemination of internal assessment marks**
5. **Action is taken for the improvement of student performance**
6. **Submitting Internal Assessment marks to university**

File Description	Document
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 19

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 10.02

23-08-2022 03:49:08

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
144	264	396	50	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

The Mission and Vision of the College are in alignment with the core values stated by NAAC. The institution integrates the activities and is planned for inculcating a value system in the students.

Cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are integrated into the Curriculum of most courses offered in the college. In total 65% of the courses includes the crosscutting issues relevant to the various issues into the curriculum.

The College also promotes and integrates above issues in the following manner;

1. NSS and Student Council undertake Tree Plantation and Swachh Bharat Abhiyaan,
2. The various courses and committees in the College undertake the following and similar activities:

- Restricting use of Plastic.
- Gender Equity
- Consumer Rights
- Health & Hygine
- Collection and Disposal of E-Waste

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

23-08-2022 03:49:08

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 74.06

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 1168

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

23-08-2022 03:49:08

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 75.74

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1577	1444	1808	1779	1911

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2318	2200	2330	2120	2280

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 10.38

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
82	42	57	60	75

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
622	591	633	576	621

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 47.79

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

The IQAC ensures that faculties along with traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students.

Following measures are taken to make learning student-centric:

"When experience is the core of the learning process, learning takes place naturally"

Experiential Learning Techniques: -

- Practical's for each course like a demonstration, hands-on experience, self-directed learning by doing practical record monitoring, field visit, industrial visit, NSS camps, excursion, tour & group discussion helps students in experiential learning.
- Group Dissertation Project involving data collection, analysis, interpretation of results, suggestions, and conclusions help in widening the knowledge of students.
- Department-level educational trips, Industry visits, press visits, Theatre visits etc. are organized to nurture and expand the subject interest and learning experience.
- The students are encouraged to take part in various extra and co-curricular activities, intra/interdepartmental, inter/Intra college events which enhance their planning, organizational and managerial skills through events like Mridang (Institution's Annual cultural fest), Commerce Week, Management Fest, and Science Fair & Inter-Collegiate Fests.
- Subject experts from different domains, eminent personalities in the field of Administration,

Science and Technology, Social Sciences, Culture & Literature, Media, Business & Commerce, Social Reformers, Entrepreneurs, Artists, etc. are invited as Guest speakers to address students through seminars, ability development programs, workshops, group discussions, and industry-academia interactions.

Participative learning:

- Curricular aspects such as Group Assignment, Group Projects, Group Practical, Survey, and Practical make theoretical knowledge stronger as per the requirement of present-day learning.

- Students are encouraged to take part in various academic and non-academic competitions/events to widen their holistic and life learning skills.
- Mandatory Group events and team building activities (Group Discussions, Projects & Presentations, and Case Studies) are assigned to students which help them in reflective thinking, team problem solving, and logical addressing associated issues leading to developing collaborative, participative learning skills.
- Activities such as seminars, quizzes, and projects are conducted to stimulate the critical thinking skills of the students. Participation in various national and cultural festivals develop acceptance of unity in diversity as working with peer groups.

Problem Solving Methodologies:

- studies, Study of Current Affairs: Used to increase student participation and develop problem solving skills.
- Business Games, Business quiz: Used to develop logical reasoning and problem-solving skills.
- Assignments, quizzes, presentations: Used to develop logical reasoning and problem-solving skills.
- Project exhibitions: Questioning and exploring skills are developed among students.
- Tutorials: Problem solving skills.
- Case studies

The Institution encourage the teacher to use various ICT tools which emphasize mentoring students and enhance their learning experience. The diversity of the students in terms of their educational background and experiences makes it necessary to implement innovative ICT teaching strategies to enhance learning patterns. More than 65% of classrooms are equipped with LCDs and other teaching aids. Along with the chalk and talk, ICT enabled classes enable students to understand the concepts effectively.

The teacher uses hardware like a Personal laptop, Desktop, Projector provided by the college. Teachers are using software like Adobe pdf reader, MS-office (word, excel PowerPoint), Internet browser, YouTube. Teachers are using WhatsApp, Google classroom as a teaching and learning platform. The college emphasizes to use LMS, various tools and platforms for online teaching, it includes Zoom meetings, Google Meetings and Microsoft Team. It helped in enhancing Teaching Learning during the time of the pandemic.

File Description	Document
Upload Additional information	[View Document]
Provide Link for Additional information	[View Document]

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
33	25	31	31	36

File Description	Document
Upload supporting document	[View Document]

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 31.41

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	9	9	7	9

File Description	Document
Institutional data in the prescribed format	[View Document]

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

23-08-2022 03:49:08

Response:

The examination process is transparent and compliant with the University of Mumbai guidelines. Students and their parents are informed about examination process through orientation program in the First Year. Semester end and internal examinations of Undergraduate programmes are handled by examination committee.

Examination Committee:

The Committee consists of Convener, Co-Convener and members from all Undergraduate departments. Non-teaching staff also lend its support in administrative work. The examination committee performs following functions to maintain transparency and robustness of examination procedure:

For internal and semester end examinations:

- Time table and seating arrangement for examination are displayed on the notice board adequately in advance.
- For internal examination, syllabus is declared by subject teacher and semester end examination is conducted on entire syllabus.
- The question papers are verified to eliminate errors and stored in sealed envelope.
- Supervision duty chart is drafted and informed to teachers.
- Separate seating arrangement for students with learning disability and the writer, reader and extra time to such students as per university guidelines.
- Requisite number of copies are printed just 2 hours before actual examination.
- Attendance of students is maintained properly during examination.
- Any unfair activity of the student is reported to Unfair Means Committee for appropriate investigation and action.
- Examination Committee determines deadline for assessment of answer books. Teachers update marks in result processing software "Graded".

Additional responsibilities for semester end examinations:

- Prepare examination timetable one month in advance and its submission to lead college designated by university.
- Subject teachers prepare 3 sets of encrypted question papers and submit to the designated email address.
- The question paper for examination is selected randomly by the authority. Moderation of answer books is done as per guidelines of university.
- External moderators are called from the list of moderators provided by the lead college.
- Examination committee members verify the final result and then grade cards are printed.

Infrastructure for examination related work:

- The College has designated a specific room having necessary equipments including Computer, Printer, Photocopier and Paper -Shredder for examination work. The room has restricted access and is under continuous CCTV surveillance.

Frequency of the examinations:

- All Internal, re-internal, practical, semester end and supplementary examinations are conducted once in each semester.
- Project evaluation is done as per requirement of Programme Structure.

Additional examinations are conducted for eligible students as per university guidelines. All practical examinations, internal evaluation of projects and internal examination of Postgraduate programmes are carried out by individual departments as per university guidelines.

All these processes are-

Time bound;

- Time tables displayed well in advance,
- Hall tickets are issued at the proper time,
- Question papers submission schedule is given to faculties,
- Schedules regarding the time for application for Revaluation, evaluation and declaration of results given by the examination committee,
- Unfair means enquiry meeting and declare the decision of the Committee,
- Schedule for moderation in coordination with assessment completion,
- Schedule for submission of marks, based on which verification will begin

Transparent;

- Time-tables are displayed on the Notice Board,
- Hall tickets reflects relevant details of the examination,
- Question papers generated shall ensure maximum security, is transparent among the faculty,
- Revaluation result is displayed on the Notice Board, students can apply for photocopy of the answer paper for all theory, practical and internal examinations,
- University guidelines are adhered in moderation,
- All faculty members are aware of the result processing stages.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The College takes a number of steps in dissemination of the vision, mission and programme outcomes among students and other stakeholders. The vision and mission statement is displayed at all strategic locations in the College, College Prospectus and Institutional website. The Programme Outcomes of all graduate and post graduate programmes offered by the Institution are displayed on the College website. During the admission process, the teachers counsel the prospective students and parents on the expected outcomes of programmes for selecting their course for admission. Orientation programmes organized for all first year students acquaints the students with the vision, mission and the expected outcomes of their selected programmes. The meeting held for parents of first year students is also used to guide parents to understand the expected outcomes.

Assessment for Attainment of POs, PSOs and COs is the process carried out by the institution, that identify, collect and prepare data to evaluate the achievement of POs, PSOs and COs. Assessment methods are categorized as following.

Direct Method (80%)

- Define POs , PSOs and COs
- Setting the POs , PSOs and COs Target Articulation matrix
- CO Assessment (setting and measurement):-Internal Assessment (25%) & External Assessment (75%)
- Attainment of POs/PSOs

This method display the student's knowledge and skills from their performance in the continuous internal assessment tests, semester examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc., These methods provide a sampling of what students know or can do and provide strong evidence of student learning.

Procedure for attainment of POs, PSOs and COs through Direct Method:

- Define POs/PSOs and COs at Institutional level.
- Setting Target level of Attainment of POs/PSOs: Articulation matrix has been set with correlation levels of 3, 2, 1 and '-' which denotes high, medium, low and no correlation respectively of COs with POs/PSOs, then target attainment level for each PO/PSO is set. Setting and Measurement of COs assessment: It is calculated in levels 3,2,1 for high, medium, low respectively, on the basis of number of students obtaining greater than or equal to 50% marks in both internal and semester end examination.

- Obtain POs/PSOs attainment table: Assessment of Internal and semester end examinations are considered with the weightage of 25% and 75% respectively for attainment of POs/PSOs. **Indirect Method (20%)**

- Exit Survey
- Attainment of POs/PSOs

Indirect assessment is done through program exit survey. It is conducted for students who have graduated from the institution for that year. Relevant questionnaire to evaluate attainment of POs/PSOs is given in exit survey form.

- Obtain POs/PSOs attainment table through direct and indirect assessment methods: For B. Com(B&F), final POs , PSOs and COs attainment table for Batch 2016-19:- (Example)

Po's	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4
Direct Attainment	2.93	2.96	2.82	2.82	2.83	2.82	2.82	2.96	2.94
Indirect Attainment	2.28	2.28	2.23	2.22	2.22	2.23	2.28	2.22	2.30
Total=80%*Direct Attainment+20%*Indirect Attainment	2.80	2.82	2.70	2.70	2.70	2.70	2.71	2.81	2.81

For attainment of POs, PSOs and COs, same procedure shall be followed for all undergraduate and postgraduate programme.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 83.62

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
519	446	598	299	353

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
539	465	603	475	567

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.78

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

Response: 0.45

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.45	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Investing in scientific research and innovation are important ways to facilitate sustainable development. The Institution has created an ecosystem for innovation and transfer of knowledge through the activities of various committees/cells and departments.

IQAC in order to instill research and creative thinking among the students organizes Research Workshops, Faculty Development Programs, E- Learning Sessions for faculty members and students. The Cell has organised many multidisciplinary Research Conferences at International and National Levels to encourage not only faculties but students also.

The IQAC has established an Entrepreneurship Development Cell and Incubation Centre comprising of faculty members and students. The purpose is to mentor students to develop their innovative skills. The Centre organizes training programs, seminars and interactive sessions with successful entrepreneurs, competition on innovative ideas to promote specialized knowledge in the fields of Commerce, Management and Information Technology.

A number of workshops & Faculty Development programs on Intellectual Property Rights, Converting Research into Patent, start early - Start Now to encourage Start Ups have been conducted by people from

the industry to motivate and to empower students with entrepreneurial skills.

File Description	Document
Upload Additional information	[View Document]
Provide Link for Additional information	[View Document]

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 76

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	15	12	11	10

File Description	Document
Institutional data in the prescribed format	[View Document]

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals on UGC care list during the last five years*

Response: 29.25

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
8	14	0	9	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 128.3

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
62	11	07	17	39

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Reena Mehta College of Arts Science Commerce & Management Studies firmly believes in holistic development centered around quality education. It aims at sensitizing students towards social issues and serving the community as a whole.

College organizes extension activities in the neighborhood community that sensitizes students towards community issues, gender disparities, social inequity, etc., and inculcate social values and commitment to society.

The Institution is committed to serve the community through its extension activities conducted by various committees such as NSS, DLLE, WDC, Student Council and departments by involving students and faculties. This has resulted in creating strong relationships with the local community, local administration, schools, neighborhood organizations and non-profit organizations.

- Waste Management, Swatch Bharat Adhyayan, Anti Plastic Drive, Save Electricity, Tree Plantation, are some of the programs under this section

- The Students council with the police have taken initiatives like "No Helmet, No Entry" rule, thereby increasing awareness about traffic rules in the neighborhood. Other departments too have promoted Road Safety Measures.
- The WDC and other departments focus on promoting gender equality by organizing programs and talks on issues related to women.
- WDC brings about awareness and sensitivity in the students and instill the desire to work for an equitable, safe, and just society for women through various activities such as poster making, photography competitions, debates, and panel discussions with eminent personalities.
- National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports that aims to develop the personality of student volunteers through community services and to make them sensitive and responsible human beings who are aware of the socio-economic realities of India.
- It is experiential learning for the students as they have spent time at NGO and Vriadh Ashram(Old Age Home).

Besides these societies, each department conducts Seminars, Workshops, Talks, Donation Drives, Field trips, etc. to sensitize students and most teachers work towards inculcating these values in their classroom teaching and as living examples.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Reena Mehta College of Arts, Science, Commerce & Management Studies have been striving rigorously for the betterment of students and society. For the efforts by the institution, various government and non-government institutions have recognised appreciated and awarded us from time to time. Following is the list of awards and recognition received from 2017 to 2022.

S. No.	Activity	Awarding bodies	Ye
1	National Rural Entrepreneurship Mission	Mahatma Gandhi national council of rural education	
2	Cleanliness drive and awareness camp in Babasaheb Ambedkar Nagar Jhopadpatti	Mira Bhaindar Muncipal corporation	20
3	Mayor Chashak Kala-Krida 2019	Mira- Bhayandar Muncipal Corporation	20
4	Social Awareness Activities: Loksabha Election 2019 (Indian General Election)	Mira- Bhaindar Maha Nagarpalika	20
5	Working towards sanitation & hygiene, waste management, water management, energy management and greenery post covid 19. Recognised	Mahatma gandhi national council of rural education	20

	as Swachhta Action Plan Institution.		
6	Lifelong Learning & Extension	University of mumbai	20
7	Tree plantation	Swachh Bharat Abhiyan	20
8	Participating in seminar on Banking Vacancy Awareness	SSB Institute	20
9	Blood Donation Campaign	Doshi Memorial Charitable Trust's Blood Bank	20
10	Investor Awareness Program	CASI Global	20
11	Participation in the National Intellectual Property Awareness Mission (NIPAM)	GOI Ministry of Commerce and Industry, dept. For promotion of industry and internal trade, Office of the Controller general of patents, designs and trademarks.	20

File Description	Document
Upload Additional information	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 43

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	4	7	6	7

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 19

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The Institute has constantly endeavored to provide quality education and ensure all round development of the students in order to make them aware, responsible and empowered citizen.

The institution has a well maintained, user friendly and resilient infrastructure conducive to teaching, learning and comprehensive development of students.

The Institute has adequate infrastructure which is shared by all the programmes in two shifts and has ---- lecture halls, 2 computer labs, 2 laboratories, 15 lecture halls are equipped with LCD, 2 lecture halls with smart boards & internet in the entire campus.

The institute has 100 computers including laptops. All systems are connected to 50Mbps broadband Internet through LAN connections. The campus is under the surveillance of CCTVs installed in the campus including lecture halls.

The Institute has an examination control room and OSM facility incorporated in computers. Other facilities are Computer with webcam (to download University question papers) CCTV, Photocopier Machine, Paper Shredder, printing room.

The institute has well-stocked 2 College Library. It is fully air-conditioned, Wi-Fi enabled and has a sufficient seating capacity. The ground floor of the library has a circulation (Issue/Return) counter, Online Public Access Catalogue, Processing Section, and Stacks. The first floor has a Text-Book Section, Periodical Section and computer access. Reading facility is available for faculties and students on the ground floor as well as the third floor. The Library is connected to the internet by LAN and Wi-Fi, which has 50 Mbps internet bandwidth allows to access e-journals through INFLIBNET and N-LIST, Reference Section, Book Bank, etc.

To promote entrepreneurship and research, the Institute has established an Incubation Centre with 02 computers having Internet connectivity.

There is a separate room/cabin for Principal, Vice-Principal, Registrar, Counsellor, UG, PG staff, administrative staff and each of the Statutory committees. All departments in the College are equipped with Laptop, ample storage space for departmental documents, Projects and Assignments submitted by students.

A spacious Amphitheatre, fully equipped and air-conditioned Auditorium is available with state-of-the-art infrastructure and apparatus for co-curricular, recreational and cultural activities. It has a seating capacity of 500 persons. The auditorium has been provided with a screen and a projector.

To facilitate co-curricular and cultural activities, the college has open auditorium. With plug and play

facility to cater to the needs of the audio-visual necessity of the events, with a seating capacity 200 in the auditorium.

The college is committed to offering resourceful infrastructure for holistic growth of students. It provides adequate facilities for cultural activities, indoor and outdoor sports as well as other student and faculty support amenities.

The Committee caters to various sports and is instrumental in promoting the performance of students in different sports.

The college is planning to establish Yoga Kendra with a capacity of 50. Currently the College is conducting Yoga in the Auditorium. The yoga instructor trains as well as oversees yoga sessions for students and staff.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 100

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
145.65	109.29	104.44	142.12	167.41

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Library is partially automated using Integrated Library Management System (ILMS).

- The college Library is a gateway to a world of Information. The Staff and students have unlimited access to a wealth of Information found in resources like books, magazines, Journals, Hand Books, seminar reports. It also maintains Question Papers of all the streams for reference.
- The College Library is fully air-conditioned; Wi-Fi enabled and has a sufficient seating capacity. An e-resource Centre has been established in the library to enable students to access information for their academic pursuits through internet and e-resources.
- The OPAC (Online Public Access Catalogue) module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.
- Books are procured on the recommendation made by Library Committee & course faculties which also takes into consideration the users' requirements.
- The College library uses SOUL 3.0 for:
- Making entries for daily issue/return of books.
- Searching books by keywords like name of the author, title of the book etc.
- Regular updates of books purchased by the library.
- Generating Reports of the books issued.
- Generating reports by applying various filters like program-wise list of books, subject-wise list of books or a list of reference books etc.

The NLIST - The college has subscribed N-List (National Library & Information Services Infrastructure for scholarly content). N-LIST provides access to 6000+e-journals and 31,35000 e-books.

A Library committee consisting of the librarian and faculty members is set up every year. It organizes various Information Literacy and other events for the students and faculty members. The library staff is encouraged to attend workshops and seminars for self-upgradation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

College is equipped with all the necessary ICT infrastructure to felicitate the Teaching-Learning activity for our students.

- Information Technology has become an indispensable asset for the functioning of every institution. Hence, to meet the demands of the various stakeholders, the Institute frequently updates its IT infrastructure.

- The Institute currently has 100 computers including Laptops. The computers have been steadily upgraded either by bringing in new devices or upgrading existing devices.

- Computer Labs have adequate number of desktops maintaining student ratio.

- The college has 18 LCD projectors, 2 smart boards.

- The College has purchased Raspberry Pi Kits & Logic Circuit Trainer.

- The College has employed a full time IT Lab Assistant and consultant for maintenance and support of the ICT infrastructure.

- In general, computing and internet facilities are available to all teachers and students on the campus.

- The Institute uses open-source software. However, with respect to the prescribed syllabus, several licensed software's are also used like Microsoft for the use of various software and Windows Operating System. A licensed copy of antivirus (Quick-heal) is installed on machines. The institute has bult in firewall in load balancer.

- The Exam room has a dedicated internet connection & webcam fitted computer for downloading University question papers, a mounted CCTV which covers the entire room and is also equipped with a paper shredder and a photocopy device. From the year 2016-17, the College is using official google email-id for receiving the password protected question papers from all faculties.

- A back up is taken for all the staff systems on NAS every three to Six Hours, windows and anti-virus are updated on a regular basis. LAN and Network connections are also monitored by the IT technician.

- The computers of the college are connected with printers and scanners wherever required at all important work areas.

- Language lab and Research Lab is augmented with Head phones, Printer, software and digitized audio-video materials to develop communication skills among students, and research scholars.

- The College has an active website. The Website is dynamic and displays the latest notifications promptly.

- The institute has 24*7 CCTV surveillance in entire campus.

  - The college has three internet connection for college and one separate line for examination, having bandwidth of more than 100 mbps.

File Description	Document
Upload Additional information	[View Document]()

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 15.77

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 100

File Description	Document
Upload supporting document	[View Document]()

Other Upload Files	
1	[View Document]()
2	[View Document]()
3	[View Document]()
4	[View Document]()
5	[View Document]()
6	[View Document]()
7	[View Document]()
8	[View Document]()
9	[View Document]()

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 9.2

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
12.92	4.44	12.52	18.38	13.28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 11.25

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
453	279	151	41	34

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 56.32

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1665	434	930	548	1221

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 16.7

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
229	66	101	46	11

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
539	528	603	475	567

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 42.86

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
3	9	1	1	1

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	13	4	5	3

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 24

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	0	4	4	8

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 38.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
57	6	46	49	35

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The College has a registered Alumni Association, the Reena Mehta College of Arts, Science Commerce and management Studies Alumni Association(RMCAA).

The Managing Committee comprises of alumni-members who hold office for a three-year period and the Principal of the College is the Chairperson.

During every academic year, the institutions arranged one/ two meetings of the Alumni Association. Members were issued notices of the meeting and details of the discussion to be held. The minutes of the meetings were recorded in the minute's book.

The Alumni Association of our College has been actively working to meet the objective of being a bridge between Alumni and the Institution.

The association has planned to arrange special sessions on personality development, skill enhancement, environment protection etc.

The College Alumni are actively involved in the extension activities. They participate in Tree Plantation, Blood Donation Camp, Health Checkup, Residential Camp etc. and motivate the students.

The Alumni actively guide and mentor students in conducting college Fests.

The Alumni are involved in decision making through various committees like CDC, IQAC etc. The Alumni Association contributes towards various funds for the students as well as arranging/ organizing programmes/activities.

Every year, students who graduate from the College are felicitated in a formal convocation ceremony.

Alumni meets are organized periodically. Our esteemed Alumni Rahul Grover, Abhishek Golechha, Disha Jain, Jigar Shah, Mhd. Maruf Khan were invited to have interaction with students.

The College has launched the RMCAA alumni platform to engaged students in the college activities and keep them updated about the regular activities conducted in college.

The college felicitated Alumni entrepreneurs in inauguration of Entrepreneurship Cell and Incubation Centre where Mr. Abhishek of 2012 batch came forward for the placement of the current students.

The Alumni Association fees collected from students of the institution is 5,13,425/- INR.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

The governance of the institution is reflective of and in tune with the vision and mission of the institution.

VISION

 "To develop the knowledge, Skills and character of our students who will helps us in creating and sustaining an environment conducive to academic and professional excellence".

MISSION

- To build up Students ethically, academically and culturally aware to serve the society".

- To motivate the students to bring about environmental and social harmony".

- To enhance equality and bring about a holistic development".

- To provide education without discrimination to one and all.

The nature of governance, effective leadership, perspective plans and teacher's participation in decision making etc. are in tune with the vision and mission of the institution.

The Institution abides by the rules and regulations & policies accepted in the Governing Body. The Governing Body delegates authority to the principal, who in turn share it with the different levels of functionaries in the college. The policies are monitored and necessary corrections are made to suit the present-day requirement.

The College Development Committee (CDC), an apex body responsible for planning and evaluating the administrative and academic processes. The staff members become a part of the planning and decision-making process through their representation in the CDC.

CDC has representation of 04 teachers, 01 non-teaching and 02 students.

Major decisions related to sanctioning of budget, approval of new courses, implementation, revision and accountability of teaching learning process are taken by the Governing Body.

The principal ably supported by the Teachers-in-Charge who help in executing the strategic and perspective plans through their department members. The Principal forms the committees with the support of a teacher or a non-teaching staff for overall management of the various operations of the college.

Academic performance of an institution improvised by the decentralization policy followed by the active involvement of all stakeholders to bring forth good infrastructure and quality teaching which results in better learning outcomes in the students.

CASE STUDY

MRIDANG, The Inter Collegiate Cultural Festival

MRIDANG, The Inter Collegiate Cultural Festival of the College showcases the practice of decentralization and participative management in entirety.

The cultural Committee and then the Student Council of the College is entrusted with the task of organizing the event. To strengthen the idea of participative decision making, the Principal of the College consults with the staff members and student representatives.

Under the guidance of Staff Advisors to Student Council, various Committees and Sub-Committees are constituted to take care of Sponsorship, Finance and Accounts, Programmes, Stalls, Security, Advertising and Logistics.

The MRIDANG Core Committee and the Principal put up Duty Charts for Teaching and Nonteaching Staff. Each staff member has to voluntarily sign up for the slots of duties on both days of the event.

Decentralization of administration in Mridang refers primarily to a process, in which students are given a free hand to take decisions about the judicious use of resources, financial management, execution of programmes, security arrangements, and so on. This sort of decentralization allows the students to be more responsible, responsive, sensitive and proactive to exercise their own discretion for planning and execution in a participatory and democratic environment.

File Description	Document
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Organogram of the institution reflects the organizational structure of the institution. It shows the relationship among departments, heads, teaching and non-teaching staff etc., The top to bottom status of different units. The main purpose of organogram is to distribute responsibility/workload equally and effectively among the employees.

1. Governing Body: - It consists of top management executives. This body is responsible for the overall

growth of the institution including building, college surroundings, expansion, modernization, and renovation, etc. This body executes the decisions through the principal.

2. Principal: - At the institutional level, the principal as the head of administration acts as a bridge between the Management and staff. The principal executes all major decisions taken by the governing body. As an academic head, the Principal finalizes the schedule of all academic activities. Principal serves under the Governing Council, Government, and University bodies and adheres to all rules and regulations. Both teaching and non-teaching staff work under her. She is the ex officio chairman of all administrative committees.

3. IQAC is functioning as the advisory body for various policy matters, structures, and documentation as mandated by the statutory authorities.

4. Committees: - The Principal constitutes various committees for the smooth administration of the institution. Through these committees, all curricular and extracurricular activities are planned and incorporated in the academic calendar for further execution.

5. Parent-Teacher and Alumni Association: - These two bodies are associated with the institution to help and suggest in adopting various measures for the holistic development of the learners. Regular feedback of these bodies helps the head of the institution to frame various policies for the progress of the institution.

6. Teaching and Non-Teaching Staff:- Recruitment of teaching and non-teaching staff is done as per the directives of the University of Mumbai and the management. Code of conduct is issued to these staff and the same is implemented. Workload, duty hours, placement, etc. are followed as per norms. Yearly performance appraisal report is taken from all the, for better performance and institutional growth.

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

"Students" are the primary focus of the Institution. Hence, the Management has adopted a "student-centric approach". The Management has taken the following efforts to bring all round development of students and ensure their success:

1. Curricular Planning and Implementation.

2. Teaching- Learning Processes.

3. Infrastructure, in terms of class rooms, has been enhanced.

4. Computer Laboratory and software packages.

5. ERP based Administration.

6. Library resources.

7. Research, Collaboration and Extension Activities are promoted.

8. Transparent Examination system.

9. Continuous Internal assessment.

10. Skill enhancement and career guidance activities.

One such broad area in which the Institutional Perspective and Strategic Plan has been successfully implemented is that of Teaching, Learning and Research. This has been achieved through the deployment of Action Plan for the following initiatives:

- Faculty Development and Student development programs.

- Introduction of innovative Add-on/Certificate Courses.

- MoUs signed with Industrial sectors for training, development and placements.

- Emphasis on using the ICT tools for effective teaching and learning.

- Conferences and Seminars are organized by various departments to give an exposure to both faculty and students about the latest global trends in academics, industry, sciences and environment.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has effective welfare measures for teaching and non-teaching staff

Leave Benefits and other benefits for Teaching and Non- Teaching Staff.

- 12 days of casual leaves are provided to both teaching and non-teaching staff.

- Duty leaves to the teaching staff to attend various Orientation/Refresher/Seminar/workshops/Training Programs as per the decisions taken by Management (As per the Norms of University of Mumbai). Non-teaching staff is also provided duty leave.

- Leave granted to teaching staff to participate and present papers and to the non-teaching staff for participation in Conference/ Seminars/ Workshops/ FDP, etc.

- Reimbursement of Membership/ registration fee for conference/ Seminar/ Workshop & Professional Society.

- Class IV employees are provided Uniforms free of cost.

- A health check-up camp for staff members is an annual feature and is free of cost. Medical tests to diagnose diabetes, heart problems, oral health, anemia, calcium deficiency, ENT issues and so on are part of the camp.

- Vehicle arrangement for teaching staff for attending different programmes is provided by Management. Arrangement of Transport for teaching and Non-Teaching i.e. car for official work at University of Mumbai.

- Fee concession for children of non-teaching and teaching staff studying in the college.

- Basic Pay is revised periodically with regular increments.

- Parking space facility for two wheelers as well as four wheelers.

- Felicitation/Appreciation by College Management on faculty achievements

Support Facilities

- Canteen Staff Cafeteria

- Grievance Redressal cell.

- Internal Complaints Committee

- Parking facilities for both teaching and non-teaching staff.

- Clean drinking water facilities.

- Facilities such as lifts, ramps, braille, and others for differently abled.

- The faculty members are provided with well-equipped staff rooms.

- Sanitary pad vending machines and incinerator machines are installed in ladies' washrooms.

- Salary-in-advance can be availed by staff if needed.

ICT Facilities

- The College is fully Wi-Fi enabled.

- Two full-fledged Computer labs.

- Research Centre.

- Laptop/Desktop facilities are provided in the library and staff room.

Recreational Activities for Physical and Emotional Wellbeing

- One-day annual excursion for both teaching and non-teaching staff.

- Games are held during Sports Day for both teaching and non-teaching staff.

- Stress Management Sessions are arranged for Teaching and Non- Teaching staff.

Performance Appraisal

Every year the teaching staff is asked to submit self performance appraisal report in the prescribed format. Departmental head with necessary remarks forwards the same to the IQAC which after evaluation is forwarded to the principal. The principal after going through the report communicates to the concerned employees highlighting the areas in which more efforts are required. The action taken is then communicated to governing body.

The confidential report for the appraisal of non-teaching staff members is prepared on the following parameters and presented to governing body for necessary action.

- Work Efficiency: How efficient is the staff member

- Time Management: How efficiently they manage time and complete the given task.

- Updated Knowledge: Knowledge of the rules & regulations and other skills acquired Knowledge of

Computers:

- How competent is the staff member in operating Computers and use them for his/her work.

- Punctuality at Work Communication Skills.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 75.64

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	13	8	23	24

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 18.18

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
25	10	4	4	3

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	19	18	18	16

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Financial audit aims at ensuring financial transparency, essential for the smooth running of the institution. Institution conducts internal and external financial audits on a regular basis. Mechanism for Internal Audit and External Audit is as follows.

Internal Audit:

- Internal audit is a continuous process which ensues after each and every financial transaction, whereby the college itself carries out the initial stage of the internal audit.

- Proper procedure for purchases is adopted. Quotations are called for and prices are compared

- Corrections are effected on the basis of the audit report and clarifications called by them are submitted as an audit reply

External Audit:

- The external audit takes place annually after the completion of every financial year. The Chartered Accountant, who works as an auditor is appointed by the College.

- The bills and vouchers of the revenue expenditure are checked.

- The Management has appointed the external auditor for auditing the financial statements of the Society at the end of the financial year ending 31st March, in accordance with the accounting principles generally accepted in India. Based on the audit of financial statements, the responsibility of the auditor is to express an opinion in the form of Auditor's Report on whether the statements are

fair and free from material misstatements.

Optimal Utilization of Funds:

The Institution has its own policy for utilization of funds as it is self-reliant and independent and manages the finances effectively. (Self-Finance College)

Funds generated through fees collected from students are used to disburse salary to staff and finance other academic activities.

All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.

Recurring Expenses

Salary to staff, academic activities, transport and Institution maintenance.

Research activities

Non-Recurring Expenses

Infrastructural development facilities & construction works

Computers, Software, Lab & Sports Equipment.

Up-gradation of the infrastructural facilities in tune with the modern trends

Space crunch being a serious issue in Mumbai, ensuring optimum utilization of resources is a major challenge. The academic activities are planned to optimize use of the Seminar, Conference and Information Technology rooms as classrooms whenever needed.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC has promoted quality in the institution at various levels for better academic and administrative support such as,

- Minimum set of standards maintained in all internal activities, which consists of Regular Unit

Tests, Internal & Preparatory Exams, Intra and Inter-collegiate competitions, Assignments/Self-Study.

- The IQAC monitors the implementation of the teaching plans prepared and executed by the teachers. The IQAC expects the teachers should forward the syllabus completion report by the end of each semester.

- The campus has been equipped with ICT-enabled classrooms for the last four years. The library includes an E-resource center, with a subscription to the latest e-resources.

- Extensive use of ERP has enabled for smooth functioning.

- Online Feedback from students, alumni, parents and faculty in curriculum development is taken and analyzed.

- Conferences, Seminars, workshops and FDP are conducted regularly to enhance the Quality of the institution as Faculty could keep themselves updated to the times.

- Teachers are encouraged to participate in Syllabus Revision Workshops.

- Teacher Diary/ Teaching plan is being maintained to monitor the lecture delivery system

- IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on best practices adopted by College, Quality enhancement workshops like interpreting and implementing new NAAC guidelines, how to write SSR etc.

- Students are encouraged to present case studies and write research papers.

- IQAC organizes ICT workshops to enable teachers to intersperse technology in curriculum to make the art of classroom pedagogy more relevant and interesting for students.

- Academic and Administrative Audit is conducted from time to time.

- Gender Audit, Green Audit and ISO Audit is also conducted from time to time.

- IQAC believes in establishing a democratic pattern of administration. The Management along with the principal ensures that equal opportunities are given to staff members who are best suited for a particular department and also, they are provided with opportunities to hone their skills.

- AQAR prepared by IQAC is analyzed by the Principal and Governing body of the institution before submitting it to NAAC.

The IQAC reviews the teaching and learning process, its structures, and methodology of operation and learning outcomes periodically as per norms.

Two broad areas where these reforms are reflected are as follows:

1. Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

It has been one of the primary concerns of IQAC to adopt practices, which will provide quality education to the students through an effective and meaningful teaching-learning process.

IQAC suggests innovative pedagogical methodologies in teaching learning in addition to the completion of curriculum through Assignments, Class Tests, Tutorials etc.

IQAC promotes the culture of research amongst students by organizing Research Workshops for students.

The college offers dedicated certificate add-on courses to impart life skills and are transacted by practitioners, thus providing opportunity to students for hands-on experience and building bridges with the world of work.

2. Effective Use of ICT in Teaching and Learning

- IQAC has ensured that classrooms and labs are equipped with ICT facilities.

- New classrooms have been constructed which are multimedia equipped with projectors and whiteboards as screens.

- Teachers are encouraged to use ICT tools

- Organized workshops to familiarize the faculty with the various teaching and communication platforms.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)/ membership of international networks**
3. **Participation in NIRF**
4. **any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Institution shows gender sensitivity in providing facilities such as:

1.Safety and Security

The college gives utmost importance and priority to the safety and security of all the students and others stakeholders. ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises.

2.Counselling

The faculty members of the college are proactively engaged in counseling and mentoring of the students. They act as a friend, philosopher and guide to the students to give best directions to the creative abilities of the students, they take keen interest in their personal issues and difficulties and solve such problems according to the need, necessity and convenience. The college has counselors to interact with the students with respect to prevention of harassment, talks on moral, ethical and social behavior. the sessions are arranged on Gynecological problems, personal hygiene, self defence, etc. this empowers the girl students, lady staff thereby eradicating the evil issues of gender discrimination.

3.Common Room

Our college has a common room for girl students well equipped with CCTV cameras, mirror washroom, first aid kits and emergency medicines. We strive for regular cleanliness of the common room to maintain a hygienic environment. Besides, a separate washroom with essential amenities have been arranged in the college for women students and teachers to address their special needs.

Celebrate / organize national and international commemorative days, events and festivals

The college takes great privilege in organizing the celebration of various national festivals. Our College observes national days such as Independence Day and Republic Day on which the national flag is hoisted by the Principal and management. The college imparts the feeling of patriotism in students and staff members by celebrating the national festivals every year. Great heroes of our freedom struggle are remembered and their sacrifices for the nation are described by the speakers. In all the above events teachers, staff and students participate with great enthusiasm and perform academic and cultural activities.

The college also organizes the events to commemorate the birth and death anniversaries of famous personalities like Shivaji Maharaj Jayanti, Gandhi Jayati, Dr. Sarvpalli Radhakrishnan, Savitribai Phule so as to familiarize the students with the contribution that these respective personalities have made in the process of nation building and paving the way for its present and future developments.

We also celebrate Teachers' Day, World Environment Day, International Yoga Day, Independence Day, Republic Day, International Day against Drug Abuse and Illicit trafficking and many more. Large number of faculty members, non-teaching staff members and students participated in this event.

Other such related programmes have also been organized from time to time. interactive talks, essay writing are organized for the same.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

23-08-2022 03:49:09

Response:

"Unity in Diversity" is the primary essence of Indian society. As stated in the Mission statement:

- To build up students ethically, academically and culturally aware to serve the society.

- To motivate the student to bring about environmental and social harmony.

- To enhance equality and bring about a holistic development.

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistics, there is no intolerance towards cultural, regional, linguistic, communal socio-economic and other diversities.

The Institution organizes various cultural and extension activities on a regular basis to celebrate the diversity that exists in the country, e.g., MRIDANG. NSS, DLLE and other Departments of the Institute participate in various programmes related to social issues, e.g., Blood Donation Camp, Education Camp for the under-privileged children of nearby slums, Joy of Giving etc. Students and faculties of Reena Mehta College collected funds, donations in the form of cloths, grains, blankets etc. and extended support for Kerala & Konkan Flood.

The institution celebrated Marathi Bhasha Divas and organized an essay competition. The college has also organized Elocution competition and multilingual Story competitions in English, Hindi, or Marathi.

The institution sensitizes the students and employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular, co-curricular and extra-curricular activities. The Institute organizes

sessions & workshops like consumer guidance, Ethical Hacking, self-defense etc.

The NSS & IQAC also organized vaccination drives for college staff and students which was kept open for all during the pandemic of COVID 19.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice 1

Title of the Practice:

Initiatives towards women empowerment

Objectives of the Practice:

* To increase employability and earning potential.

* To improve their performance by improving work quality.

* To develop pupils' personalities and increase their social standing.

* to cultivate and reinforce entrepreneurial qualities

The Context:

Women's empowerment entails liberating women from the vicious circle of social, political, economic, and gender-based discrimination. It is critical for them to be trained in order to better serve their family at home and professionally. Women's economic involvement and empowerment are critical to strengthening women's rights and allowing them to have control over their life and have influence in society. Skill development not only creates job prospects but also empowers people. Women, when given the correct opportunities and exposure, may excel in any industry. Such skill development activities are held for students on a regular basis in college to implant the necessary skills and abilities in order to shape their overall personality.

The Practice:

By empowering young women, skill development training programs aim to provide skills to improve employability, boost confidence, and earn cash in order to achieve economic and social independence. Associations/cells/clubs are tasked with carrying out training programs such as certificate courses, workshops, demonstrations, hands-on training, contests, and awareness lectures to improve employable skills. The women's development cell supervises the plan of action.

Various programs were held with the active participation of the AWWC, WDC, and College, such as a one-day picnic at Mandvi Resort, Virar, Christmas Eve, and New Year celebration, "Nakshatra" An Exhibition for Ladies Celebrating Women's Day, Joy of giving drive, Unequal Pay: Gender Discrimination at Work Place, sessions on 'Smart Girls'.

Evidence of Success:

* "Nakshatra" An Exhibition for ladies Celebrating Women's Day- Business opportunities provided to females including college students wherein they put up their stalls and revenue was generated out of it. The event attracted approximately 1000 women from all over Mumbai.

- "Unequal Pay: Gender Discrimination at Work Place"- Everyone was educated on unconscious gender bias. Raising awareness about gender equality in the workplace, taking into account everyone's requirements, and providing equal chances, promotions, and awards for women. More than 250 attendees actively participated, and Gender equality was encouraged.

- Smart Girl Program- Educating girls on self-awareness, self-esteem, and self-defense, as well as communication and other life skills. Making them more self-aware. This webinar inspired and encouraged 58 students who participated in this program.

- Women's Day Special Workshop- Women with baking abilities are not limited to working at home. Rather, there are numerous job opportunities available. Furthermore, this workshop assisted approximately 350 women in improving their bakery and culinary skills.

Problems Encountered and Resources Required:

- The humble and quiet students were afraid to cross academic boundaries, limiting the success of awareness initiatives.

- Ensuring faculty members' overall support and participation in the programs is a difficult task.

- Female faculty members must handle students' impulsiveness on love concerns in adolescence.

- Organizing multiple programs during working hours has hampered classwork.

Best Practice 2

Title of the Practice:

Initiatives for holistic development in tune with vision and mission

Objectives of the Practice:

- To categorically improve academic performance among students by providing enough exposure.

- To instill empathy and teamwork in students in order to help them become respectable individuals.

- To complete students' entrepreneurial expertise and assist them in their future endeavors.

The Context:

For this best practice we aimed to address the following challenges

- To spread awareness of the necessity for the environment for human survival and to instill the

concept of sustainable resource usage in students.

- To encourage the use of creative thinking, develop problem-solving attitude, and start ventures.

- To provide opportunities to conduct research.

- To improve the skills of students, various skill development activities are to be conducted on campus.

- To collaborate with other institutes for different courses.

The Practice:

Comprehensive student development needs coordinated efforts at multiple levels by staff, students, and other stakeholders. It involves not only fundamental teaching-learning activities, but also a myriad of other endeavors such as co-curricular/extra-curricular activities, extension programs, student participation in college events, expert speeches, helpful infrastructural and ICT resources, and faculty engagement.

The institute not only focuses on academic development but also takes various initiatives in their social and other development as follows;

Academic Development

One Week Soft Skills Course for all students.
Experiential Learning Practice
Innovative learning Practice
Remedial Lectures are taken by the faculties every year to back up low-merit students.
Departmental Magazine is prepared by the students and ensures that every academic talent is appreciated.

Social Development

Organizing and taking part in a variety of competitions, seminars, and workshops.
Clean Campus Awareness and Post-Independence Cleaning Activity in Campus
NSS volunteers have taken part in Municipal Waste Management drills.
Donation for Konkan Relief Fund.

Other Developments

Placements Cell to provide them opportunities for Earn While You Learn. Students receive pre-placement training to help them prepare for interviews. The college placement record speaks for itself, and the placement records demonstrate the impact of pre-placement.
E-cell and Incubation Cell For welcoming new ideas from students and helping them with startups.
DLLE (Department of Lifelong Learning and Extension) is also at the forefront of community-based activity assistance.

Evidence of Success:

- Remedial Lectures taken by the faculties every year to back up low-merit students- Students who have fallen below the required standards receive remedial instruction.

- Donation for Konkan Relief Fund- The college's NSS wing is exceptionally efficient and diligent in carrying out multiple community development programs aimed at developing students into socially responsible individuals in the near future. Over 20 NSS volunteers actively participated in making the event a success.

- Start Early - Start Now- Intended to develop youth talent by educating them on various aspects of industrial/business activity required for the establishment of MSEs. Nearly 250 students attended the seminar.

Problems Encountered and Resources Required

Teachers can only motivate students and create conditions for holistic growth; yet, this strategy demands students' self-determination and initiative to be successful. Teachers and students have formed a relationship over time that allows them to contribute to their entire growth. The development of this coordination is a repeating component, as new students are enrolled to first-year each year and must become acquainted with this approach. Nonetheless, it is a very effective and fruitful mutual learning process for both teachers and students.

File Description	Document
Best practices as hosted on the Institutional website	**View Document**
Any other relevant information	**View Document**

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Implementation of Multidisciplinary Programmes

Reena Mehta College of Arts, Commerce, Science, and Management Studies maintains a set of high principles and criteria for community life enhancement. A mix of learning and curiosity acts from the institution over the years has resulted in positive actions for the betterment of the marginalised community. We are deeply committed to making a good difference in their lives. Externally, we are motivated to carry out our objective because we believe in the transforming power of education and research for their improvement. Our college has special qualities that have guided multidisciplinary and cross-disciplinary academic programs, as well as social-cultural fields.

The college is dedicated to quality and excellence in all of its activities, including teaching, research, training, and outreach. We aspire to provide an extraordinary education while also making substantial contributions to society on a local, national, and international scale. The institution continually inspires

students and provides a platform for the development of methodological skills, transdisciplinary scheme development, ethical and human value development, and so on. The institution's focus was always on the following vision, mission, and working methodology to ensure the community's performance standard through value-added education and multidisciplinary research. Our college is to bring together nations that want to do their part to empower the country's Future.

RMC seeks answers to address difficulties related to a comprehensive and all-encompassing approach to student development. This emphasis is on creating an enabling ecosystem of equitable opportunities for education, health, and livelihood, as well as ensuring the community's long-term development while retaining their distinct identities and cultures.

The institution/college has done an exceptional job of offering quality education to all of its students while focusing on their overall development as citizens and making attempts to advance and employ them. The Institution's performance in Teaching-Learning has been outstanding. Undergraduate and postgraduate education has long been a priority in academia. After becoming an autonomous Institution, the course frameworks for all academic programs were turned into credit-based structures, providing a new learning platform.

There has been a paradigm shift in the function of the teacher, who is now more of a facilitator than a teacher. In recent years, teachers have used a variety of teaching pedagogies, including the usage of models, software, ICT platforms, and e-resources, as well as virtual techniques. The emphasis is mostly on the pupils' learning components. Advanced students have the option to engage in research projects with a mentor-teacher and participate in scientific working model creation, producing research papers, presenting their research work, and so on. After conducting a proper SWOT analysis of the student, each student is allocated a mentor-teacher who assists the student in their academic advancement and placements. With one mandated online evaluation, the assessment techniques are flexible.

There has been a paradigm shift in the function of the teacher, who is now more of a facilitator than a teacher. In recent years, teachers have used a variety of teaching pedagogies, including the usage of models, software, ICT platforms, and e-resources, as well as virtual techniques. The emphasis is mostly on the pupils' learning components. Advanced students have the option to engage in research projects with a mentor-teacher and participate in scientific working model creation, producing research papers, presenting their research work, and so on. After conducting a proper SWOT analysis of the student, each student is allocated a mentor-teacher who assists the student in their academic advancement and placements. With one mandated online evaluation, the assessment techniques are flexible. There are now computers and computer laboratories. The institutional uniqueness can be summed up as follows:

1. The institution provides a wide range of undergraduate and postgraduate academic programs.

Undergraduate Programs
Bachelor of Arts (B.A)
Bachelor of Commerce (B.Com.)
Bachelor of Science (B.Sc.)
Bachelor of Management Studies (B.M.S.)
Bachelor of Mass Media (BAMMC)
BCom (Accounts and Finance) (BAF)
BCom (Banking and Insurance) (BBI)
BSc (Data Science)

BSc (Information Technology)
BSc (Hotel Management)
Post Graduate Courses
Master of Commerce (M.Com.)
Accountancy
Management
E-Commerce
Add-on Courses
Tax Procedures & Practices
Retail Management
Foreign Trade Management
Travel & Tourism Management
Child Care

2. The Institute actively promotes active learning methodologies for improving teaching-learning processes by providing students with cutting-edge technologies and techniques, as well as creating a sense of research in undergraduate and postgraduate students through project-based learning. The Institute also encourages interdisciplinary study to help students broaden their knowledge base.

3. The curricula are periodically amended, bringing in new courses focusing on employability with input from enterprises and national institutes, and efforts are made to make students industry ready.

4. Student progression to higher learning has been one of the basic sciences' strengths, with a greater proportion of students being guided to seek admissions to higher learning programs at leading universities/institutes in India and internationally.

5. Students who participate in Social Outreach programs/activities, NCC and NSS activities, Sports and Cultural programs receive credit. Credit is also offered to students who work on projects with lecturers and present or publish papers in peer-reviewed publications.

File Description	**Document**	
Appropriate web in the Institutional website	[View Document](#)	
Any other relevant information	[View Document](#)	

5. CONCLUSION

Additional Information :

The one unique contribution of the college is -to transform lives. The activities that are planned, the ambience and freedom given to the students, supporting teachers, exposure to various different forums, mentoring, continuous evaluation system, value added courses etc.- all contribute to the total change in individuals.

Though the College enjoys Linguistic Minority status, admissions are open for all sections of the society with all facilities.

IQAC encourages faculty and students to adopt innovative teaching and learning techniques, through organizing orientations and faculty development programs on regular basis.

Innovative Teaching Learning: PowerPoint Presentations (PPT) using LCD projectors. Teaching with real-time examples, case studies related to the subject.

The college has taken modern methods for various initiatives AAA and Green audit, energy conservation audit etc.

Apart from offering Undergraduate Programs in Arts, Science and Commerce, the College has also introduced two programs on i.e. Hospitality Studies and Data Science from the Academic year 2021-2022.

Concluding Remarks :

The post accreditation period has witnessed the College adopting various measures to fulfill the recommendations of the Peer Team in the second cycle of Accreditation. Outcome Based Education has helped in enhancing quality in teaching and learning environment. Consistent efforts have been taken to enhance ICT enabled teaching and learning. Computer laboratories, Language & Research lab has increased the potential of ICT enabled Teaching and Learning. The IQAC has helped in attaining the goals for student development with more clarity.

Realizing the importance of skill development of students, the college has offered value-added / certificate programs continuously every year. The college has plans to get associated with the industry to provide job/skill oriented courses to improve the placement to 100%.

The college has continuously upgraded its services and infrastructure to respond to the changing educational environments. The college faculty and students have engaged with people and the community, satisfying its role in making knowledge and information available to society. The college strives to fulfill its vision of imparting transformative education for the empowerment.

The college is proud of many of its alumnus who have made a mark for themselves in various spheres of academics, media, journalism, public services, business entrepreneurship, corporate and film industry.

Many Academia collaborations are established wherein students get the opportunity to keep themselves abreast of the latest trends in the various sectors viz, media, journalism, artificial intelligence, data analysis, film

making, fashion designing etc. through some exchange programmes.