



YEARLY STATUS REPORT - 2021-2022

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.	9892547756				
• 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				
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 3	A	3.09	2019	09/09/2019	08/09/2024
Cycle 2	A	3.10	2011	27/03/2011	26/03/2016
Cycle 1	B++	80.25	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	
-	-	-	-	-	
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	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Post lock down preparation for commencement of offline classes		
2.Establishment of safety committee		
3. Application for DBT star scheme		
4.MoU with 'Aspire for Her'		
5. Camp and guidance lecture for availing government scholarships		
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
Introduction of add- on courses in Basic English and Research Methodology	A certificate course on Research Methodology conducted
Introduction of Zoology at third year level	Approval awaited
Organization of national / international webinar on Role of AI in Education	The seminar was conducted on 07-08-21
Application for grant under DBT Star College Scheme	Approval awaited
Addition of new LED projectors	Purchase postponed to the next academic year due to lockdown
Strengthening support system for availing government scholarships	Camps and guidance lectures conducted. The number of scholarship availed has doubled.
Career Advancement Scheme for maximization of API	Webinar conducted on 04-04-22
Application for District Green Champion Award	The college won the award

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
CDC	28/04/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Yes (AISHE certificate no. -C-33752-2021)	15/12/2022

15. Multidisciplinary / interdisciplinary

The college is a multidisciplinary institute having programmes in

Arts, Science and Commerce. The following skill based courses were conducted with interdisciplinary approach towards integration of humanities and science with STEM.

- Course on Web Development and Designing for Science students
- Fundamentals of Digital marketing for Management students
- Fundamentals of Accounting for Science and Humanities students
- Google Data Analytics, Google UX Design, Google IT Automation with Python and Google Project Management for students across all programmes

The college being an affiliated institution, it is not empowered to design credit based courses. However the curriculum is strengthened through activities such as Polio drive, Vaccination drive, Blood donation, Joy of Giving, Beach Cleaning Tree plantation, eco-bricks, backyard birding, DIY rainwater harvesting that allowed community engagement and service, environment awareness and value inculcation.

Environment education is integrated in the curriculum as units of different courses including Foundation Course, Zoology, Chemistry, Microbiology, Sociology and Hindi. Awareness and engagement of the students is enhanced through activities like debates, speech & poetry writing competitions, research presentations, podcasts, quiz & poster making competitions.

Interdisciplinary research is undertaken by different departments. In the last academic year Mr. Abdul Kayum Chaudhary (Department of Physics) and Dr. Mustaqeem Mohammed Abbas (Department of Chemistry) published a paper titled 'Characterization and pharmacodynamic study of Thiazole based ointment' in the Journal of Chemical, Biological and Physical Sciences-an International Peer Review E-3 Journal of Sciences available online at www.jsbsc.org Section A: Chemical Sciences.

16.Academic bank of credits (ABC):

University notification regarding introduction of ABC is awaited. Once the process is initiated by the university, the college will participate.

17.Skill development:

The following skill based and value added certificate courses were conducted wherein 151 students participated.

- Spoken English
- Course on Web Development and Designing
- Research Methodology (Arts)
- Fundamentals of Digital marketing
- Fundamentals of Accounting
- Google Data Analytics
- Google UX Design
- Google IT Automation with Python
- Google Project Management
- Research Methodology (Chemistry)

A national level online workshop on " Introduction to Data Analysis using MS-Excel and SPSS" was conducted by the department of Humanities to enhance research capabilities.

The motto of the college is empowerment through value education. In consonance with the motto, a bouquet of activities were conducted to sensitize the students to the needs of society and the environment. Observance of days against corruption, drug abuse, human trafficking and international human right day helped create awareness and send out a strong social message. The rich culture and heritage of the country was celebrated with Marathi Bhasha Diwas, Rang-de-Azadi, Traditional Tweet, etc . Observing the International Day of People with disabilities, International day for the eradication of poverty, Joy of Giving week etc emphasised social responsibility and inculcated empathy for the less privileged. A number of mental and emotional health support activities were conducted to help our students face the challenges due to the lockdown and pandemic. Green activities included making eco-bricks, backyard birding, DIY rainwater harvesting, tree plantation, etc

The following activities were conducted by various departments, and clubs to create awareness and values of a good citizen.

Focus	Activities
Renounce practices derogatory to women	Talk on elimination of violence against women
	Skits on violations of Women's Rights
	Skit on Obstacles to Women's Development in India
Render National Service	Blood Donation Camp
	Jalosh Clean Coast - Mangrove/ Coast Clean Up Drive
	Polio Drive
	Covid Vaccination Drive

Spirit of common brotherhood	International Peace Day
	International Webinar on Gender Equality
Preserve composite culture and Indian Knowledge system	Culturally inclusive Founder's Day celebration
	Traditional Day
	Cultural Tweet
	P.C.Ray Day celebration - History of Chemistry in Ancient and Medieval India
Preserve natural environment	Activity reel on social media
	Mangrove Awareness Day
	Poster making Competition
	Webinar on Biodiversity
	Mumbai Bird Race & Bird Watching Sessions
	Tree Plantation
Develop Scientific Temper	Annual Research Meet
	International Day of Women and Girls in Science
	National Science Day

To understand the provisions of NEP-2020 and to create awareness, a seminar/ webinar has been planned for the next academic year.

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

Hindi Sahitya Parishad and Marathi Waghmay Mandal organized the following activities for promotion of these languages.

A group activity involving Power point presentation on " Contribution of Nalanda University to Indian Knowledge Sytem" and a group discussion on "Contribution of Ancient India to Maths. and Science" was held from 2nd March to 9th March 2022.

A power point presentation on 'Contribution of ancient India to Chemistry and Midicinal Science" was held to acknowledge the work of Prafulla Chandra Ray-the father of Indian Chemistry.

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

A workshop on 'Outcome based Education' has been scheduled from 27-06-22 to 29-06-22..

Two teachers participated in online level-1 workshop on "Effective strategies of teaching Science and Mathematics to UG and PG teacher" conducted by MS-DEED. The teachers were further selected for offline two week workshop on 'Capacity building of teachers to become effective educators and master trainers .' A regional level workshop has been planned by the the teachers for the next academic year.

20.Distance education/online education:

The college signed an MoU with Aspire For Her Management in March 2022 to facilitate enrollment of students to Google Career Certification Scholarship Program run by Coursera. The course which was aimed at upskilling in-demand industry skills, was available to students free of cost. The course was sponsored by Aspire For Her Management and Consultancy Pvt. Ltd. in partnership with NASSCOM Foundation.

82 students registered for the courses and they could select from the followig modules.

- Project Management
- Digital Marketing and E-commerce
- IT Support
- Data Analytics
- IT Automation with Python
- UI / UX Design

15 students completed their certification (100%) while 30 students completed between 13%-86% .of the courses

The college also conducted five certificate courses online.

Extended Profile

1.Programme

1.1

434

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		1551
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		776
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		504
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		49
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)	246.6
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 Institute is affiliated to the University of Mumbai. The curriculum designed by the Board of Studies is strictly adhered to impart quality education. Timetable is prepared on the basis of workload collected before reopening of the academic year. Due to ongoing lockdown, the timetable was revised in November & thereafter when offline classes resumed. The Academic calendar, IQAC meetings & the planner were updated to suit the online/offline schedule. All updates for students are published on the college website (url attached).

Semesterwise teaching plans are prepared at the beginning of every term. The progress of syllabus completion is reviewed every month by the HODs & endorsed by the Principal.

In the first term, classes were conducted Online on the Zoom platform. Google Classroom was used for sharing learning resources, assignment submissions & for regular evaluations.

In the Second term hybrid mode of teaching was followed as only fully vaccinated students were allowed for offline sessions. For the effective delivery of curriculum, teachers used ICT tools, Ppts, youtube videos, webinars, Kahoot quiz tool, etc. Guest lectures by

academicians & professionals were held 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 attend national & international webinars, take up NPTEL courses, research projects, surveys through google forms & participate in intercollegiate co-curricular activities, quiz & competitions.

Results are analyzed & 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/

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.

The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, class tests, MCQs, Viva, internal examinations and semester examinations

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/2023/05/1.1.2-Academic-calendars-1.docx

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

7

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)

10

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

172

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 & mission of the college is in alignment with the core values stated by NAAC. The college strives to inculcate knowledge and wisdom amongst the students to facilitate their holistic development by organizing extra & co-curricular activities which aim to instill general competencies such as ethical values, human values, sensitivity towards environment and gender discrimination ,

etc.

GENDER:

The College has a Women Development Cell. Students' understanding of gender equality & the myriad problems faced by women is enhanced through activities like Open Discussions, film screening exploration, expression & poster presentations. Sociology, Political science & the Foundation Course syllabus include topics on gender/women which are taught through various innovative activities.

ENVIRONMENT

The Foundation Course for first & Second Year students & the Zoology courses cover studies on the environment. & biodiversity. These issues are integrated into the curriculum design using various activities like debates, speech & poetry writing competitions, research presentations, podcasts, quiz & poster making competitions.

PROFESSIONAL ETHICS:

Psychology, Political Science, Sociology & Hindi departments give a lot of emphasis on developing professional ethics with activities like guest lectures on careers and professional ethics, open discussions and critical reflections.

HUMAN VALUES:

Sensitizing the students towards human values has been a regular feature where innovative activities are conducted by all the departments. These included movie/documentary/video screening, poster presentations, case studies, guest lectures by experts, and creating Psychoeducational resources on digital platforms 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

39

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

1014

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 from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/1.4FeedbackLinks.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/2023/05/Action-Taken-Report...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

1551

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

1177

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

Grades of students at Class XII provide an initial assessment of their learning levels. 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. Mentor teachers consult students about their performance in the exams and provide them suitable guidance. Slow learners are encouraged to attend remedial lectures. Attendance record and performance of the student in remedial lectures is monitored. Other academic support activities which in particular helped slow learners include: accessibility of teachers through on-line tools, digitized study material, interaction with mentors, question papers with varied difficulty levels. Activities conducted to provide impetus to advanced learners include participation in Intercollegiate research convention - Aavishkar; annual research meet at college level, guidance for participation in intercollegiate events, certificate course on research methodology, visit to research laboratory, release of subject specific newsletters, students' Professional Skill Development Via Webinars/ Workshops/ Online Courses, guidance for competitive exams.

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
1551	51

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

A number of effective pedagogies are used to enhance learning experiences of students. Apart from the lecture mode of curriculum transaction that used Power Point Presentations and digital boards, the following student centric methods were adopted to achieve effective teaching learning experiences.

Experiential Learning methods used are Research projects based on experimental work, survey and case study, Visit to research lab, Use of phone apps in research, Internship, Writing research proposals and abstracts Primary data collection, Mock interview, Departmental News letters.

Participative learning methods used are Group discussions and debates, Subject related quiz, puzzles and games designed by students, E scrap book, analysis of newspaper articles, Book and Documentary Review, Assignments, Flipped classroom, Powerpoint presentations by students, Presentation of news articles, Documentaries, short movies, recorded videos, Moot court, role play, brand logo exercise.

Problem solving methods include 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

Teaching - learning process in the year 2021 - 22 was in both online and offline mode. The use of ICT enabled tools have increased significantly in this period. Teachers have actively participated in different faculty development programs related to the use of ICT tools; development of e-content and MOOCs; online teaching, learning and evaluation. Teachers used various ICT tools and resources to make the teaching learning experience effective. Some of the ICT tools used by our teachers comprised of MCH Multimedia content; online resources like canva and hotpotato to make e - posters and newsletters; online tool Padlet, Google form, Quizziz to conduct assignments and test; Whatsapp and telegram groups for rapid communication of information to students; softwares like Geogebra, Kahoot, R software, evaluation software Eklavya and MOODLE for exams; Zoom platform for online lectures and Google Classroom to share notes, e books, assignments and tutorials; You tube videos, animated videos; Logic Gate Simulator App to execute computer science practical of Digital System and Architecture. The ICT resources used include PPTs prepared by teachers and students; Study material developed in digital form by teachers; You tube channels launched by teachers for theory as well as practical courses; Library e resources; Educational websites like Mathigon, MOOC platforms like SWAYAM.

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

50

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

51

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

15

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

743

File Description	Documents
Any additional information	View File
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.

Internal assessment was prescribed only for programmes in BMS, BAF and B.Sc. (Computer Science), M.Com. and few courses of B.A. and B.Sc. programmes. An internal assessment for 25 marks was conducted per course per semester for UG courses and 40 marks for PG courses. . A dedicated Internal Assessment Committee was responsible for preparing the timetable, collating the question papers and conducting the exam.. The timetable was displayed on college website and communicated to students' through communication groups. The tests were conducted online in first term and offline in second term. Google forms, Moodle, Zoom were used for online tests. Results were declared on college website.

For TYBA and M.Com. students, topic based research projects and review writing were given and assessed through presentations. Foundation Course assessment was through group presentations.

Informal assessment was done for all courses in the form of quiz using Google forms, Kahoot, Telegram Quiz Bot, written assignments, presentations, group discussion, approach writing, scrap book, debate and the like.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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. In the first term, exams were conducted online. 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. Immediate help was extended by the faculty to students for resolving technical problems encountered during online exam.

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 syllabus prescribed by the University. Broad course wise learning outcomes which are stated in the University syllabus are modified and enhanced by the respective departments. The departments also frame Programme Specific Outcomes.. The college has developed the following mechanisms to communicate learning outcomes to the stakeholders.

1. The paper copy of syllabi with learning outcome is made available in the college library/ department for reference.
2. Broad learning outcomes of various programmes are communicated to first year degree students during orientation / induction sessions
3. Programme and course-wise learning outcomes are displayed on the institutional website
4. The college prospectus includes POs for all degree programmes
5. COs are entered by individual teachers in their log book - the yearly teaching planner. The practice not only assists teachers in detailed planning of lectures in accordance with COs .
6. The learning objectives and course outcomes are communicated by

the teachers at the beginning and end of each unit of the syllabus.

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. Attainment of COs, PSOs, and POs as per the University Assessment System

As the college is affiliated to University of Mumbai, it follows the University guidelines for student evaluation. The attainment level of COs and POs, is therefore formally measured on the basis of students' performance in semester end examination and internal assessment; wherever applicable. The students' performance is graded from F (Fail) to O (Outstanding) on a 10 point scale. A summary of grade wise performance for the academic year 2021-2022 is as follow.

Grades College Exam University Exam O 4.3 36 A+/A 52.5 47.5 B+/B 25.6 12.9 C 4.2 0.4 D 0.3 - ATKT 10.3 0.6 Pass 2.8 0.1

2. Additional Institutional assessment (Informal and optional): A combination of periodic tests, varied assignments and activities conducted by individual teachers / departments help to evaluate attainment of COs and PSOs.

3. . Indirect Assessment of COs and POs is achieved through:

- Feedback from stakeholders
- Student satisfaction survey
- 28.27 %students progressed to higher studies / received job placementsafter graduation
- Performance in qualifying examinations. 4 students qualified NET/SET, 3 qualified PET and 3 qualified IELTS. One of our students, Tak Mavis a B.A.alumus,achieved 386th position in Civil Service main examination, 2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://docs.google.com/spreadsheets/d/1IgNZnOIufEPLZQy9ulfr4uDWHIfr-u4kdyocovRaXqI/edit#gid=2055532989

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

504

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	No File Uploaded
Paste link for the annual report	Nil

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/2023/04/2.7-SSS-1.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)

0.75

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

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

Innovation and development of entrepreneurial skills and encouraging new ideas has always been the concern and mission of the

institution. And in order to achieve the same the Institution always provides a healthy atmosphere, infrastructure, resources and confidence building for enhancement of the capacity and competencies of students. The Institute has created knowledge resources and facilitated its transfer through various ways:

1. The Research Committee encourages the students and teachers to undertake innovative activities helpful for creation and transfer of knowledge. The committee organises an Annual Research Meet every year for the students. This year the research meet at college level was held on 17th March, 2022, wherein 16 teams presented their projects.
2. The institution has always encouraged activities of various clubs and societies like Royal Shark Tank held on 19th Sept. 2021, a competition for presenting business ideas from students. These type of activities encourage new business ideas and also helps to develop entrepreneurship competencies.. Such activities help in developing leadership qualities and various other skills which helps in planning, budgeting, marketing and organizing culture among students.
3. A webinar on research and innovation was conducted on 4th March 2022 to show students the connection between research and innovation and to encourage research.

Thus the purpose of providing a conducive environment for budding entrepreneurs by providing them the best possible support in ideas and facilities is achieved.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/3.2.1-AQAR-21-22.pdf

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

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)	No File Uploaded
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

4

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

8

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

Extension Activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years

The extension activities encompass programmes conducted in the college and in the neighbourhood, for women empowerment, gender sensitization, health and environment awareness. These activities inculcate social responsibility in the students as through the outreach programs they create an awareness in the public through their targeted community interaction.

All departments conduct extension activities in order to promote institution-neighborhood community network and students engagement contributing towards their overall development and service orientation and making them responsible citizens.

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 Tree Plantation Drive in collaboration with Mission Mumbai, students demonstrate the importance of tree plantation to ensure the stability of our 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 Nair Hospital) is undertaken to get students sensitized towards values such as altruism, empathy, selflessness, generosity and kindness. All the extension and outreach programmes 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/2023/05/3.4.1-Additional-information.pdf
Upload any additional information	View File

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

03

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

05

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

05

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 10,186sq meter of which 2,594sq 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 67 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 5313sqft, divided into Open access, Reading area, Internet section, administration area and Staff reading room
- Fully automated with SLIM 21
- Collection of 17723 books, 200+ CDs, 49 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 m2)
- 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.

25

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)

9.96

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)

1.76

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

56

File Description	Documents
Any additional information	No File Uploaded
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 on campus comprises 2 data servers, 3 laptops, 151 systems and 29 projectors. 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-conditioned and with a projector in LAN with 28 and 45 nodes respectively. For LAN connection, Cat-6 cable and 100/1000 Giga switches are used throughout the campus. All client systems are under AMC. In-house IT technician take care of maintenance of hardware/software. College website hosted on Cloud server is managed by a website committee.

Resource and IT service augmentation post covid pandemic

- Purchased

1. Online Admission System to manage form filling, Merit List

Generation, fee collection etc.

2. Zoom licenses
 3. Online examination system with Proctor Enabled Software
 4. Wifi routers and Web cameras were installed in class room for conducting lectures in hybrid mode
 5. Face recognition attendance system was used for employees' attendance
 6. Microsoft paper license
 7. Quick Heal Antivirus for system
- IT support to departments for conducting conferences/webinars, Teachers Day, Founders Day , Republic Day and Online Activities
 - National/International online resources were shared with stakeholders through College Digital Library
 - Online re-issue of books
 - Email/website/whatsApp/Telegram used for all communication

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/4.3.1-ICT-facilities-Additional-information-AQAR-2021-22.pdf

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

98.797

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 stakeholders 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
- 2) Maintenance Incharge for General Maintenance
- 3) In-house electrician
- 4) Two Gardeners

The college has well defined maintenance policy for Civil , General , Electrical, Laboratory , Library , Sports and IT facilities. Terrace water proofing , major repair work completed during pandemic without causing inconvenience to stakeholder.

General maintenance:

- Periodic Structural Audit of building
- Annual water-proofing audit
- Plumbing and sewage drainage cleaning by professionals
- Maintenance of Bookstall/Canteen/Xerox center by the respective service providers
- Binding of important documents and Annual weeding out of records

Effective maintenance of the facilities is ensured by

1) Periodic stock checking /auditing of Laboratories and Library.

2) AMC for laboratory equipments, fume hood, fire extinguisher, hardware/software, water purifiers/coolers, Air conditioners, Elevator, Paper shredder and Biometric machine, intercom system, CCTV and Pest control.

Optimal usage is achieved by providing the library/laboratory resources, Yoga and sports facilities to alumni, sister institutes

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

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

25

File Description	Documents
Upload any additional information	No File Uploaded
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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/02/5.1.3.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

334

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

334

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

31

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

106

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

10

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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 Student's Council- provides a canopy for all student activities; consists of Class Representatives (CR's) and students of Vigilance Body (VB's). 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, misconduct in campus. The Council also assists in organizing co-curricular and extra-curricular events by departments, e.g. 'Day Observance', Personality Contest, etc. Its role as liaison between students and teachers to ensure success of the events cannot be overemphasized. Students are well represented on co-curricular clubs and societies such as Library Committee, Sports Committee, NSS, NCC, etc. wherein they are involved in all aspects of planning and execution. The students' council provides an avenue to the students to hone leadership qualities skills, team morale and professional/work ethic. However during 2021-22 due to the pandemic the VB and Gyan Manthan committees were not formed.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/02/IQAC-composition-21-22-1.pdf
Upload any additional information	View File

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

119

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)

Registered Alumni Committee

1. Jwala Nayak
2. Amreen Karimi
3. Kamal R Rohra
4. Vikas Thakur

5. Nasreen Khan

6. Saumya Poojari

7. Piyush Vibhakar

Other active members

8. Anish Pillai

Membership fees of Rs500 credited to savings account of Alumni Welfare Association and total of Rs.10,000 was mobilized during FY 2021-22

Prominent activities include:

1. Professional Services: CA Sameer Valia conducts internal audit of the College accounts . Advocates Saumya Poojary ,Amreen Karimi , Sana Khan ,Mayur Sonawane are members of Legal Cell

2. Academic Development Programmes: Alumni are invited as resource persons for Career talks, Workshops, Add-on courses a)BMS Alumna Sonia Bhanghera(2012 Batch) engaged session For BMS students to guide students on interviewing skills .b) Amita Chaurasia (2003 TYBA) engaged session on "Careers in social sector"c)Ms Nidhi Bangera (2015) engaged session on "IPR" for TYBsc Micro students d)Talk on "Preparing for Competitive Exams" by TYBA Alumna Mavis for SYBA ,TYBA studentse)Sooraj Sreenath(Chemistry 2014) conducted session in "Certificate course in Research methodology"f)Nature Club : Shamika BMS 2019 Launched "All things Earth" reel on Official Nature club Instagram about Nature & wildlife species.

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

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

File Description	Documents
Upload any additional information	View File

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 in tune with the 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.

CBT plans and makes budgetary allocations

The HoD in conjunction with the department colleagues plans the syllabus distribution and transaction, slow and advance learner programmes, certificate/add-on courses, extension, research and co-curricular activities of the departments.

The Super committee comprising of 3 faculty member decides the constitution of various co- and extracurricular committees and clubs. The respective club /committee members plan the extra-curricular activities for the academic year.

Initiatives in accordance with Vision Mission statement are value based education through observation/celebration of days of national/international importance. Awareness drives by students on social and environment issues are organised on campus and in the neighbourhood communities.

Holistic academic programmes involve curriculum enrichment through co-curricular and extracurricular activities, add-on and certificate courses.

Girls' education is promoted by ensuring a safe environment

Students from disadvantaged groups are encouraged and guided to

apply for Government Scholarships

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 planning strategies for conducting lectures in hybrid mode

After the lockdown was lifted for educational institutions, an impetus had to be given to strategies for planning and implementation of hybrid mode of teaching, learning and evaluation.

A Safety Committee comprising of teaching and non teaching staff was formed. The committee prepared guidelines to be followed by all the stakeholders for resumption of offline lectures in accordance with Covid protocol. Discipline committee ensured adherence to the protocol and admittance of only fully vaccinated students. The time tables were revised to accommodate 50% class strength in a classroom as advised by the University. non-vaccinated students attended classes in online mode. The Safety committee also organised free vaccination camp for students and their families. Infrastructural committee ensured that offline / online mode of facilities were provided. Wi-Fi routers were installed in 11 classrooms to facilitate hybrid teaching. Practical sessions engaged in the laboratories were relayed online with technical support from the IT technician and lab staff. As per University guidelines, first year students appeared for examination in offline mode with the duration of writing the exam extended and for second year and above classes exams were conducted online .

File Description	Documents
Paste link for additional information	Nil
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 followed by lockdown, implementation of the perspective plan was stalled in some ways, nevertheless some initiatives were remotely implemented. To give impetus to research, enhancement of infrastructure and skill enhancement of teaching and non-teaching staff, the IQAC proposed applying for Star-DBT scheme. The same was approved in the Program Planning Committee (PPC) meeting with the management. A College DBT-Star committee was constituted. The committee organized a seminar to give guidance on key aspects of the scheme to all the Science departments. The HoDs along with the departmental colleagues discussed and planned activities, purchase of necessary equipments. The Administrative office collated the required data of the students. The Committee submitted the online proposal on 02/05/2022.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 CBT to develop, monitor and review strategic plans. Meetings are held twice a year. IQAC recommends and monitors timely, efficient and progressive performance initiatives.

Principal functions in a democratic and participative leadership across 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. HoDs allocate the syllabus, plan the time table, oversee departmental activities in consultation with other faculty members.

Science departments 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	Nil
Link to Organogram of the institution webpage	https://royalcollegemiraroad.edu.in/wp-content/uploads/2019/02/ORGANOGRAM.pdf
Upload any additional information	View File

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	No File Uploaded
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

The HEI has established welfare measure for the teaching and non-teaching staff viz:

- Annual blood check up camp
- Tie up with Bhakti Vedanta 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
- Festival Advance salary paid to Staff.
- Special bereavement leave of three days on demise of immediate family member
- Talks / workshops for Staff
- Counseling facility available
- "Guidance on Psychosocial skills to Helpers during Pandemic" by Mrs, Jayshree on MGNCRE on 14-07-2021
- Certificate of Appreciation alongwith Gold coin worth Rs.25,000/- to retired teacher
- Rs.12,000/- paid for Fees to daughter of Dinesh Khergamkar (injured maintenance technician)
- No retrenchment of support staff (IT Technician and sweeper) in spite of limited workload

Following initiatives were taken in view of the Pandemic and lockdown:

- Vaccination camp organized on the campus under Mission Yuva Swasthya Scheme.
- Installation of touch free face Biometric system
- Safety guidelines prepared and sanitation facilities provided

for functioning of classes.

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

3

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

17

File Description	Documents
IQAC report summary	View File
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 and Principal. Appraisal of CAS forms of staff due for promotion are scrutinised by Internal Scrutiny committee.

ii) Log book

Log book that is a annual record of the academic, research and administrative work and career growth of a teacher are endorsed by the HoD and Principal

B) By other stakeholders:

i) Lecture observation by HOD of newly recruited staff

ii) Teacherassessment 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 could not be applied due to the pandemic, since hybrid mode of teaching learning process. .

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://docs.google.com/forms/d/1yOsvzUL2G3U-i8J04H81vJ9VncjNDphpksScVzTNrb8/edit
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 Superintendent and then verified by the Registrar. All the Bank statements are also checked every month & details of online transactions 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,

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

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

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. 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 stakeholders. All the financial transactions are subject to internal and external check and control.

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 & water bills, stationery, housekeeping and miscellaneous expenses.

Optimal utilization of infrastructural resources and facilities is ensured through:

Staggered 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

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

1) Setting up of a Safety Committee in order to start hybrid mode of teaching learning:

Post lockdown, the University of Mumbai issued directives to introduce hybrid mode of teaching -learning process. To streamline the process, IQAC recommended constitution of Safety committee comprising of management members, Principal, teaching and non teaching staff. The committee discussed and decided implementation strategies and monitoring protocols. It was decided to collect vaccination data of students below and above 18 years of age. Guidelines were prepared, to attend offline lectures and practicals. To ensure compliance, duties were distributed amongst all the staff members. Provision of Isolation room was made.

2) Mental Health Helpline including mentorship:

IQAC took the initiative of strengthening the mental helpline with teachers and a professional counselor. Google survey form was made to understand 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 publicize this helpline facility, e-flyers were created. Counselling was done via digital modes. Regular meetings of teachers of the helpline group were held to review the functioning and evolve strategies. An MOU was also signed with Astitva Clinic for referrals.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/6.5.1-Guidelines-for-helpline.docx
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, strengthening of ICT in teaching and learning has been the main focus of IQAC. Keeping up with the initiative, the following incremental enhancements were made.

1. Softwares like Canva, Hotpotato and Padlet were added to the already existing list of softwares used to enrich the teaching learning process.
2. New videos were launched by teachers having YouTube channels.
3. Teachers continued to upgrade their technological skills through professional development courses
4. The students were encouraged to enroll in online courses. They joined courses conducted by NPTEL SWAYAM, Udemy, Great Learning Academy, Google and Coursera.

Another important post accreditation initiative of IQAC is the strengthening of strategies for supporting slow and advanced learners. The activities, which helped the learner adjust to online/hybrid mode of teaching and learning included accessibility of teachers through on-line tools, digitized study material and mock exams for understanding online examination system. Annual research meetand certificate courses on research methodology and MS-Excel & SPSS were held to provide impetus to advanced learners. The students, especially the slow learners were guided and encouraged during lockdown period by mentors. A workshop on effective mentoring was organized for teachers.

File Description	Documents
Paste link for additional information	Nil
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/2023/05/6.5.3-REPORT-1.pdf
Upload e-copies of the accreditations and certifications	View File
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 a talk on elimination of violence against women, breast cancer awareness, cyber sakhi, self defence show for women, skit on women empowerment, seminar on women scientist were conducted during the academic year by the Women Development Cell as well as by the Physics club. 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:** The college offers a safe and secure environment. There have been zero ragging cases in the college since inception. There are in total 88 CCTV cameras installed at strategic locations. The Discipline Committee and Vigilance Body (VB) of students ensure discipline.
- **Counselling:** Personal counselling is extended by the Mentors, Guardian teachers and the Counsellor to the students. Students are assured of confidentiality throughout the counselling 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/2023/04/7.1.1_Evidence.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	Nil

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	View File
Any other relevant information	No File Uploaded

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

Dedicated staff is allotted for waste management. Bins are provided for segregation of types of solid waste to aid Municipal collection recycling and disposal in eco -friendly manner.

Liquid waste management

Liquid waste is channeled to the Municipal disposal system for treatment..

Biomedical waste

Microbial cultures, pathological samples and culture media are autoclaved at 121°C to kill microbial cultures before disposal.

Materials used for culture work are disposed of in disinfectant solution and then autoclaved before disposal.

Ethidium bromide and agarose gel contaminated with ethidium bromide is neutralized with potassium permanganate before disposal.

E-Waste: E-waste from different departments is collected and disposed off once or twice a year. Waste consists of instruments, wires, computers etc. WE, the recycling company collected 233 Kg of E-waste from the college for recycling.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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

A. Any 4 or all of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 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	View File
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).

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 of college undertakes various activities throughout the year that exhibits cultural and regional diversity. The Students' Council and NSS commemorated prominent days which reflected linguistic, communal and socioeconomic diversities. Activities conducted during the year.

- **Cultural Program:** On the occasion of 33rd Founder's Day, a cultural program was conducted which started with Quran recital and was followed by Ganesh Vandana and other regional performances that reflected cultural and regional diversity.
- **Independence Day Celebration:** Independence Day was celebrated with great enthusiasm that reflected spirit of communal harmony.
- **Marathi Diwas Celebration:** Student Council marked this day by paying a tribute to the renowned poet, Shri. Kusumagraj through recitation of his poems highlighting his contribution to Marathi literature.

NSS Activities: The NSS unit of the college undertook various activities during the academic year that reflected harmony and tolerance towards cultural, regional, communal, socioeconomic and other diversities. A few of their activities includes observing World Peace Day, Black Day, Kargi Diwas, Tribute to 26/11 Warriors and Gandhi Jayanti celebration.

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

The pandemic and lockdown notwithstanding, the various departments, and clubs conducted year-round activities to create awareness and emphasize adherence to constitutional obligations. Listed below are some of the activities that inculcate and reflect these values:

Constitutional Obligations

Activity

Abide by the Constitution & respect national flag & National Anthem

Online Quiz on Indian Constitution

Follow ideals of freedom struggle

Commemoration of Birth Anniversary of Lala Lajpat Rai

Commemoration of Shivaji Jayanti

Renounce practices derogatory to women

Talk on elimination of violence against women

Skits on violations of Women's Rights

Skit on Obstacles to Women's Development in India

Render National Service

Blood Donation Camp

Jalosh Clean Coast - Mangrove/ Coast Clean Up Drive

Polio Drive

Covid Vaccination Drive

Spirit of common brotherhood

International Peace Day

International Webinar on Gender Equality

Preserve composite culture and Indian Knowledge system

Culturally inclusive Founder's Day celebration

Traditional Day

Cultural Tweet

P.C.Ray Day celebration - History of Chemistry in Ancient and Medieval India

Preserve natural environment

Activity reel on social media

Mangrove Awareness Day

Poster making Competition

Webinar on Biodiversity

Mumbai Bird Race & Bird Watching Sessions

Tree Plantation

Develop Scientific Temper

Annual Research Meet

International Day of Women and Girls in Science

National Science Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/7.1.9-3.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 **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

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	View File

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

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

Independence day celebrations started with the Rang De Azadi - a virtual Rangoli Competition on 10/8/21. 15-8-21 was celebrated with great fervour and enthusiasm by the NCC cadets in the presence of the College Management and some staff members, while rest of the College joined online via Zoom and YouTube live. Teachers' day was

celebrated on 4/9/21. The theme for the day was 'Leading Lights Great Guides'.

Gandhi Jayanti was observed through an online event by the NSS on 2/10/21 while Martyr's day was observed on 30/1/22 in a spirit of sobriety and gratitude to the Father of the nation and other martyrs.

Republic Day was celebrated on 26/1/22 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 tasteful cultural programme.

The People's President was remembered and extolled on the occasion of World Students Day celebrated on 12/3/22.

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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title: Mentorship Programme

Objectives:

1. To counsel students to cope with academic and personal problems.
2. To nurture personal and professional growth of students.

Context

Mentors help many students joining Degree College are first generations learners and find it difficult to cope with the new environment.

Practice

A mentor is assigned a group of students whom they mentor for all the six semesters. The broad areas of mentoring are academic, career and attendance.

Evidence of Success:

Attendance, participation in extracurricular and co-curricular activities of students have increased. Students drop out rates have decreased.

Problems Encountered and Resources Required

All students do not attend mentor meetings and everyone is not able to express their problems to their mentor.

Title: Curricular and Co-curricular activities to enhance learning outcomes.

Objectives:

1. To promote experiential learning.
2. To develop collaborative skills and creative thinking.

Context

Co-curricular activities based on the subject helps to create interest in the student and explore the subject as per their learning capacity, it also acts as a catalyst for academic improvement.

Practice

There are subject specific bodies in the college whose activities focuses on application of subject knowledge. Our Intercollegiate festival focuses on academic activities and competitions.

Evidence of Success:

Students developed interest and decide to pursue post graduate studies in the subject.

Problems Encountered and Resources Required

The semester pattern of examination leaves little time for students to participate in co-curricular activity.

File Description	Documents
Best practices in the Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/Best-Practice_2021-2022_Uploaded.pdf
Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/Best-practice_-Evidence.pdf

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

The institution provides a holistic education that also makes the student sensitive to the needs of society and the environment. Despite the lockdown the ingenuity of the faculty and students design a panorama of activities that created awareness on important social, cultural, environmental and health issues and also helped to develop and hone a new skill-set to organize and execute these activities remotely, thereby preparing our students for the changing work order.

Keeping the demographic profile of the College in mind, a strong focus of the institution is women empowerment activities. Observance of days against corruption, drug abuse, human trafficking, etc helped create awareness and send out a strong social message. The rich culture and heritage of the country was celebrated with Marathi Bhasha Diwas, Rang-de-Azadi, Traditional Tweet, etc . Observing the International Day of People with disabilities, International day for the eradication of poverty, Joy of Giving week etc emphasised social responsibility and inculcated empathy for the less privileged. A number of mental and emotional health support activities were conducted to help our students face the challenges due to the lockdown and pandemic. Green activities included making eco-bricks, backyard birding, DIY rainwater harvesting, tree plantation, etc

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 Institute is affiliated to the University of Mumbai. The curriculum designed by the Board of Studies is strictly adhered to impart quality education. Timetable is prepared on the basis of workload collected before reopening of the academic year. Due to ongoing lockdown, the timetable was revised in November & thereafter when offline classes resumed. The Academic calendar, IQAC meetings & the planner were updated to suit the online/offline schedule. All updates for students are published on the college website (url attached).

Semesterwise teaching plans are prepared at the beginning of every term. The progress of syllabus completion is reviewed every month by the HODs & endorsed by the Principal.

In the first term, classes were conducted Online on the Zoom platform. Google Classroom was used for sharing learning resources, assignment submissions & for regular evaluations.

In the Second term hybrid mode of teaching was followed as only fully vaccinated students were allowed for offline sessions. For the effective delivery of curriculum, teachers used ICT tools, Ppts, youtube videos, webinars, Kahoot quiz tool, etc. Guest lectures by academicians & professionals were held 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 attend national & international webinars, take up NPTEL courses, research projects, surveys through google forms & participate in intercollegiate co-curricular activities, quiz & competitions.

Results are analyzed & 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/

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.

The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, class tests, MCQs, Viva, internal examinations and semester examinations

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/2023/05/1.1.2-Academic-calendars-1.docx

<p>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</p>	<p>B. Any 3 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="102 654 537 714">File Description</th> <th data-bbox="547 654 1436 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 714 537 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1436 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 898 537 958">Any additional information</td> <td data-bbox="547 898 1436 958" style="text-align: center;">View File</td> </tr> </tbody> </table>	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			
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Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	View File								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>7</p>									
<table border="1"> <thead> <tr> <th data-bbox="102 1303 537 1364">File Description</th> <th data-bbox="547 1303 1436 1364">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1364 537 1435">Any additional information</td> <td data-bbox="547 1364 1436 1435" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 1435 537 1536">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1436 1536" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1536 537 1630">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1536 1436 1630" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>10</p>									

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

172

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 & mission of the college is in alignment with the core values stated by NAAC. The college strives to inculcate knowledge and wisdom amongst the students to facilitate their holistic development by organizing extra & co-curricular activities which aim to instill general competencies such as ethical values, human values, sensitivity towards environment and gender discrimination , etc.

GENDER:

The College has a Women Development Cell. Students' understanding of gender equality & the myriad problems faced by women is enhanced through activities like Open Discussions, film screening exploration, expression & poster presentations. Sociology, Political science & the Foundation Course syllabus include topics on gender/ women which are taught through various innovative activities.

ENVIRONMENT

The Foundation Course for first & Second Year students & the

Zoology courses cover studies on the environment. & biodiversity. These issues are integrated into the curriculum design using various activities like debates, speech & poetry writing competitions, research presentations, podcasts, quiz & poster making competitions.

PROFESSIONAL ETHICS:

Psychology, Political Science, Sociology & Hindi departments give a lot of emphasis on developing professional ethics with activities like guest lectures on careers and professional ethics, open discussions and critical reflections.

HUMAN VALUES:

Sensitizing the students towards human values has been a regular feature where innovative activities are conducted by all the departments. These included movie/documentary/video screening, poster presentations, case studies, guest lectures by experts, and creating Psychoeducational resources on digital platforms 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

39

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

1014

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 from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/1.4FeedbackLinks.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/2023/05/Action-Taken-Report...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

1551

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

1177

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

Grades of students at Class XII provide an initial assessment of

their learning levels. 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. Mentor teachers consult students about their performance in the exams and provide them suitable guidance. Slow learners are encouraged to attend remedial lectures. Attendance record and performance of the student in remedial lectures is monitored. Other academic support activities which in particular helped slow learners include: accessibility of teachers through on-line tools, digitized study material, interaction with mentors, question papers with varied difficulty levels. Activities conducted to provide impetus to advanced learners include participation in Intercollegiate research convention - Aavishkar; annual research meet at college level, guidance for participation in intercollegiate events, certificate course on research methodology, visit to research laboratory, release of subject specific newsletters, students' Professional Skill Development Via Webinars/ Workshops/ Online Courses, guidance for competitive exams.

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
1551	51

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

A number of effective pedagogies are used to enhance learning experiences of students. Apart from the lecture mode of

curriculum transaction that used Power Point Presentations and digital boards, the following student centric methods were adopted to achieve effective teaching learning experiences.

Experiential Learning methods used are Research projects based on experimental work, survey and case study, Visit to research lab, Use of phone apps in research, Internship, Writing research proposals and abstracts Primary data collection, Mock interview, Departmental News letters.

Participative learning methods used are Group discussions and debates, Subject related quiz, puzzles and games designed by students, E scrap book, analysis of newspaper articles, Book and Documentary Review, Assignments, Flipped classroom, Powerpoint presentations by students, Presentation of news articles, Documentaries, short movies, recorded videos, Moot court, role play, brand logo exercise.

Problem solving methods include 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 from 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

Teaching - learning process in the year 2021 - 22 was in both online and offline mode. The use of ICT enabled tools have increased significantly in this period. Teachers have actively participated in different faculty development programs related to the use of ICT tools; development of e-content and MOOCs; online teaching, learning and evaluation. Teachers used various ICT tools and resources to make the teaching learning experience effective. Some of the ICT tools used by our teachers comprised of MCH Multimedia content; online resources like canva and hotpotato to make e - posters and newsletters; online tool

Padlet, Google form, Quizziz to conduct assignments and test; Whatsapp and telegram groups for rapid communication of information to students; softwares like Geogebra, Kahoot, R software, evaluation software Eklavya and MOODLE for exams; Zoom platform for online lectures and Google Classroom to share notes, e books, assignments and tutorials; You tube videos, animated videos; Logic Gate Simulator App to execute computer science practical of Digital System and Architecture. The ICT resources used include PPTs prepared by teachers and students; Study material developed in digital form by teachers; You tube channels launched by teachers for theory as well as practical courses; Library e resources; Educational websites like Mathigon, MOOC platforms like SWAYAM.

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

50

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

51

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

15

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

743

File Description	Documents
Any additional information	View File
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.

Internal assessment was prescribed only for programmes in BMS, BAF and B.Sc. (Computer Science), M.Com. and few courses of B.A. and B.Sc. programmes. An internal assessment for 25 marks was conducted per course per semester for UG courses and 40 marks for PG courses. . A dedicated Internal Assessment Committee was responsible for preparing the timetable, collating the question papers and conducting the exam.. The timetable was displayed on college website and communicated to students' through communication groups. The tests were conducted online in first term and offline in second term. Google forms, Moodle, Zoom were used for online tests. Results were declared on college website.

For TYBA and M.Com. students, topic based research projects and review writing were given and assessed through presentations. Foundation Course assessment was through group presentations.

Informal assessment was done for all courses in the form of quiz using Google forms, Kahoot, Telegram Quiz Bot, written assignments, presentations, group discussion, approach writing, scrap book, debate and the like.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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. In the first term, exams were conducted online. 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. Immediate help was extended by the faculty to students for resolving technical problems encountered during online exam.

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 syllabus prescribed by the University. Broad course wise learning outcomes which are stated in the University syllabus are modified and enhanced by the respective departments. The departments also frame Programme Specific Outcomes.. The college has developed the following mechanisms to communicate learning outcomes to the stakeholders.

1. The paper copy of syllabi with learning outcome is made available in the college library/ department for reference.
2. Broad learning outcomes of various programmes are communicated to first year degree students during orientation / induction sessions
3. Programme and course-wise learning outcomes are displayed on the institutional website
4. The college prospectus includes POs for all degree programmes
5. COs are entered by individual teachers in their log book - the yearly teaching planner. The practice not only assists teachers in detailed planning of lectures in accordance with COs .
6. The learning objectives and course outcomes are communicated by the teachers at the beginning and end of each unit of the syllabus.

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. Attainment of COs, PSOs, and POs as per the University Assessment System

As the college is affiliated to University of Mumbai, it follows the University guidelines for student evaluation. The attainment level of COs and POs, is therefore formally measured on the basis of students' performance in semester end examination and internal assessment; wherever applicable. The students' performance is graded from F (Fail) to O (Outstanding) on a 10 point scale. A summary of grade wise performance for the academic year 2021-2022 is as follow.

Grades College Exam University Exam O 4.3 36 A+/A 52.5 47.5 B+/B 25.6 12.9 C 4.2 0.4 D 0.3 - ATKT 10.3 0.6 Pass 2.8 0.1

2. Additional Institutional assessment (Informal and optional): A combination of periodic tests, varied assignments and activities conducted by individual teachers / departments help to evaluate attainment of COs and PSOs.

3. . Indirect Assessment of COs and POs is achieved through:

- Feedback from stakeholders
- Student satisfaction survey
- 28.27 %students progressed to higher studies / received job placementsafter graduation
- Performance in qualifying examinations. 4 students qualified NET/SET, 3 qualified PET and 3 qualified IELTS. One of our students, Tak Mavis a B.A.alumus,achieved 386th position in Civil Service main examination, 2021.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://docs.google.com/spreadsheets/d/1IgNZnOIufEPLZQy9ulfr4uDWHIfr-u4kdyocovRaXqI/edit#gid=2055532989

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

504

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	No File Uploaded
Paste link for the annual report	Nil

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/2023/04/2.7-SSS-1.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)

0.75

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

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

Innovation and development of entrepreneurial skills and encouraging new ideas has always been the concern and mission of

the institution. And in order to achieve the same the Institution always provides a healthy atmosphere, infrastructure, resources and confidence building for enhancement of the capacity and competencies of students. The Institute has created knowledge resources and facilitated its transfer through various ways:

1. The Research Committee encourages the students and teachers to undertake innovative activities helpful for creation and transfer of knowledge. The committee organises an Annual Research Meet every year for the students. This year the research meet at college level was held on 17th March, 2022, wherein 16 teams presented their projects.
2. The institution has always encouraged activities of various clubs and societies like Royal Shark Tank held on 19th Sept. 2021, a competition for presenting business ideas from students. These type of activities encourage new business ideas and also helps to develop entrepreneurship competencies.. Such activities help in developing leadership qualities and various other skills which helps in planning, budgeting, marketing and organizing culture among students.
3. A webinar on research and innovation was conducted on 4th March 2022 to show students the connection between research and innovation and to encourage research.

Thus the purpose of providing a conducive environment for budding entrepreneurs by providing them the best possible support in ideas and facilities is achieved.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/3.2.1-AQAR-21-22.pdf

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

8

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)	No File Uploaded
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

4

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

8

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

Extension Activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years

The extension activities encompass programmes conducted in the college and in the neighbourhood, for women empowerment, gender sensitization, health and environment awareness. These activities inculcate social responsibility in the students as through the out-reach programs they create an awareness in the public through their targeted community interaction.

All departments conduct extension activities in order to promote institution-neighborhood community network and students engagement contributing towards their overall development and service orientation and making them responsible citizens.

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 Tree Plantation Drive in collaboration with Mission Mumbai, students demonstrate the importance of tree plantation to ensure the stability of our 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 Nair Hospital) is undertaken to get students sensitized towards values such as altruism, empathy, selflessness, generosity and kindness. All the extension and outreach programmes 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/2023/05/3.4.1-Additional-information.pdf
Upload any additional information	View File

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

03

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

05

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

05

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

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 10,186sq meter of which 2,594sq 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 67 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 5313sqft, divided into Open access, Reading area, Internet section, administration area and Staff reading room
- Fully automated with SLIM 21
- Collection of 17723 books, 200+ CDs, 49 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 m2)
- 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.

25

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)

9.96

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)

1.76

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

56

File Description	Documents
Any additional information	No File Uploaded
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 on campus comprises 2 data servers, 3 laptops, 151 systems and 29 projectors. 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-conditioned and

with a projector in LAN with 28 and 45 nodes respectively. For LAN connection, Cat-6 cable and 100/1000 Giga switches are used throughout the campus. All client systems are under AMC. In-house IT technician take care of maintenance of hardware/software. College website hosted on Cloud server is managed by a website committee.

Resource and IT service augmentation post covid pandemic

- Purchased

1. Online Admission System to manage form filling, Merit List Generation, fee collection etc.
2. Zoom licenses
3. Online examination system with Proctor Enabled Software
4. Wifi routers and Web cameras were installed in class room for conducting lectures in hybrid mode
5. Face recognition attendance system was used for employees' attendance
6. Microsoft paper license
7. Quick Heal Antivirus for system

- IT support to departments for conducting conferences/webinars, Teachers Day, Founders Day , Republic Day and Online Activities
- National/International online resources were shared with stakeholders through College Digital Library
- Online re-issue of books
- Email/website/whatsApp/Telegram used for all communication

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/05/4.3.1-ICT-facilities-Additional-information-AQAR-2021-22.pdf

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)

98.797

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 stakeholders 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
- 2) Maintenance Incharge for General Maintenance
- 3) In-house electrician
- 4) Two Gardeners

The college has well defined maintenance policy for Civil , General , Electrical, Laboratory , Library , Sports and IT facilities. Terrace water proofing , major repair work completed during pandemic without causing inconvenience to stakeholder.

General maintenance:

- Periodic Structural Audit of building
- Annual water-proofing audit
- Plumbing and sewage drainage cleaning by professionals
- Maintenance of Bookstall/Canteen/Xerox center by the respective service providers
- Binding of important documents and Annual weeding out of records

Effective maintenance of the facilities is ensured by

- 1) Periodic stock checking /auditing of Laboratories and Library.
- 2) AMC for laboratory equipments, fume hood, fire extinguisher, hardware/software, water purifiers/coolers, Air conditioners, Elevator, Paper shredder and Biometric machine, intercom system, CCTV and Pest control.

Optimal usage is achieved by providing the library/laboratory resources, Yoga and sports facilities to alumni, sister institutes

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	
13	
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	
25	
File Description	Documents
Upload any additional information	No File Uploaded
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	B. 3 of the above

File Description	Documents
Link to Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/02/5.1.3.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

334

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

334

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

31

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

106

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

10

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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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 Student's Council- provides a canopy for all student activities; consists of Class Representatives (CR's) and students of Vigilance Body (VB's). 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, misconduct in campus. The Council also assists in organizing co-curricular and extra-curricular events by departments, e.g. 'Day Observance', Personality Contest, etc. Its role as liaison between students and teachers to ensure success of the events cannot be overemphasized. Students are well represented on co-curricular clubs and societies such as Library Committee, Sports Committee, NSS, NCC, etc. wherein they are involved in all aspects of planning and execution. The students' council provides an avenue to the students to hone leadership qualities skills, team morale and professional/work ethic. However during 2021-22 due to the pandemic the VB and Gyan Manthan committees were not formed.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/02/IQAC-composition-21-22-1.pdf
Upload any additional information	View File

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

119

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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)

Registered Alumni Committee

1. Jwala Nayak
2. Amreen Karimi
3. Kamal R Rohra
4. Vikas Thakur
5. Nasreen Khan
6. Saumya Poojari
7. Piyush Vibhakar

Other active members

8. Anish Pillai

Membership fees of Rs500 credited to savings account of Alumni Welfare Association and total of Rs.10,000 was mobilized during FY 2021-22

Prominent activities include:

1. Professional Services: CA Sameer Valia conducts internal audit of the College accounts . Advocates Saumya Poojary ,Amreen Karimi , Sana Khan ,Mayur Sonawane are members of Legal Cell

2. Academic Development Programmes: Alumni are invited as resource persons for Career talks, Workshops, Add-on courses
 a)BMS Alumna Sonia Bhanghera(2012 Batch) engaged session For BMS students to guide students on interviewing skills .b) Amita Chaurasia (2003 TYBA) engaged session on "Careers in social sector"c)Ms Nidhi Bangera (2015) engaged session on "IPR" for TYBsc Micro students d)Talk on "Preparing for Competitive Exams" by TYBA Alumna Mavis for SYBA ,TYBA studentse)Sooraj Sreenath(Chemistry 2014) conducted session in "Certificate course in Research methodology"f)Nature Club : Shamika BMS 2019 Launched "All things Earth" reel on Official Nature club Instagram about Nature & wildlife species.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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 in tune with the 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.

CBT plans and makes budgetary allocations

The HoD in conjunction with the department colleagues plans the syllabus distribution and transaction, slow and advance learner programmes, certificate/add-on courses, extension, research and co-curricular activities of the departments.

The Super committee comprising of 3 faculty member decides the constitution of various co- and extracurricular committees and clubs. The respective club /committee members plan the extra-curricular activities for the academic year.

Initiatives in accordance with Vision Mission statement are value based education through observation/celebration of days of national/international importance. Awareness drives by students on social and environment issues are organised on campus and in the neighbourhood communities.

Holistic academic programmes involve curriculum enrichment through co-curricular and extracurricular activities, add-on and certificate courses.

Girls' education is promoted by ensuring a safe environment

Students from disadvantaged groups are encouraged and guided to apply for Government Scholarships

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 planning strategies for conducting lectures in hybrid mode

After the lockdown was lifted for educational institutions, an impetus had to be given to strategies for planning and implementation of hybrid mode of teaching, learning and evaluation.

A Safety Committee comprising of teaching and non teaching staff was formed. The committee prepared guidelines to be followed by all the stakeholders for resumption of offline lectures in accordance with Covid protocol. Discipline committee ensured adherence to the protocol and admittance of only fully vaccinated students. The time tables were revised to accommodate 50% class strength in a classroom as advised by the University. non-vaccinated students attended classes in online mode. The Safety committee also organised free vaccination camp for students and their families. Infrastructural committee ensured that offline / online mode of facilities were provided. Wi-Fi routers were installed in 11 classrooms to facilitate hybrid teaching. Practical sessions engaged in the laboratories were relayed online with technical support from the IT technician and lab staff. As per University guidelines, first year students appeared for examination in offline mode with the duration of writing the exam extended and for second year and above classes exams were conducted online .

File Description	Documents
Paste link for additional information	Nil
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 followed by lockdown, implementation of the perspective plan was stalled in some ways, nevertheless some initiatives were remotely implemented. To give impetus to research, enhancement of infrastructure and skill enhancement of teaching and non-teaching staff, the IQAC proposed applying for Star-DBT scheme. The same was approved in the Program Planning Committee (PPC) meeting with the management. A College DBT-Star committee was constituted. The committee organized a seminar to

give guidance on key aspects of the scheme to all the Science departments. The HoDs along with the departmental colleagues discussed and planned activities, purchase of necessary equipments. The Administrative office collated the required data of the students. The Committee submitted the online proposal on 02/05/2022.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 CBT to develop, monitor and review strategic plans. Meetings are held twice a year. IQAC recommends and monitors timely, efficient and progressive performance initiatives.

Principal functions in a democratic and participative leadership across 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. HoDs allocate the syllabus, plan the time table, oversee departmental activities in consultation with other faculty members.

Science departments 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	Nil
Link to Organogram of the institution webpage	https://royalcollegemiraroad.edu.in/wp-content/uploads/2019/02/ORGANOGRAM.pdf
Upload any additional information	View File

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	No File Uploaded
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

The HEI has established welfare measure for the teaching and non-teaching staff viz:

- Annual blood check up camp
- Tie up with Bhakti Vedanta 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

- Festival Advance salary paid to Staff.
- Special bereavement leave of three days on demise of immediate family member
- Talks / workshops for Staff
- Counseling facility available
- "Guidance on Psychosocial skills to Helpers during Pandemic" by Mrs, Jayshree on MGNCRE on 14-07-2021
- Certificate of Appreciation alongwith Gold coin worth Rs.25,000/- to retired teacher
- Rs.12,000/- paid for Fees to daughter of Dinesh Khergamkar (injured maintenance technician)
- No retrenchment of support staff (IT Technician and sweeper) in spite of limited workload

Following initiatives were taken in view of the Pandemic and lockdown:

- Vaccination camp organized on the campus under Mission Yuva Swasthya Scheme.
- Installation of touch free face Biometric system
- Safety guidelines prepared and sanitation facilities provided for functioning of classes.

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

3

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

17

File Description	Documents
IQAC report summary	View File
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 and Principal. Appraisal of CAS forms of staff due for promotion are scrutinised by Internal Scrutiny committee.

ii) Log book

Log book that is a annual record of the academic, research and administrative work and career growth of a teacher are endorsed by the HoD and Principal

B) By other stakeholders:

i) Lecture observation by HOD of newly recruited staff

ii) Teacherassessment 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 could not be applied due to the pandemic, since hybrid mode of teaching learning process. .

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://docs.google.com/forms/d/1y0svzUL2G3U-i8J04H8lvJ9VncjNDphpksScVzTNrb8/edit
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 Superintendent and then verified by the Registrar. All the Bank statements are also checked every month & details of online transactions 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,

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

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

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. 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 stakeholders. All the financial transactions are subject to internal and external check and control.

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 & water bills, stationery, housekeeping and miscellaneous expenses.

Optimal utilization of infrastructural resources and facilities is ensured through:

Staggered 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

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

1) Setting up of a Safety Committee in order to start hybrid mode of teaching learning:

Post lockdown, the University of Mumbai issued directives to introduce hybrid mode of teaching -learning process. To streamline the process, IQAC recommended constitution of Safety committee comprising of management members, Principal, teaching and non teaching staff. The committee discussed and decided implementation strategies and monitoring protocols. It was decided to collect vaccination data of students below and above 18 years of age. Guidelines were prepared, to attend offline lectures and practicals. To ensure compliance, duties were distributed amongst all the staff members. Provision of Isolation room was made.

2) Mental Health Helpline including mentorship:

IQAC took the initiative of strengthening the mental helpline with teachers and a professional counselor. Google survey form was made to understand 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 publicize this helpline facility, e-flyers were created. Counselling was done via digital modes. Regular meetings of teachers of the helpline group were held to review the functioning and evolve strategies. An MOU was also signed with Astitva Clinic for referrals.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2022/03/6.5.1-Guidelines-for-helpline.docx
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, strengthening of ICT in teaching and learning has been the main focus of IQAC. Keeping up with the initiative, the following incremental enhancements were made.

1. Softwares like Canva, Hotpotato and Padlet were added to

the already existing list of softwares used to enrich the teaching learning process.

2. New videos were launched by teachers having YouTube channels.
3. Teachers continued to upgrade their technological skills through professional development courses
4. The students were encouraged to enroll in online courses. They joined courses conducted by NPTEL SWAYAM, Udemy, Great Learning Academy, Google and Coursera.

Another important post accreditation initiative of IQAC is the strengthening of strategies for supporting slow and advanced learners. The activities, which helped the learner adjust to online/hybrid mode of teaching and learning included accessibility of teachers through on-line tools, digitized study material and mock exams for understanding online examination system. Annual research meet and certificate courses on research methodology and MS-Excel & SPSS were held to provide impetus to advanced learners. The students, especially the slow learners were guided and encouraged during lockdown period by mentors. A workshop on effective mentoring was organized for teachers.

File Description	Documents
Paste link for additional information	Nil
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/2023/05/6.5.3-REPORT-1.pdf
Upload e-copies of the accreditations and certifications	View File
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 a talk on elimination of violence against women, breast cancer awareness, cyber sakhi, self defence show for women, skit on women empowerment, seminar on women scientist were conducted during the academic year by the Women Development Cell as well as by the Physics club. 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:** The college offers a safe and secure environment. There have been zero ragging cases in the college since inception. There are in total 88 CCTV cameras installed at strategic locations. The Discipline Committee and Vigilance Body (VB) of students ensure discipline.
- **Counselling:** Personal counselling is extended by the Mentors, Guardian teachers and the Counsellor to the students. Students are assured of confidentiality throughout the counselling 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/2023/04/7.1.1_Evidence.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	Nil

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	View File
Any other relevant information	No File Uploaded

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

Dedicated staff is allotted for waste management. Bins are provided for segregation of types of solid waste to aid Municipal collection recycling and disposal in eco -friendly manner.

Liquid waste management

Liquid waste is channeled to the Municipal disposal system for treatment..

Biomedical waste

Microbial cultures, pathological samples and culture media are autoclaved at 121°C to kill microbial cultures before disposal.

Materials used for culture work are disposed of in disinfectant solution and then autoclaved before disposal.

Ethidium bromide and agarose gel contaminated with ethidium bromide is neutralized with potassium permanganate before disposal.

E-Waste: E-waste from different departments is collected and disposed off once or twice a year. Waste consists of instruments, wires, computers etc. WE, the recycling company collected 233 Kg of E-waste from the the college for recycling.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

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	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
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
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

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 of college undertakes various activities throughout the year that exhibits cultural and regional diversity. The Students' Council and NSS commemorated prominent days which reflected linguistic, communal and socioeconomic diversities. Activities conducted during the year.

- Cultural Program: On the occasion of 33rd Founder's Day, a cultural program was conducted which started with Quran recital and was followed by Ganesh Vandana and other regional performances that reflected cultural and regional diversity.
- Independence Day Celebration: Independence Day was celebrated with great enthusiasm that reflected spirit of communal harmony.
- Marathi Diwas Celebration: Student Council marked this day by paying a tribute to the renowned poet, Shri. Kusumagraj through recitation of his poems highlighting his contribution to Marathi literature.

NSS Activities: The NSS unit of the college undertook various activities during the academic year that reflected harmony and tolerance towards cultural, regional, communal, socioeconomic and other diversities. A few of their activities includes observing World Peace Day, Black Day, Kargi Diwas, Tribute to 26/11 Warriors and Gandhi Jayanti celebration.

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

The pandemic and lockdown notwithstanding, the various departments, and clubs conducted year-round activities to create awareness and emphasize adherence to constitutional obligations. Listed below are some of the activities that inculcate and reflect these values:

Constitutional Obligations

Activity

Abide by the Constitution & respect national flag & National Anthem

Online Quiz on Indian Constitution

Follow ideals of freedom struggle

Commemoration of Birth Anniversary of Lala Lajpat Rai

Commemoration of Shivaji Jayanti

Renounce practices derogatory to women

Talk on elimination of violence against women

Skits on violations of Women's Rights

Skit on Obstacles to Women's Development in India

Render National Service

Blood Donation Camp

Jalosh Clean Coast - Mangrove/ Coast Clean Up Drive

Polio Drive

Covid Vaccination Drive

Spirit of common brotherhood

International Peace Day

International Webinar on Gender Equality

Preserve composite culture and Indian Knowledge system

Culturally inclusive Founder's Day celebration

Traditional Day

Cultural Tweet

P.C.Ray Day celebration - History of Chemistry in Ancient and Medieval India

Preserve natural environment

Activity reel on social media

Mangrove Awareness Day

Poster making Competition

Webinar on Biodiversity

Mumbai Bird Race & Bird Watching Sessions

Tree Plantation

Develop Scientific Temper

Annual Research Meet

International Day of Women and Girls in Science

National Science Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/7.1.9-3.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	View File

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

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

Independence day celebrations started with the Rang De Azadi - a virtual Rangoli Competition on 10/8/21. 15-8-21 was celebrated with great fervour and enthusiasm by the NCC cadets in the presence of the College Management and some staff members, while

rest of the College joined online via Zoom and YouTube live. Teachers' day was celebrated on 4/9/21. The theme for the day was 'Leading Lights Great Guides'.

Gandhi Jayanti was observed through an online event by the NSS on 2/10/21 while Martyr's day was observed on 30/1/22 in a spirit of sobriety and gratitude to the Father of the nation and other martyrs.

Republic Day was celebrated on 26/1/22 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 tasteful cultural programme.

The People's President was remembered and extolled on the occasion of World Students Day celebrated on 12/3/22.

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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title: Mentorship Programme

Objectives:

1. To counsel students to cope with academic and personal problems.
2. To nurture personal and professional growth of students.

Context

Mentors help many students joining Degree College are first generations learners and find it difficult to cope with the new environment.

Practice

A mentor is assigned a group of students whom they mentor for all the six semesters. The broad areas of mentoring are academic, career and attendance.

Evidence of Success:

Attendance, participation in extracurricular and co-curricular activities of students have increased. Students drop out rates have decreased.

Problems Encountered and Resources Required

All students do not attend mentor meetings and everyone is not able to express their problems to their mentor.

Title: Curricular and Co-curricular activities to enhance learning outcomes.

Objectives:

1. To promote experiential learning.
2. To develop collaborative skills and creative thinking.

Context

Co-curricular activities based on the subject helps to create interest in the student and explore the subject as per their learning capacity, it also acts as a catalyst for academic improvement.

Practice

There are subject specific bodies in the college whose activities focuses on application of subject knowledge. Our Intercollegiate festival focuses on academic activities and competitions.

Evidence of Success:

Students developed interest and decide to pursue post graduate studies in the subject.

Problems Encountered and Resources Required

The semester pattern of examination leaves little time for students to participate in co-curricular activity.

File Description	Documents
Best practices in the Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/Best-Practice-2021-2022-Uploaded.pdf
Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/04/Best-practice-Evidence.pdf

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

The institution provides a holistic education that also makes the student sensitive to the needs of society and the environment. Despite the lockdown the ingenuity of the faculty and students design a panorama of activities that created awareness on important social, cultural, environmental and health issues and also helped to develop and hone a new skill-set to organize and execute these activities remotely, thereby preparing our students for the changing work order.

Keeping the demographic profile of the College in mind, a strong focus of the institution is women empowerment activities. Observance of days against corruption, drug abuse, human trafficking, etc helped create awareness and send out a strong social message. The rich culture and heritage of the country was celebrated with Marathi Bhasha Diwas, Rang-de-Azadi, Traditional Tweet, etc . Observing the International Day of People with disabilities, International day for the eradication of poverty, Joy of Giving week etc emphasised social responsibility and inculcated empathy for the less privileged. A number of mental and emotional health support activities were conducted to help our students face the challenges due to the lockdown and pandemic. Green activities included making eco-bricks, backyard birding, DIY rainwater harvesting, tree plantation, etc

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

To apply for autonomous status

Introduction of new programs (MA with Economics, MSc in Computer Science)

Institutional preparation for NEP

Revision of POs, PSOs and COs and course mapping

Infrastructural upgradation

Acquisition of "College Intelligence App" for attendance, feedback and organization of teaching material