YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ROYAL COLLEGE OF ARTS, SCIENCE AND COMMERCE
• Name of the Head of the institution	Dr. Vikas V. Vaidya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02228459930
• Mobile no	9890730914
• Registered e-mail	iqac@royalcollegemiraroad.edu.in
• Alternate e-mail	trams786@yahoo.com
• Address	Shrishti Hsg Complex, Penkar Pada, Mira Road (E)
• City/Town	Thane
• State/UT	Maharashtra
• Pin Code	401107
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**University of Mumbai**	
• Name of the IQAC Coordinator	**Maleka Bootwala**	
• Phone No.	**02228459930**	
• Alternate phone No.	**02228459524**	
• Mobile	**9890730914**	
• IQAC e-mail address	**iqac@royalcollegemiraroad.edu.in**	
• Alternate Email address	**trams786@yahoo.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://royalcollegemiraroad.edu.in/iqac/aqar-reports/	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://royalcollegemiraroad.edu.in/academic-calendar/	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A**	**3.10**	**2011**	**27/03/2011**	**26/03/2016**
Cycle 3	**A**	**3.09**	**2019**	**09/09/2019**	**08/09/2024**
Cycle 1	**B++**	**-**	**2005**	**16/09/2005**	**15/09/2010**

6.Date of Establishment of IQAC	**30/06/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**N.A**	**N.A**	**0.0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Staff training and support for e content development 2. Establishment of mental helpline 3. Procurement of online admission and fees management system and training of staff 4. Extension of online library services 5. Repository of department and administrative data for seamless access

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Involvement of alumni to facilitate summer training and internship 2. To continue with strengthening of ICT facilities and training of staff 3. To strengthen the newly formed mental health helpline for students 4. The plan of action was revised to include strategies for conduct of on-line a) Examination b) Admission c) Co-curricular activities	1.Due to Covid restrictions, internship activities were restricted.The College collaborated with the alumni in providing Covid relief to society 2.ICT facilities for conducting and recording on-line lectures and practical were acquired and installed. .Staff training programmes were held. 3.Option of off-line / online counseling was offered to students via our hopespeaks2u-mental help line 4. Eklavya on-line examination system acquired Digitaledu used for on line admission. Conduct of innovative online cocurricular activities technically supported by Computer Science department. Innovative

13.Whether the AQAR was placed before statutory body? | **Yes**

- Name of the statutory body

Name	Date of meeting(s)
CDC	16/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	11/02/2022

Extended Profile

1.Programme

1.1   **422**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **1514**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2   **852**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **476**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **50**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **52**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**422**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1514**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**852**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**476**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**50**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	52

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	120.9
4.3 Total number of computers on campus for academic purposes	151

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to the University of Mumbai. The curriculum designed & framed by the Board of Studies (BoS) is strictly adhered to impart quality education.,

Time table for all the departments is prepared on the basis of workload collected from HODs before reopening of the academic year. However this pandemic year, the time table was revised multiple times. Year started late, University guidelines were followed to redraw the Academic calendar, IQAC and PPC meetings & the planner was prepared thereafter.

Considering the number of teaching days available, important co-curricular & extracurricular events and tentative examination dates, every faculty member prepares semester wise teaching plans for their respective subjects at the beginning of every term. The progress of syllabus completion is reviewed every month by the HODs & is endorsed by the Principal.

Due to pandemic imposed lockdown, classes were conducted Online for all classes on the Zoom platform. Google Classroom platform was used for sharing learning resources, for assignment submissions & for regular evaluations. Zoom chat entries & Google forms were used to record attendance of students.

For the effective transmission and delivery of curriculum, teachers used various ICT tools, Powerpoint presentations, youtube videos, webinars, Kahoot quiz tool, etc. Webinars were organized for the enrichment and up gradation of subject-related knowledge.

Guest lectures, expert lectures by academicians & professionals were held online for professional development of students & to highlight career prospects & applicability of the designed curriculum.

The remedial coaching was conducted to meet the gap between the expectations of the course and academic standing of the students

Students were encouraged to take up NPTEL courses, attend national & international webinars, take up online research projects, surveys through google forms & participate in online intercollegiate co-curricular activities, quiz & competitions.

Results were analyzed by every department at the end of the examinations & feedback collected from students to gauge the learning outcomes.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/1.1.1-Curriculum-Planning-and-Implementation.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College receives an Academic calendar from the University of Mumbai.

The academic calendar comprises the date of commencement & end of academic terms as well as the schedule of University examinations.

After consultation with HODs, exam committee and result committee & in line with the state government and university directives, the college adds to this Academic calendar to include the dates of commencement of classes, completion of syllabus, schedule of internal & college exams, submission of marks, declaration of results of college exams, important co-curricular & extracurricular events like Add-on courses, bridge courses, national level seminars, research meet, annual sports meet, annual day, etc. The college academic calendar & the timetable of each class is published on the college website.

Examination committee is formed at the college level to monitor the overall internal assessment process (internal exams & college exams). Exam schedule is shared on the college website. Internal exam schedule is shared with students in their common networking group. Result committee ensures the declaration of results within one month of college examinations.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/1.1.2_CIE.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

07

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

14

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The Vision and Mission of the College are in alignment with the core values stated by NAAC. To fulfill the same, extra as well as co-curricular activities encapsulate the above cross cutting issues. This facilitates the holistic development of students by ensuring a positive perspective towards life.

GENDER:

The College has a Women Development Cell. Students' understanding of gender equality and the myriad problems faced by women is enhanced through activities like Open Discussions, story sessions, Open Mike, Speech Competitions and poster presentations, webinars by women entrepreneurs & activists.

ENVIRONMENT:

The Foundation Course for first year & Second Year students covers environmental studies. These issues integrated into the curriculum design using various activities like debates, speech and poetry writing competitions, research presentations, poster making competitions.

PROFESSIONAL ETHICS:

Departments like Political Science, Sociology, Zoology, Hindi gave a lot of emphasis on developing professional ethics by organizing activities like treasure hunt, discussions and comparative studies

HUMAN VALUES:

Sensitizing the students towards human values has been a regular feature where in innovatives activities were conducted by all the departments.

Additional activities included movie/documentary/video screening, poster presentations and guest lectures by experts as a tool to integrate the above issues in the curriculum design.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

36

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

984

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/FeedbackAnalysisReport1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/Feedbackbystakeholders.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1514

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1112

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning level at the entry is assessed by Class XII Grade.. Students under self financed and conventional degree programmes are further assessed by their performance in the first internal assessment and the first Semester End exam respectively.

2020-2021 was an unprecedented academic year that started two months late in online mode, compelling the institute to concentrate its efforts and resources on helping all students adopt the new learning mode without much emphasis on learning levels. Teachers focused on developing and providing e learning material, guiding the usage of on line tools, helping through technical glitches and monitoring through online polls and quizzes. The institute collected data on technical facilities accessible to students, organized student training sessions for exams, displayed sample question papers on the website and constituted help lines.

The academic support activities which in particular helped slow learners include:

-Accessibility of teachers through on line tools

-Digitized study material

-Remedial lectures

-Question paper with varied difficulty levels

The activities which provided stimulus to advanced learners are

-Research projects

-Release of subject specific news letters

-Higher Order Thinking Questions

-Students' Professional Skill Development Via Webinars/ Workshops/ Online Courses

-Guidance for participation in intercollegiate events

File Description	Documents
Paste link for additional information	https://royalcollegedigitallibrary.blogspot.com/p/college-newsletter.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1514	50

File Description	Documents
Any additional information	View File

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

In addition to the lecture mode of curriculum transaction that used Power Point Presentations and digital boards, the following methods were adopted for achieving effective teaching learning interaction.

Experiential Learning methods

· Research projects based on experimental work, survey and case study

· Use of phone apps in research

· Writing research proposals and abstracts

- Primary data collection

- Field projects, internship and summer training

- Videos virtually depicting industrial tours

- Role Play, Mock interview

- Release of College Magazines and Departmental News letters

Participative learning methods

- Group discussions and debates

- Subject related quiz, puzzles and games designed by students

- Engagement through authentic contexts

- Book and Documentary Review

- Question based teaching

- Assignments

- Flipped classroom

- Power point presentations by students

- Presentation of news articles

- Documentaries, short movies, recorded videos

- E scrap book

Problem solving methods

- Assignments on numerical and descriptive problems related to various subjects

- Writing of approaches towards solving hypothetical problems in Medical and Industrial Microbiology

- Enhancement of reasoning and logical approach in solving problems by holding educational games

• **Psychology sessions to explain adolescent problems built around queries invited form the students through Google forms**

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute has an adequate infrastructure to facilitate use of ICT in curriculum transaction. The pandemic made 100% shift to online mode of teaching inevitable. The institute empowered its teachers by conducting workshops on online teaching, evaluation, proctoring and documenting attendance, providing technical support for video recording, subscribing to 10 Zoom licenses and Eklavya-on line exam system and equipping 5 rooms at the college for online lecture delivery. Teachers responded by participating extensively in FDP, workshops and webinars on the use of online platforms and ICT tools. 4 teachers launched You Tube channels for academic videos.

The ICT tools used by teachers

-Educational networking tools

Google Classroom at individual level, Google groups, Telegram, WhatsApp

-Lecture delivery tools

Zoom, Google Meet

-Presentation tools

Power point presentation, Digital pad and pen, White board

-Educational Software

NCBI bioinformatics tools, Chemsketch, ChemDraw

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-Evaluation software

Eklavya, MOODLE, Google forms, Quizlet, Quizziz, Telegram Quiz Bot


The ICT resources used comprised of

-PPTs prepared by teachers and students

-Study material developed in digital form by teachers

-You tube channels launched by teachers

-YouTube videos and videos recorded by faculty especially for
practical

-Pdfdrive.com

-E books

-Library e resources

-Educational websites
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File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

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50
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File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

706

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

An internal assessment for 25 marks was conducted per course per semester for programmes like BMS BAF and B.Sc. (Computer Science) and 40 marks for M.Com. The tentative examination dates were included in the academic calendar and announced to the students at the start of the semester. The timetable was displayed on college website and posted in students' communication groups. A dedicated Internal Assessment Committee was responsible for preparing the timetable, collating the question papers and creating the exam and declaring the results. The objective exam was conducted in online mode using Google forms while subjective exam was proctored through Zoom platform and answers sent via email. M.Com. internal exams were conducted on Eklavya portal. Results were declared on college website.

Foundation course assessment involved assignments submitted in Google Classroom or emailed and presentations conducted on Zoom platform. Topic based research projects formed a part of assessment for TYBA and M.Com. Assignments were given for FYBSc Maths.

Informal assessment for all courses was conducted in the form of quiz (using Google forms, Quizzes, Quizlet, Kahoot, Telegram Quiz Bot), assignments, presentations, debate, group discussion, moot court, Zoom poll.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/2.5.1-Internal-Assessment-Timetables.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Timetable for internal assessment class test was announced to the students well in advance to provide them enough time for preparation. Mock test was given prior to main exam to acquaint them with the modalities of online exam. Grievances related to non-receipt of exam link, technical glitches were sorted out in student communication groups. Extra time was given to those students who could not start exam on time due to poor network. Students were personally approached by the faculty to help them sort out the technical problems.

Enough time was given for preparation of presentations and assignments. Submission dates were extended for students who had technical glitches. Feedback was given almost immediately.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The college is permanently affiliated to the University of Mumbai and it follows the programme wise curriculum designed by the University. The learning outcome of the programme and courses are stated in the University syllabus. In cases where outcomes or objectives are not specified in the syllabus, individual departments have stated the same. The college has developed the following mechanism to communicate the COs to all the stakeholders.

1. Hard copy of syllabus and learning outcomes are available in the college library/ department for reference.

2. Broad Learning outcomes of the programme are communicated to the first year degree students in the orientation programme

3. Curriculum and Learning Outcomes of Programs and Courses are uploaded to the Institution website for reference. The prospectus also specifies the PSOs.

4. COs are entered by individual teachers in their log book - the yearly teaching planner and communicated to students during lectures.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2021/08/College-Prospectus-21-22.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

1. **Direct assessment of the level of attainment of COs, PSOs, and POs**

1. **As per the University guidelines:**

The attainment level is measured on the basis of students' performance in semester end examination and internal assessment, wherever applicable. The summative assessment during 20-21 was a departure from normal and consisted of MCQs framed with difficulty levels 1, 2 and 3. Internal assessment involved a variety to assess different learning levels. The students' performance is graded from F (Fail) to O(Outstanding) with corresponding grade point of 0 to 10. The calculation of attainment level based on this grading system is attached.

1. **Additional Institutional assessment (Informal)**

An amalgamation of periodic tests, varied assignments and activities as attached, helped to evaluate attainment of COs and POs.

II) Indirect Assessment of COs and POs:

1. Feedback on COs : 51% , 47.25 % and 1.75% of students found the attainment level of COs to be excellent, good and satisfactory respectively

2. Feedback on curriculum: 38.02.% of the alumni strongly agreed that the curriculum helped in developing desired competencies, 35.21% agreed, and 22.88% remained neutral, 3.52% disagreed and 0.37% strongly disagreed.

3. Feed back from employers: With respect to the ability of employee students to contribute to the goal of the employer's organization, 44.9% of the employers responded excellent, 37.9% felt it was very good and 17.2% found it to be good

4. Progression to the higher studies: 29.6%

5. Entrance exams: One of our student cleared UPSC prelims where as 3 students qualified NET/SET

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Result-analysis.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

462

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/2.6.3-Annual-report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/2.7-SSS.pdf

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 year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Institution provides a healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students.

The Research Committee encourages the students to undertake innovative activities helpful for creation and transfer of knowledge. The committee organises an Annual Research Meet every year. This year the research meet at college level was held on 20thMarch, 2021, wherein 53 students presented 19 UG and PG projects. The committee had also organised a webinar on "Research Funding Agencies and How to write Robust Research Proposal."

Activities of clubs and societies help in developing leadership qualities, various skills, planning, budgeting, marketing and organizing.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

2

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

7

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

The activities of NSS have helped in inculcating socio-ethical and civic values and developing good organizational and leadership skills. Through extension and outreach programmes like Gyaan Daan, E waste management and Swachch Bharat Abhiyan (Wetland Cleanliness drive in collaboration with MBMC) students demonstrate the importance of Wetland in ecosystem. They get sensitized towards environmental issues; understand the relevance of ecological conservation and importance of sustainable livelihood.

In the sphere of health and hygiene, activity like blood donation camp (collaboration with Sion Hospital) was undertaken to get students sensitized towards values such as altruism, empathy, selflessness, generosity and kindness. Sanitary pad distribution (Collaboration with Period Society of Maharashtra) was organized to sensitize students about female reproductive health, personal hygiene and create awareness about taboos associated with it.

Extension activity was organized by the nature club of our college, Nisarg, in collaboration with WWF for Nature - India. The

webinar was organized in collaboration with WWF and Godrej Boyce MFG LTD for spreading awareness about mangroves as they are an important part of the environment because they help stabilize ecosystems and prevent erosion but sadly they are diminishing in size. EARTH HOUR'21 PLAY4 THE PLANET activity was organized in collaboration with WWF India.

These activities develop in the students the ability to understand the community and reflect upon its problems.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/3.4.3-and-3.4.4.pdf
Upload any additional information	**No File Uploaded**

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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 organized in collaboration with industry, community and NGOs) during the year

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., during the year

8

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

119

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

30

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has a sprawling campus of 10,186 sq meter of which 2,594 sq meter is used for building & infrastructure leaving 75% of open space for outdoor activities with state of the art infrastructure to provide an effective teaching-learning environment. The campus is under the surveillance of 88 CCTV.

- **23 spacious, well-ventilated, naturally/adequately lit classrooms equipped with dais, public address system and flannel board. 21 classrooms have ICT facilities**
- **ICT enabled 150 and 110 seater Multipurpose Seminar halls**
- **140 seater air-conditioned Mun Auditorium**
- **12 well designed and fully equipped laboratories (5 are ICT enabled)**
- **Departments are equipped with computers in LAN, printer, internet and ample storage for projects/models/charts and book bank**
- **Multidisciplinary research centre for staff equipped with instruments/apparatus, computer with internet and printer**
- **5 nodes provided for online lectures**

Library caters to the students/staff/alumni and senior citizens.

- Total area of 5313 sqft, divided into Open access, Reading area, Internet section, administration area and Staff reading room
- Fully automated with SLIM 21
- Collection of 17425 books, 200+ CDs, 21 journals/periodicals
- Server with 17 system with internet
- Scanner/printer/reprographic facility
- INFLIBNET
- Free Internet for students
- Knowledge Museum

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://youtu.be/6ysUb_H2kqE]()

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Outdoor game facilities on campus are designed as per federation specifications and include:

- Basketball (28m x15m)
- Throw ball & Volleyball (9 m x18 m)
- Play area for box cricket and badminton (6.1m x 13.4m)
- Self-defense martial arts training for girls: Taekwondo (Cultural hall: 557.42 sq.m)
- Sports equipments like badminton rackets, shot-puts, javelin and discus
- Open air gym equipments

Indoor game facilities in Gymkhana are:

- Table Tennis
- Carrom
- Chess

Yogsadhana Kendra -catering to the students and staff. The facilities are also extended to the neighborhood and senior citizens. The Centre has the following features:

- Capacity: 25
- Special sessions of yoga to address medical issues

Facilities for cultural activities/Extracurricular Activities

- **Open- air stage**
- **Amphitheater**
- **Cultural hall(700 capacity)**
- **Open-air terrace(500 Capacity)**
- **Ground floor corridors used for exhibitions, sales, event promotions**
- **Amoeba garden used for felicitations, prize distribution, awareness programmes**
- **Centralized Public address system**
- **Sound system, cordless/collar/karaoke mikes, digital camera and handy cam**
- **Astronomical telescope and binoculars**

Miscellaneous facilities-

- **Separate Rooms for NCC , NSS , Student Council and Prayer**
- **Canteen**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://youtu.be/pzTWiq5k9X4

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

24

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4.76 lakh

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

ILMS software for automation: SLIM 21 Version 3.6.0

Nature of automation : Fully automated Year of automation : 2007, upgraded in April 2012

Status of Automation: Complete Cataloguing, Serial control and Circulation by software

Library software SLIM 21:

SLIM (System For Library Information Management) - 21 software is used in the library for day to day operations of library and its management. SLIM++ is a multiuser software purchased in 2007 & upgraded to the latest SLIM - 21. The software is maintained through AMC.

Features :

1.Easy search access to books, periodicals, managerial reports

2.WEBOPAC -Online facility to search & reissue of books from 7.30am – 6.00pm

3.Visitors Log module for user footfall

The software has following main modules:

1.Cataloging / Acquisition

2.Serial control

3.Statistics

4.Barcode generation

5.Report

Cataloguing/Acquisition: The software provides user friendly cataloguing and Acquisition process. Cataloguer has to enter Call no., Accession no., bill details, suppliers details, invoice details in the software. Keywords are given to each book entry so that books can be searched easily. Accession register, reports, can be generated from this module.

Circulation: For issue, return, reissue software has circulation module. There are two issue counter and one return counter. Student can also reissue the books through search nodes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.537lakh

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50.76

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure comprising of 2 data servers, 3 laptops, 151 system and 29 projectors is updated as per curriculum need. Microsoft paper licenses, internet connectivity and antivirus are made available for systems. 91% of classrooms are ICT enabled and all departmental computers are in LAN. Both computer science laboratories are air-condition with projector in LAN with 28 and 45 nodes. In entire campus for LAN Cat-6 cable and 100/1000 Giga switches are used. All thin clients are under AMC. In-house IT technician take cares of maintenance of hardware/software of other systems. College website hosted on Cloud server is managed by website committee.

Resource and IT service augmentation during lock down

- **Purchased**

1. **Online Admission Systemto manage form filling, Merit List Generation, fee collection etc.**
2. **10 Zoom licenses**

3. **Online examination system with Proctor Enabled Software**

- **In house training given to teachers for conducting online lectures/ Digitization of Study notes /sharing e-content/online question paper setting and proctored examination**
- **IT support to departments for conducting conferences/webinars**
- **National/International online resources were shared with stakeholders through College Digital Library**
- **Online re-issue of books**

Emai l/ website / whatsApp /Telegram used for all communication

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

151

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

120.99

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure and support facilities are added/upgraded and maintained based on inputs from stake holders through feedback, maintenance books and suggestion boxes. Need of facility and implementation is discussed at different forums viz; College Board of Trustees, College Development Committee and IQAC.

The effective maintenance of the facilities are ensured by appointing

1) In- house IT-technician for IT maintenance

2) Maintenance Incharge for General Maintenance (Jr. Clerk has been given additional responsibility for maintenance)

3) In-house electrician

4) Lady Yoga Instructor for Yog Sadhana Kendra

5) Lady sports instructor to assist sports incharge and to ensure girls participation in sports activities

6) Professionals for coaching of basket ball and lawn tennis

7) Two Gardeners to maintain campus greenery

The college has well defined maintenance policy for Civil , General , Electrical, Laboratory , Library , Sports and IT facilities. The maintenance incharge and committees responsible

for maintenance and upgradation of various facilities ensures optimal usage of available facilities and implementation of maintenance schedule.

Repair work done during pandemic:

- · Major Terrace water proofing work was done at the expense of 86.20 lakh by management
- · Cupboard/locker/door/ Laboratory painting
- · Ground leveling/fencing/Electric cable laying work
- · Small Lift upgradation

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Policies-of-Repair-and-maintenance-of-Royal-College.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

14

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

24

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

405

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

405

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

43

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

124

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

5.3.1.1 - 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 year.

21

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students' Council - an umbrella body for all student activities consists of Class Representatives

(CRs) and students of the Vigilance Body (VB). It is headed by the General Secretary. The Council plans and organizes events for students in consonance with the academic year plan. The CR's are selected on the basis of their grades, attendance and 'people skills' by a group of teachers.

The Vigilance Body - active since the inception of the College has helped in building the ethos, reputation and vision of a disciplined College. It proactively prevents disruptive behaviours such as bullying and misconduct on campus.

The Council also assists in organizing co-curricular and extra-curricular events by departments, e.g. 'Day Observance', Personality Contest, etc. It's role as liaison between students and teachers to ensure success of the events cannot be overemphasised.

Students are well represented on co-curricular clubs and societies such as Library Committee, Sports Committee, College Magazine - Parwaaz, Fine Arts & Cultural Club (FACC), Gyan Manthan committee,

NSS and NCC wherein they are involved in all aspects of planning and execution.

The students' council is a forum for students to hone leadership, communication, and organizational skills, build team morale and develop work ethic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

130

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Royal college Alumni Welfare Association (Registration No F-40432 Thane Division dated 30.10. 19)

List of enrolled/registered Alumni

1. Jwala Jayank Nayak

2. Adv. Amreen Karimi

3. Kamal Radheshyam Rohra

4. Vikas Swami Thakur

5. Nasreen Mumtaz Khan

6. Adv. Saumya Poojari

7. Piyush Chandrakant Vibhakar

Other active Alumni members

8. Anish Pillai

9. Sumitra Diwakar

10. Avani Hasmukh Salia

The Association was constituted to strengthen and formalise relationship with the College and to foster activities for general welfareand Institutional growth. The Institute connects with its alumni through various forms of social media.

Prominent activities of alumni include:

1.Professional Services: CA Sameer Valia (Sameer Valia & Co) conducts the internal audit of the College accounts annually. Practicing advocates Saumya Poojary (L.L.M.),Amreen Karimi (LLB, GDCA), Sana Khan (LLB) and Mayur Sonawane (LLB) are members of Legal Cell which offers free legal advice to students. Mr Chirag Shah conducts annual health check-up for all the First year students.

2. Academic Development Programmes: Alumni are often invited as resource persons for Career talks, Workshops, Add-on courses, as Judges for different events and also to participate in activities of Nature club-NISARG and thus enrich the learning experience for students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Governing body and College Board of Trustees (CBT) strengthens and guides the leadership, provides impetus making process in tune with stated vision and mission which percolates through the organizational hierarchy.

The IQAC sets academic and administrative quality benchmarks and focuses on new initiatives

Principal, Vice-Principal, Registrar and Head of Departments (Programme Planning Committee) lead day to day functioning of the College.

Super committee of teachers allocates teachers to various committees, who plan co- and extracurricular activities along with students. Heads and faculty members decide and plan department specific activities which include syllabus distribution and transaction, slow and advance learner programmes, add-on courses and extension , research , co-curricular activities,

CBT plans and makes budgetary allocations

Initiatives in accord with Vision Mission statement :

Secular environment permeates all functional aspects

Value based education is emphasized such as National pride and Patriotism through programmes on days of national importance, Commemoration of days of International importance and awareness drives by students on social and environment issues

Holistic academic programmes

Curriculum enrichment through co-curricular and extracurricular activities ,add-on and certificate courses.

Promoting girls' education :

1.Traditionally a safe environment ensured which attracted 74.76% girls

2.Students are encouraged and guided to apply for Government Scholarship

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/vision-mission-goals/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization is reflected in conducting webinars

The IQAC Team as a policy decided to ensure that every year seminars at the State/National Level would be organized for the professional growth of teachers. In the Programme Planning Committee meeting, it was decided that every year one Science department and one from Commerce and Arts department would take up the responsibility of organizing the event. The Departmental Heads at their meeting finalize which event has to be organized and by whom. The Heads then discuss with their colleagues on the Topics to be covered, the Resource persons, date, time and venue. The departments involve their students in all the preparations and organization of these events like preparation of . Invitation flyers, banners, Google forms, certificate designing, under the guidance of Teachers. The financial planning is done by the departmental Teachers and approved by the management.

With online mode of programmes, webinars were conducted even for students

During the year five webinars were organized for Teachers and for students. Since it was a new challenge to organize online events, various platforms had to be explored and live streaming procedure on YouTube was studied and utilized. Technical support was from Computer Science department.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/IQAC-Meeting-Minutes-and-ATR.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to the pandemic situation followed by lockdown, we were unable to deploy the perspective plan, but had to give impetus to strategies on a war footing basis for planning and implementation of online mode of teaching, learning and evaluation.

Training sessions were organized by the Computer Science Department on usage of online teaching platforms to guide Teachers on how to schedule and set the online lectures and utilize various facilities available on it.

10 Zoom institutional ids were purchased for online teaching.

5 rooms with ICT facilities were set up for staff to facilitate online lectures from college.

Our technical support staff assisted our teachers on making videos of practicals.

Training programs were organized for uploading question papers, proctoring and understanding the evaluation process.

A separate session was also arranged for training the teachers to maintain record of attendance of students

A technical team was set up to help departments/clubs /societies

to conduct online extra and co curricular activities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Online-Lecture-Training_Zoom..pdf
Upload any additional information	No File Uploaded

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

The Founder Principal Prof. A.E. Lakdawala established the parent trust Royal Society of Bombay and associate trust Royal Higher Education Society under which Royal College was established The College Board of Trustees(CBT) is the primary executive body with academic, financial and administrative responsibilities.

College Development Committee shares joint responsibility with the CBT to develop, monitor and review strategic plans. The meetings are held twice a year. IQAC recommends and monitors timely, efficient and progressive performance

The Principal functions in a democratic and participative leadership in three sections viz. Academic, Administrative and Library. He provides strategic direction and monitors enhancement of curriculum, teacher quality, student achievements, administrative processes and revises policies/procedures.

Vice Principal heads the academic section and assists the Principal in discharge of duties. Head of the departments allocate the syllabus, plan the time table, oversee departmental activities in consultation with other faculty members

. In case of science departments they are responsible for preparing laboratory requirements, monitoring laboratory functioning, and are members of the purchase committee.

The Registrar takes care of the administrative office assisted by the Superintendent and Head clerk.

Librarian plans and supervises functioning of library with the

help of Assistant Librarian and other library staff.

Statutory, non-statutory and Auxiliary Committees/bodies ensure smooth functioning of the College.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/6.2.2.pdf
Link to Organogram of the institution webpage	https://royalcollegemiraroad.edu.in/wp-content/uploads/2019/02/ORGANOGRAM.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Existing welfare measures for Teaching and non teaching:

Annual Health Check up camp

Vaccination facility for COVID 19 provided within campus

Tie up with BhaktiVedanta Hospital for medical emergency

Advance part payment of salary on first of every month for

teaching staff and full payment of salary on 8th of every month for non teaching staff irrespective of delay in receiving salary grant, the practice continued even during lock down period

Festival Advance salary

Special bereavement leave of three days on demise of immediate family member

Talks / workshop for Staff

Admission given to wards of staff not having requisite cut-off marks

Payment of School / College Fees of children of needy staff

Counseling facility available

Welfare measures specially during Pandemic condition:

Purchase of Oximeter, Oxygen Concentrator Thermal gun and Steam Inhalation machine. Antivirus Hand Coat Bio bubble and reusable face shield for security for support staff

Regular disinfection of the campus

Medical Help given to :

1. Canteen staff (Guddu) for his child's treatment

2. Canteen staff, Mr.Raghu, for his Wife's treatment

3. Mother of a non teaching staff, Mr. Ismail Khargoonwala

- No retrenchment of support staff (Dinesh and sweeper) inspite of limited or no workload

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops

and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Appraisal Process for Teaching Staff:

A) Self

i) Academic Performance Indicator:

Each Staff fills up self appraisal form as per UGC regulations at the end of the academic year wherein the teachers quantitatively appraise their own teaching-learning process, evaluation strategies, compliance of duties, contribution to institute, society and professional growth. This form is evaluated by the HOD which is submitted to the Principal who forwards it to Scrutiny committee for CAS.

ii) Log book

Our customized Log book is used to record the course plan, teaching methods, material, examination and assessment, remedial and advance learner, mentorship programmes, organization/participation in various-activities and contribution in management of institute. The teacher also records up-gradation of his professional growth.

B) By other stakeholders:

i) Lecture observation by HOD of newly recruited staff

ii) Teachers assessment questionnaire revised to introduce Likert scale and assessment questions were revised to assess effectiveness of online teaching methods

iii) Exit questionnaire by students

Appraisal Process for Non-Teaching Staff:

A) Laboratory Staff:

Mechanism is in place for performance appraisal of laboratory staff but couldn't not be applied due to the pandemic.

B) Administrative office , library and multitask staff :

The Exit questionnaire filled by students assesses the co-operation and behavior with them.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Teaching-Assessment-Questionnaire.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit:

Internal audit is a continuous process where thorough check is carried out weekly alongwith the Tally Entry. All vouchers & bills of Expenses and Income are checked by the Office Superintendant and then verified by the Registrar. All the Bank statement are also checked every month & details of online transaction if any are mentioned therein. Queries raised if any, are cleared across the table. Internal auditor from external source M/s Sameer Valia & Co. has been permanently appointed. The college carries out auditing biannually. The Audited statement and report of the Auditor is shared with the Management.

External Audit :

1) By the Joint Director's office, Panvel Region. It is a two step process:

i) The Objections, if any, are raised by Administrative officer (A.O), Panvel region,

ii) Final audit is by the Senior Auditor, Joint Director's office, Panvel region. If any objections missed out by the A.O. is raised by them,

The objections raised are settled across the table as per the Government norms.

2) Auditor General. Objection raised during the Audit are settled by sending written compliance and these objections are deemed to be cleared only when a clearance report from Auditor General Office is received

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.108

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a grant-in-aid College having 5 self-financed programmes. The major sources of revenue are:

1.Fee collection

2.Government Salary Grant

3. Grants from Government agencies

4. Charges for various services for students

5.Surplus from Add-on /certificate courses added to the Corpus fund for research

6.Sundry income generated through sale of scrap, old newspapers, discarded papers and deregistered books

Budget is discussed, approved and recommended by CDC taking inputs from various stake holders All the financial transactions are subject to internal and external check and control.

In case of major expenditures at least three quotations are invited. While making provisions for departments, their priorities and requirements are considered..Sundry expenses are met through petty cash , internally audited at the end of every month.

Any deficit in the budget is compensated by the parent trust. who also makes budgetary allocations for maintenance, developmental work, salary of unaided staff , electricity and water bills and stationery housekeeping and miscellaneous expenses.

Optimal utilization of infrastructural resources and facilities is ensured through:

Staggered time table for students and work schedule for non teaching staff

Expertise of retired staff sought for policy making

Result processing by in-house faculty

Job rotation of non teaching staff ensures tapping of potentials,

multitasking and availability of trained staff

Much resource mobilization could not be done due to lockdown.

However, the college extended its premises as a vaccination centre.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

IQAC initiatives taken during COVID-19 lockdown:

1. Online Examination

IQAC guided planning of strategies towards standardizing benchmarks for online Examination, as per the guidelines from University of Mumbai.

Sessions were organized on the usage of Software for Paper setting and usage of online platforms for theory examinations.

Training was given to Staff for Online Proctoring and retrieving the marks obtained by students for the purpose of declaring results within the time period specified by the University.

An SOP was prepared for Online Proctoring and Unfair Means Inquiry Committee

Information regarding what facilities students have for appearing in the online exams was collected using Google forms.

Guidelines were provided to students. Sample question papers uploaded on the website and mock tests were conducted for each class separately.

A committee monitored the exams with the help of mentors, guardian / subject teachers and hence each student was tracked.

2. Mental Helpline including mentorship :

To overcome the stress of lockdown due to continuous stay at home, IQAC took the initiative of strengthening the mental helpline with teachers and a professional counselor to assist the students. Google form was made to survey the status of students' mental health and problems faced by them. A dedicated email id hopespeaks2u@gmail.com and helpline number was provided to give emotional support and psychological first aid to the students. To publicize this helpline facility, e-flyers were created. The Helpline members counseled the students via digital modes. Regular meetings of teachers of the helpline group were held to review the functioning and evolve strategies' to deal with mental stress. An MOU was also signed with Astitva Clinic

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2020/12/FYBSc-Paper-I_Sem-I-Sample_questions.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Post accreditation, one of the important objectives of the institutional perspective plan has been strengthening the use of ICT in curriculum transaction and measurement of outcome. IQAC is continuously engaged in planning the strategies to gradually and consistently upgrade ICT facilities and usage. In the last academic year IQAC strategized the following

Development of e content by teachers: Though all teachers of the institution have been using ICT for effective curriculum delivery, development of e content was not considered actively. Towards achievement of the objective

1. Video recording facility and technical support was provided to the teachers

2. Teachers attended FDPs and workshops for upgradation of ICT skills

The outcome was launch of YouTube channels by 4 teachers and production of practical demonstration videos by all Science Departments. Dr. Juliet Miranda, HOD of Chemistry department, developed and conducted two online courses.

Standardization of Question Paper for online examination: The university specified broad outline for setting of question papers for summative assessment of Course/Programme outcome. IQAC suggested standardization of the question paper to cater different learning levels and uniform measurement of outcomes. A meeting of all question paper setters was called to decide the finer details of the question paper including number of questions, options and difficulty levels.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/6.5.2-link.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/6.5.3.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- Gender Equity & Sensitization: Activities such as talk on Women Entrepreneurs, quiz on Women Personalities in India, webinar on overcoming Domestic Violence, poster making on Gender Inequality were conducted during the academic year by Women Development Cell. A talk on Transgender issues was conducted by the Commerce department. Curriculum wise, TYBA offers two courses on Sociology of Gender Equity and Gender & Society in India along with Foundation Course in FY and SY that helps in sensitizing students on Gender issues.

- Safety & Security: Royal College is known for discipline and ragging free campus in the vicinity. There are in total 88 CCTV cameras installed at strategic locations for the safety and security of the students. There is a Discipline Committee to ensure discipline.

- Counselling: Personal counselling is extended by the Mentors, Guardian teachers, Vice Principal and the Counselor for academic and personal counseling to the students. Counseling of parents done to minimize drop outs. A Covid-19 mental health helpline was set up for students in the year 2020-2021. All the calls were received on the college official number and were forwarded to the counselling team of teachers. Students were assured of confidentiality throughout the process.
- Common Rooms: There is a girl's common room (GCR) and boy's gymkhana on the ground floor, both equipped with locker facility and indoor games. Rest chairs are provided in GCR along with sanitary pad dispenser facility.

File Description	Documents
Annual gender sensitization action plan	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Evidence_7.1.1_planner.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/04/Evidence_7.1.1_initiative.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management

Organic waste, garbage, and canteen waste, segregated as per the MBMC (Mira Bhayander Municipal Corporation) norms. The college has a Bio compost Equipment that converts biodegradable waste from canteen to manure.

Ecofriendly Sanibins have been installed in Girls washroom for sanitary pads to be hygienically disposed.

Every department has a separate bin to store discarded papers for recycling or reuse. Old newspapers, discarded textbooks, notebooks and pieces of papers which are collected from various departments of college are sold to a scrap dealer, which is then recycled.

Liquid waste management

The liquid waste from the college is connected to municipal sewage system.

E-waste management

E-waste material collected from various administrative office, departments, teaching & non-teaching staff for the year 2020-2021 was given to Eco-reco Company for recycling.

Hazardous Waste Management

Microbial cultures and culture media are autoclaved at 121oC to kill microbial cultures before disposal. The pipettes are collected in a separate trough containing disinfectant before it is autoclaved.

Systems are in place for minimizing chemical usage and wastage. Exhaust fans and fume hoods are fitted in the chemistry labs to dissipate the acid fumes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	A. Any 4 or all of the above

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen   reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Royal College provides and nurtures an inclusive environment that reflects tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. The Fine Arts & Cultural Club (FACC) of the college undertakes various activities throughout the year that exhibits cultural diversity. Following is a glimpse of the activities conducted during the year.

- Cultural Program: On the occasion of 32nd Founder's Day, the online cultural program started with the Quran recital and was followed by Ganesh Vandana. Also, various regional performances were part of the program as the theme for this year was RETRO - Reminiscing the old Indian culture and its diversity

- DEEP-O-DIWALI- Diya Decorating Competition: A virtual Diya decoration competition was organized for the students during the festive season.
- JAADU-E-ALFAZ – An Open Mic Competition: This competition reflected linguistic tolerance as it provided a platform for students to share positive thoughts in language of their choice.

Stroke of Memories: In order to embrace cultural diversity and to enable students to communicate their travelling experiences through the use of colours, students were asked to paint their

memories of travelling on objects without any use of paper or fabric.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

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

Value

Details

Date

Knowledge of the Constitution and upholding it

Poster competition on Constitution

25/11/2020

Quiz on Preamble

28/1/2021

Quiz competition on Making of Constitution

26/11/2020

Promote equality and brotherhood

Poster making competition on gender inequality

19/2/21 -26/2/21

Human Rights Day Celebration

10/12/2020

Talk on 'Breaking the gender Stigma'

27/11/20

Renounce practices derogatory to women

International day for elimination of violence against women

talk by Adv. Soumya Poojari(Alumnus)

25/11/2020

Celebration of International Women's Day-

Talk by Ms. Afsha Farooq Qureshi , Alumnus

8/3/21

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/7.1.9.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

In view of the prevailing pandemic and the ensuing lockdown, the Institution took special efforts to celebrate and observe the days of National and International importance, mostly in online or hybrid mode.

The Flag hoisting on Independence Day was done in the presence of a skeletal number of staff. Glowing tributes were paid to our freedom fighters . The online function ended with an oath to fight Covid-19 by following all protocols and participation in the Swachch Bharat Abhiyan.

Martyr's day was observed in the right spirit of sobriety and gratitude to the Father of the nation and other Martyrs. A speech reminiscing the deeds of these gallant heroes was followed by a well compiled video set to singing and voice over by the students of TYBA

Republic Day was celebrated on 26/1/21 with traditional pomp and gaiety with due cognizance of the curbs due to the prevailing pandemic. The NCC and NSS units along with the Students Council made the day a memorable one with their sharp and synchronous parade followed by a skit. International Human Rights Day, National Science Day, P.C. Ray Day and World Student's Day etc. were celebrated

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

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

1. **Title of the practice: Creating social, environmental and cultural awareness through day commemoration.**
2. **Goal: To promote awareness of important social, cultural and humanitarian issues that forms an integral part of learning and value inculcating process.**
3. **The context: In a world that is diverse, interconnected and rapidly changing it is extremely important for students to understand local, global and intercultural issues, understand and appreciate different perspectives and world views. The College believes in not only providing a strong academic foundation for the students but also gives importance to value based education leading to personal, professional and social growth. Commemoration of various days of international and national significance broadens the perspective of the students and helps them understand economic, cultural and social need of the society we live in.**

4. The Practice: Every class in college organizes the celebration/observation of days of International, National or Social Importance. The calendar is prepared at the start of the academic year and organizing class is informed accordingly. The planning of day commemoration is done to bring about all round awareness among the students about various issues, and also to celebrate various cultures and events.

The choice of Days observed/celebrated online is broadly based on the following themes:

Environment conscious students:

Environmental degradation has led to many devastating effects such as the depletion of the ozone layer, depletion of mangroves forest and wetlands that forms an important part of our ecosystem. To create awareness among students and to inspire them to contribute to a better and healthier environment by living eco-friendly lives on a daily basis World Wetland day, World Mangrove day and International Ozone Prevention Day is celebrated. Quiz, PowerPoint presentation, treasure hunt, posters prepared by students, a short skit, debate, extempore, tree plantation, speech and poem recitation forms the part of the awareness programme.

Social Awareness:

There are many problems that plague our society. Creating awareness among the students about them will help them understand the injustices in the society and make a positive impact. To sensitize our students towards these issues International Day for Elimination of Violence against Women, International Day for Eradication of Poverty, International Human Rights Day was observed. World Elders Day is observed to emphasize the Indian tradition of love and respect for the elderly and to highlightatrocities and neglect they face today, done throughposters.

Importance of Food and Nutrition:

An important factor influencing human health is food. The improvement of healthy nutrition is one of the leading principles for improving the health. To create awareness of students about the principles of healthy nutrition and their observance and forming habits for healthy nutrition, Nutrition day was celebrated.

Posters were made to create awareness of wastage, shortage, types and ingredients of food on World Food day.

Celebrating culture and heritage:

Celebrating diverse cultures can help students learn social values, belief and customs of our country and the world and help them built a tolerant personality. With this in mind World heritage day, World Tourism day is celebrated.

As a tribute to the contribution of our armed forces, Navy day was celebrated. National days like Independence Day, Republic Day and Gandhi Jayanti are celebrated with patriotic zeal.

5. Evidence of success: The students imbibed various skills like communication, decision making analytical skills while planning and executing the programmes. The plethora of events observed/celebrated year around deepened the understanding of the students about the society giving them a global outlook.

6. Problems encountered and resources required: Motivating students for online participation was a challenge due to various issues like internet connectivity, limited data, and family members facing medical problems due to the pandemic. Students find it difficult to participate in all events due to exams. Many days of National and International importance fall on exam days or vacation and hence cannot be commemorated as a result the students miss out in understanding the relevance of such days.

BEST PRACTICE 2

  1. Title of the practice: Green and clean campus
  2. Goal:

  1. To minimize the effect of pollution by creating a green zone.
  2. To reduce carbon footprint and to inculcate eco conscious values among students.
  3. Cleanliness in and around campus.

3. The context: Environmental friendly practices can be integrated in education to promote sustainable and eco-friendly practices in the campus. An educational institution can play a vital role in societal and environmental reforms besides its various academic pursuits. Keeping the growing ecological concerns and a dire need for immediate action to carry out and promote eco-friendly practices is the need of the hour. The college firmly believes that, when it comes to environment conservation, awareness must be followed by sustainable practices.

4. The Practice:

Green campus:

Our College campus of about 2.5acres is a rich green zone. The green cover is an effort towards reducing pollution and carbon footprint. The 185 species from Malvaceae, Rubiaceae, Acanthaceae,

Asteraceae, Aaliaceae, Oleaceae, etc families makes the institution rich in biodiversity. Some very beautiful and rare plants such as Ground orchid, Mickey mouse plant, White frangipani are maintained in the campus. The greening of the campus is a small effort to arrest air pollution, replenish ground water supplies. Butterflies while adding to the biodiversity of an ecosystem are beneficial to the environment through the symbiotic relationship they maintain with the plants as pollinators. Butterfly garden was created to protect biodiversity.

Conservation: The College understands the importance of conservation of energy and natural resources and its impact on the environment.

- Save electricity posters in every classroom and laboratory prompts students to switch off lights and fans when not required. Tube lights are replaced by energy efficient LED lights.
- Thin clients are installed in the computer lab to minimize the use of electricity.
- Rain water harvesting facility is an effort to increase ground water levels and save municipal water.

Waste management:

- College has a Bio compost Equipment
- A modern digitized economy and increased use of electronic devices, it becomes imperative to efficiently and cost-effectively handle the issue of electronic waste. E-waste collected from laboratories, various departments, library, and college office and by students from the societies where they reside is sent for recycling to EcoReco, a BSE listed company.

Eco conscious students:

Efforts have been taken since inception to inspire love for nature among students and to inculcate a culture of conserve and preserve. To promote interest and knowledge about the environment activities like bird watching, visits to National park, Nature trails/camps are conducted. Tree plantation is an every year feature taken up by the college NSS unit and students from Arts Stream.

Culture of conservation and green sustenance promoted through

green campaigns and activities like Save electricity, save water and anti-plastic drives, beach cleaning, wetland cleaning drives. Paper bag making workshops are held to promote its use as an environment friendly alternative to plastics.

5 Evidence of success: The college received District Green Champion certificate for Thane District for the Academic Year 2020-21. This award was in recognition for implementing best practices in the areas of Sanitation, Hygiene, Waste Management, Water Management, Energy Management and Greenery Management. A well maintained botanical and medicinal garden with nomenclature . Inspite of the pandemic induced limitations, the green cover in campus has been maintained. The concretization of the city has not affected the number of bird species in our campus as evident by the report of our nature club. Our nature club activities have inspired students to take up wild-life conservation as their career and one such student Mr Nikit Surve was given Young Naturalist award by Sanctuary India. We have a brigade of passionate amateur naturalist and environmentalist who act as resource persons for the institution and its sister organizations.

6. Problems encountered and resources required: Salary of Staff hired to maintain a green and clean campus has to be paid by the management as there are no salary gra

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Curriculum enhancement through myriad Co-curricular activities

To provide a holistic and enjoyable learning experience each department organizes a host of novel and innovative teaching-learning and evaluative activities that also add value to the curriculum and hone soft skills. The transition this year to online education only enhanced the creativity of the faculty members. Listed below are some innovative activities:

Activity: Talk on Issues faced by transgender community – Adv. Salma Khan (transgender)

Objective: Sensitization

Department: Commerce Money Heist – Competition

Activity: Money Heist – Competition

Objective: Increase awareness of Union budget

Department: BMS & BAF

Activity: Scrapbook competition

Objective: Explore in depth topics of interest but beyond the syllabi

Department: Chemistry

Activity: Psychxplore- interactive games

Objective: Enhance conceptual understanding

Department: Psychology

Activity: Mangrove Day celebration

Objective: Awareness of ecosystem in vicinity

Department: Zoology

Activity: Talk on Women Entrepreneurship by Aprajita Singh (self-made food entrepreneur)

Objective: Exposing students to real stories of women entrepreneurs in emerging markets

Department: Sociology & Political Science

Activity: E-poster competition on Green computing

Objective: Enhance significance of Green computing and hone soft skills

Department: Computer Science

Activity: 'Camera: Physics and Electronics' National webinar

Objective: To familiarize students with the intricacies of the working of modern cameras

Department: Physics

Activity: Documentary and Video screening

Objective: Critical thinking and Value add to curriculum

Department: All Departments

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Introduction of add- on courses in Basic English and Research Methodology

Introduction of Zoology at third year level

Enrollment in NPTEL courses by staff and students

Organization of national / international webinar on Role of AI in Education

Application for grant under DBT Star College Scheme

Addition of new LED projectors

Strengthening support system for availing government scholarships

Workshops for Staff on Course Outcome mapping, Use of Excel and Career Advancement Scheme for maximization of API

Application for District Green Champion Award