



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 3)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
ROYAL COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**Thane
Maharashtra
401107**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	ROYAL COLLEGE OF ARTS, SCIENCE AND COMMERCE Thane Maharashtra 401107	
2.Year of Establishment	1989	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	13	
Programmes/Course offered:	13	
Permanent Faculty Members:	51	
Permanent Support Staff:	46	
Students:	1440	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. A minority co-education grant-in-aid institution 2. College is covered under 2f and 12b of UGC 3. Neat and clean campus	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 09-08-2019 To : 10-08-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. BIJAYA KUMAR SAHU	FormerVice Chancellor(in-charge),BERHAMPUR UNIVERSITY
Member Co-ordinator:	DR. M VIMALA NAIDU	FormerProfessor,DEPT. OF HINDI, BANGALORE UNIVERSITY
Member:	DR. SANTOSH PATKAR	Principal,SARASWAT VIDYALAYAS SRIDORA CACULO COLLEGE OF COMMERCE AND MANAGEMENT STUDIES
NAAC Co - ordinator:	DR. VINITA SAHU	

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion 1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

College is situated in an urban set-up and striving to impart higher education to students of surrounding area. Institution has sufficient infrastructure built on a 10186 sq.mt. campus. College strictly follows the curriculum prescribed by the Mumbai University. Its academic flexibility is limited to the choice of elective options for UG courses. The Academic Calendar and courses are in tune with the vision, mission and the objectives of the college. Annual Academic Calendar of the college is followed strictly. ICT along with chalk and board and laboratories are used for teaching. Some of the faculty members are members of the Board of Studies of the University which is helpful in communicating the needs and changes to be adopted in the curriculum. Knowledge Museum is established as a repository of materials historical, cultural, religious and scientific importance. Environmental studies is offered to second year students. Different departments of the College organize student seminars, invited lectures, literary competitions on relevant issues. Feedback is obtained from all stakeholders. The institution has introduced number of value added courses in the interest of students.

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Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

Admissions are done as per University and the State Government norms and considering merit at the previous qualifying examination. A few students are given scholarships in addition to Government scholarships. Academic schedules are adhered to strictly. Teachers maintain log book detailing the teaching schedule. Bridge courses, remedial courses and tutorial classes are conducted for slow learners. Advanced learners are given research projects, two additional library cards, Special assignments in order to enhance their skills. Students undertake field projects and industrial visits. Grievances regarding evaluation is addressed by the college and university. Student performance outcome is visible through university examination results. The average pass percentage is around 97 percent. The attendance of the students' is monitored effectively. The assessment of learning outcomes is based on internal evaluation and students' performance in Term End examination in respective semesters. A centralised seating arrangement is prepared by the internal exam committee.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college has completed 12 Minor research projects with UGC/University of Mumbai funding. 40 research articles, chapters in books and seminar proceedings have been published by the faculty. One sequence of some of the teachers participated in national and international seminars at Paris, Malaysia and Bhutan. Two patent applications are filed by a Microbiology teacher. One sequence of novel organism isolated by the teacher is deposited in International Database of nucleic acid sequence (Gene Bank). One of the Physics faculty has established linkage with University de Valencia, Spain. NSS, NCC and Nature Club are active and the two NSS units have adopted nearby villages - Dahisar and Gundawe, to the environmental, social, health awareness, eradication of social evils and gender discrimination etc. through campaigns. Units are actively involved in college neighbourhood network towards community development and have conducted a number of outreach programmes. Students participate in limited outdoor games. College has 06 functional MOUs for extension activities and is associated with 47 GOs and NGOs. Structured mechanism needs to be developed for consultancy. Teachers have participated in seminars, workshops and conferences. More number of papers have to be published in peer reviewed journals by the faculty. Entrepreneurship cell is established to promote and support entrepreneurship among students. Alumni of the college is taking some proactive steps.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

College has campus area of 10186 sq.mts. of land with 23 class rooms, labs, Outdoor infrastructure for sports and separate gymkhana for boys and girls, 03 multipurpose seminar halls, girls common room, research centre, canteen, centre, Anti ragging and Anti Sexual harassment cell , legal cell, two lifts, RO facility for drinking water are available. Auditorium and seminar hall are also available for literary and cultural activities. Library has 17,100 books and 400 periodicals is fully automated. INFLIBNET facility Broadband and LAN facility are in place. College has 157 computers, one computer per classroom and 92% of the classrooms are ICT enabled for teaching and learning process. The college is under CCTV surveillance. Annual magazine 'Parwaaz' and research magazine 'Sanshodhana' is published in order to showcase the talents of the students. 'Royal Diary' is also published once in two years that gives information about all institutes of University of Mumbai. Sports activities are monitored by Sports Committee of the college and sports instructor. A number of students have won inter collegiate competitions. Maintenance of the buildings and the grounds are monitored well by the management.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

College updates its prospectus every year. Limited number of UG students receive scholarships from the government. The college has active student council and is given responsibility of conducting various events on special occasions.. The college organises cultural programmes on Founder's Day and other special occasions. Alumni association is recently registered and pro-active. Annual Medical camp is organised for students and staff every year. Student progression to higher education is 16.7% and 16.7% of the students are employed in various sectors. However, efforts are to be made to place the students in various sectors.

Student Associations are formed in all the departments. Canteen facility may be made more affordable to students. Various schemes are implemented for teaching and non-teaching staff. The college has tie up with adjacent hospital of nearby area for emergencies. Some students secured good positions in micro bio Olympiad which is a state level competition. Considerable efforts are made to support the Psychology department is viable but needs to be formalised. Students participated in Gyandan initiative to teach and support privileged children in schools. 30 NCC cadets have passed B and C certificate examinations. The college has overcome all shortcomings pointed out by the previous NAAC Peer Team.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The vision of the Institution is to provide quality higher education to young girls from Muslim community together with other communities, empower them and make them responsible citizens. The Principal with the support of the Vice-Principal, Governing Body, Management and various committees provides leadership for achieving the goals and objectives of the Institution. The organisational structure of the Institution is well defined. The college Administration encourages the teaching staff to pursue research. Leadership among students is groomed through various activities under NSS, NCC and Nature club. The institution should design and develop an appropriate future plan for the growth and development of the college. Computerisation of accounts needs to be strengthened. IQAC is established and it should encourage teachers to mobilise funds from reputed funding agencies. Annual internal and external audit is conducted.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

Traditional festivals and Birthdays of great Indian personalities are observed by the college. The college inculcates social responsibility by conducting socially relevant assignments through its NSS, NCC Wings and Nature Club. The college strengthens human values in students through Yoga and other training programs. Programmes for health and hygiene, yearlong E and solid waste management etc. are conducted. Green audit is also conducted and rain water harvesting is in place. Institution and maintains a clean plastic free green campus. AMC is in place. College has a tradition of observing Founder's Day on 12th October every year.

Vermi composting project in bio science department and compost pits in the college campus are available.
The Proctorial Board takes care of the discipline and safety measures of the students.

NAAC

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strengths:

- Supportive management.
- The college has clean campus with adequate infrastructure.
- It caters to the needs of higher education of girls from Muslim community along with girls of other community privileged sections of society.
- College imparts value based education, ethics and maintains good discipline.
- College has initiated programmes to spread awareness and inculcate environment friendly measures.

Weaknesses:

- Not filling up of teaching and non-teaching staff.
- Majority of girl students from minority community have restrictions to participate in sports and camps.
- Only one PG programme is available.
- Lack of further collaboration with other organisations, absence of formal linkage with industries of repute are concerns of the institution.
- The research grants obtained by the faculty members from major funding agencies is minimal.

Opportunities:

- Girls are encouraged to be graduates to undertake higher education.
- Management encourages the faculty members to pursue research and E-content development.
- Scope for effective implementation of more inter-disciplinary courses.
- College may attempt to generate resources from industry and corporate sector through the CSR initiatives.
- Coaching classes for various competitive examinations can be initiated.

Challenges:

- To increase the number of post graduate programmes
- To initiate collaboration with local industry
- To improve communicative and computer skills
- To improve student progression, obtaining jobs, mobilising funds to strengthen and sustain various programmes introduced.
- To associate with institutes at national level.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- • Outdoor sports facilities have to be made available near the college.
- • Measures may be taken for use of solar energy.
- • Coaching classes for various competitive examinations may be initiated.
- • The research output needs to be increased in the peer reviewed journals.
- • PG programme in Psychology, Economics, Business Management, computer Science, industry certified courses may be started.
- • The teachers need to mobilise funds for research from outside agencies.
- • The college may have further collaborations and consultancy with other institutions/industries.
- • The college may have further collaborations and consultancy with other institutions/industries.
- • More number of seminars and workshops need to be organised.
- • Internet facility should be updated and campus may be made Wi-Fi friendly.
- • Placement cell and career guidance need to be in place.
- • Financial assistance may be given to students for completing their projects.
- • Experts from industry may be invited to educate students about challenges and Internship needs to be encouraged.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	DR. BIJAYA KUMAR SAHU	Chairperson	
2	DR. M VIMALA NAIDU	Member Co-ordinator	
3	DR. SANTOSH PATKAR	Member	
4	DR. VINITA SAHU	NAAC Co - ordinator	

Place

Date

NAAC