



YEARLY STATUS REPORT - 2022-2023

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 **Prof. Kalpana Patankar Jain**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9136312913**
- Mobile no **8806474000**
- Registered e-mail **iqac@royalcollegemiraroad.edu.in**
- Alternate e-mail **principal23royal@gmail.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/iqac/aqar-reports/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://royalcollegemiraroad.edu.in/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.09	2019	09/09/2019	08/09/2024
Cycle 2	A	3.1	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
nil	nil	nil	nil	nil

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 03

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

Application to UGC for grant of autonomous status

Awareness programme on NEP-2020

Workshop on OBE and Revision of Course outcome and Programme specific outcome

New MOUs and linkages

Technological enhancement of the education process through acquisition of Teach us App (College Intelligence App)

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
Application to UGC for autonomous status	The application for autonomous status submitted offline on 1th May 2023 and online on 29th June 2023. The response is awaited
Introduction of new programs (MA with Economics, MSc in Computer Science)	Applications for grant of permission to start these programmes submitted to the affiliating university. The response is awaited
Preparation for implementation of NEP	1. One day seminar on NEP-2020 conducted 2. Steering committee for implementation of NEP-2020 constituted
Revision of POs, PSOs and COs and course mapping	A workshop on outcome based education was organized. Total 4 sessions were conducted on 27th, 28 & 29th June and 8th July 2023. Followed by the workshop all departments revised PSOs and COs
Technological enhancement of attendance process	Acquisition of "College Intelligence App" for attendance, feedback and organization of teaching material

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

- Name of the statutory body

Name	Date of meeting(s)
CDC	20/01/2024

14. Whether institutional data submitted to AISHE

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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• Upload latest notification of formation of IQAC			View File		

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
CDC	20/01/2024
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
yes	01/11/2022

15. Multidisciplinary / interdisciplinary

The college is affiliated to the University of Mumbai and adheres to its Choice Based Credit System (CBCS) and corresponding guidelines. As a step towards preparedness for NEP 2020, a steering committee for its implementation has been constituted. The committee organized a seminar to create an understanding of the policy and its implications. The college being truly multidisciplinary offers 13 programs encompassing disciplines in Science, Arts, Commerce, and Management studies. It has also applied for new programmes in B.Sc. Zoology, M.Sc. Computer Science, and M.A. Economics. Recognizing the constraints in altering the curriculum, the institute has introduced several interdisciplinary certificate courses. These courses include Taxation-Direct and Indirect for Computer Science students, Fundamentals of Digital Marketing for B.M.S students and Fundamentals of Accounting for B.Sc. students. A course in Bird Studies and another in Horticulture are open to all streams. Currently, the college is seeking autonomous status and collaborations with institutes and industries to broaden the scope of implementing multidisciplinary and interdisciplinary approaches. As part of the efforts to incorporate STEM into curriculum, the college hosts an Annual Research Meet for students. During this event, students showcase their projects, providing a comprehensive overview of their research work. Additionally, the appreciation of pure science among perspective students is promoted through a series of engaging lectures which are designed to underscore the significance of pure sciences and explore the diverse avenues within these fields. In its pursuit of integrating technology into education, the institution has consistently upgraded its IT infrastructure. In the current academic year, it has acquired Teach Us, an Android app for students, staff and administration to allow real time monitoring of teaching learning process.

16. Academic bank of credits (ABC):

As per the affiliating university guidelines, the institute follows a Choice Based Credit System (CBCS) where in credits allotted to each course is specified and the same is reflected in the progress report of students. The institute does not have the freedom to allot credits to add on/ certificate courses designed by its faculty. However once autonomy is conferred, these courses

would be assigned appropriate credits. To facilitate academic mobility of students with relevant credit transfer whenever applicable, the institution has ensured registration of students to Academic Bank of Credits and generation of ABC IDs which have been submitted to the University of Mumbai. The college has plans to collaborate with other institutions for introduction of new courses. The faculty is encouraged to design course material and adopt innovative pedagogical techniques through participation in workshops.

17.Skill development:

Since its inception, the college has held a vision of refining and augmenting the professional and communication skills of its students through a number of add-on /certificate courses. In the current academic year, following certificate courses wherein 200 students participated were organized. Scientific tools Soft Skills Research Methodology Taxation Fundamentals of Digital marketing Fundamentals of Accounting Bird Study Horticulture Internship training of students in industries, non-governmental organizations (NGOs), and laboratories provide hands-on skill training. Industrial visits play a pivotal role in acquainting students with the specific skill sets they need to acquire and fostering a deeper understanding of practical aspects of their subjects. In accordance with the National Skills Qualifications Framework, the college aspires to organize additional skill enhancement programs; especially under partnership with industries and institutes. A particular emphasis will be laid on obtaining CSR (Corporate Social Responsibility) funding for execution of these courses. The ethos of the college is deeply rooted in the cultivation of value education as reflected by its motto, 'Empowerment through value education.' A comprehensive spectrum of activities is conducted to instill human values, professional ethics and patriotism, to promote environmental consciousness, cultivate good citizenship and inculcate respect for inclusiveness and harmony. The activities encompassed students' involvement in Swachhata Mohim (cleanliness initiatives) tree plantation drives, crowd management during social events, observance of significant national and international days, participation in Joy of Giving week and Bhajan singing on Gandhi Jayanti at the Gateway of India. The institute organized visits to centers for socially distressed, including old age homes and special schools for children. Royal College Senior Citizen's Association provides an opportunity to the students to learn dignity of service and respect for elders. Furthermore, it hosted insightful talks on issues such as Illegal

Trade in Animals, Sustainable Travel, Gender issues and Ethics in research. The code of conduct is displayed in the college premise and on the institutional website and strictly adhered to. Scientific temper is infused through organization of Annual Research Meet for students.

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

The institute offers a three-year undergraduate degree program in Hindi. Additionally, the language is offered as an optional course at the first and second year Bachelor of Arts program. The celebration of Hindi Diwas by the Department of Hindi holds significant importance as it commemorates the historic adoption of Hindi as one of India's official languages. The commemoration includes engaging activities such as poetry recitations, speeches, and dramatic performances. The Hindi Sahitya Parishad actively organizes various events throughout the year to recognize and highlight the importance of this language. A notable annual event at the institute is the celebration of Maharashtrian culture. This initiative is aimed at exploring the state's rich folk culture, popular tourist destinations, and the etymology of traditional culinary practices. The institutional library features a small knowledge museum that reinforces India's cultural heritage. This museum houses materials of historical, cultural, religious, and scientific significance. Noteworthy sections include a historical account of the college and another detailing the history of Mumbai city. The museum also showcases diverse exhibits, including various types of Pagdi (headgear), hobby articles, scrapbooks, and antique artifacts. A series of visits to heritage sites and cultural centers were held to enable the students appreciate richness of Indian culture and traditional knowledge systems. These included visits to Samyukta Maharashtra Sadan, Swatantrya Veer Savarkar Rashtriya Smarak and Chaitya Bhoomi which provided glimpses into the history and genesis of Maharashtra. A visit to the Dalmia Institute offered insights into the socioeconomic growth of Mumbai post-independence. Visits to Money Bhavan, Chatrapati Shivaji Maharaj Vastu, Jahangir Art Gallery and Urban Art Festival in South Mumbai allowed a peek into Indian history and an appreciation of Indian art forms. The Founder's Day celebration centered around the theme of Indian cultural diversity showcased dance forms from different states of India.

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

The college is affiliated to the University of Mumbai and seeking

autonomous status has been a strategic initiative towards acquiring flexibility in curriculum design. The college also aims to implement National Education Policy-2020. OBE is one of the foundation principles of the policy and hence the institute placed a focused effort on enhancing this approach for a seamless transition to the evolving education system. It organized four expert sessions to equip the staff with the necessary skills for redesigning course outcomes, aligning Course Outcomes (COs) with Program Outcomes (POs), and developing evaluation strategies that align with the desired educational objectives. Following these sessions, all departments undertook a thorough revision of their course outcomes. Recognizing the pivotal role of pedagogical techniques in Outcome-Based Education (OBE), our educators actively participated in MS-DEED level 1 workshops and Comprehensive level 2 program on Innovative Pedagogies. These initiatives were undertaken to not only update but also innovate pedagogical approaches, ensuring that teaching methodologies remain aligned with evolving educational paradigms.

20.Distance education/online education:

The institution is dedicated to progressively expanding the utilization of online platforms to offer add-on /certificate courses to students and increasing their participation in MOOCs. During this academic year, a certificate course on Research Methodology for students and a professional development program on Outcome-Based Education for educators were conducted online using Zoom platform. Additionally, online guest lectures were arranged. The college library portal provides access to online e-resources through INFLIBNET and the library blog. Some of the teachers have launched YouTube channels dedicated to academic content. ICT tools employed by the our educators include Google Forms, Quizziz, Kahoot, and Socrative for assignments and tests WhatsApp, and Telegram groups for communication Geogebra, NCBI tools for mathematics and bioinformatics Google Classroom for content sharing and assignments MCH Multimedia content , YouTube videos, animated videos, Blogspot, and Logic Gate Simulator App for efficient curriculum delivery The college has facilitated access to the Teach Us App, enabling teachers to share e-content and assignments with students. The App also permits real time monitoring of the education process by students, staff and administrators.

Extended Profile

1.Programme

1.1	443
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1482
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	875
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	455
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	52
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	55
Number of sanctioned posts during the year	

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)	238.16
4.3 Total number of computers on campus for academic purposes	161

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Mumbai. It integrates the curriculum provided by the university & implements the process of completion of curriculum within the stipulated time to attain the programme outcomes effectively.

Academic calendar is prepared after consultation with HODs, Exam & result committee & in line with the university directives.

Based on workload collected from HODs, Timetable is prepared before reopening of the academic year. Departments & Club/Societies prepare their co & extracurricular planner in accordance with the academic calendar. Semester-wise teaching plans are made at the beginning of every term. The progress of syllabus completion is reviewed every month by the HOD & validated by the Principal.

For the effective delivery of curriculum, teachers integrate classroom teaching with ICT tools, field projects, tutorials, skits, solving puzzles & crosswords, research projects etc.

Library orientation is held to acquaint students with study

resources, infrastructure, offline & online facilities & work culture.

Seminars & Webinars are organized for upgradation of subject-related knowledge. Lectures by academicians & professionals are held for professional development & to highlight career prospects & applicability of the designed curriculum.

Results are analyzed at the end of the examinations. Feedback collected from students help gauge the learning outcomes.

The remedial coaching is scheduled for the selected students. Mentors & Guardian teachers counsel & guide students on one-to-one basis.

IQAC collects feedback on curriculum from all stakeholders. The analysis report is communicated to the departments & to teachers who are members of the syllabus committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/1.1.1-additional-evidence-link.pdf

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

After consultation with HODs, exam committee and result committee, the IQAC prepares an Annual Academic Plan accommodating the University 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/ certificate courses, bridge courses, national level webinars, academic festival, research meet, annual sports meet, annual day, etc. The college academic calendar, the timetable of each class & important notices are published on the college website.

The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, assignments, class tests, MCQs, Viva, internal examinations and semester examinations. Result analysis & exam-related grievances

are scrutinized and corrective measures are implemented to institutionalize proper mechanisms for continuous evaluation.

Examination committee is formed at the college level to monitor the overall assessment process (internal exams, college & university 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 the stipulated time period.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/1.1.2-additional-evidence-link.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

13

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)

8

File Description	Documents
Any additional information	No File Uploaded
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

205

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 crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability find sufficient space in various activities conducted inside or outside the classrooms by different department under the guidance of the IQAC of the

college. These activities are in alignment with the core values stated by NAAC. The college organizes extra as well as co-curricular activities to instill general competencies such as ethical values, human values, sensitivity towards environment and gender discrimination, etc.

GENDER

Many activities were conducted for Gender awareness. It included essay writing, interview of Simone De Beauvoir (Video screening), Psych-o-philia -book reading session, review of newspaper articles, and poster presentations.

ENVIRONMENT & SUSTAINABILITY

The issues related to environment & biodiversity were addressed with activities like visits to Kesav Srishti & water treatment plant, talk by Shubhojit Mukherjee (Green mission-India) and assignments, book reading sessions, debates, research presentations, documentary screening, podcasts on environment concerns.

PROFESSIONAL ETHICS

Departments like Microbiology, Psychology, Political Science, Sociology, BMS and Hindi gave emphasis on developing professional ethics with activities like guest lectures on IPR, debate on topics like corruption, budgetary process, comparative study on paid news, visit to Rehabilitation Foundation etc.

HUMAN VALUES

Innovative activities are conducted by all the departments to sensitize the students towards social distress. These included Movie Screening, visit to Special School, Distress homes, Paper presentation on Struggle for tribal autonomy, Skit (Issues of Naxal Women), poster presentations, case studies, guest lectures by experts, etc.

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

42

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

902

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

1.4 - Feedback System

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

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://royalcollegemiraroad.edu.in/curriculum-feedback/
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/2023/12/feedback-analysis.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

1482

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

1146

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

Learning levels of students are first assessed from their grades at Class XII. For courses having an internal examination pattern prescribed by University, the performance of students is further assessed in the first internal assessment. For other courses, learning levels of students are assessed by various informal assessment methods like tutorials, tests, etc. and also by performance in the first Semester End examinations. Mentor teachers consult students about their performance in the exams and provide them appropriate guidance. Remedial lectures are conducted for slow learners and their performance is monitored by respective subject teachers. Additional academic support activities which in particular helped slow learners comprise: accessibility of teachers via on-line tools, digitized study material, question papers with diverse difficulty levels. Bridge courses are also conducted to effectively aid students to address a knowledge deficit, and to find ways to provide them best learning support. Various activities are also conducted to provide impetus to advanced learners. These include participation in Intercollegiate research convention - Aavishkar; annual research meet at college level; national aptitude tests, intercollegiate events, certificate courses, students' Professional Skill Development Via Webinars/ Workshops/ Online Courses, guidance for competitive exams, visit to research laboratory, preparation of subject specific newsletters.

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
1482	52

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

Various student centric methods involving effective pedagogies are used to augment the learning experiences of students.

Experiential Learning methods used to enhance the learning experiences include Research projects based on experimental work, survey and case study, Visit to research lab, virtual visits, review writing, cultural food stalls, psychological tests administered by students, scrap book making, AD making, drafting of research proposals and abstracts, Mock interview, Departmental Newsletters.

Participative learning methods used are Group discussions and debates, Subject related quiz, puzzles and games designed by students, Flipped classroom, Powerpoint presentations by students, discussion of newspaper articles, miracle questions, open book tutorials, Moot courts, Youth Parliament, Podcast, innovative concept maps, campus plant description activity.

Problem solving methods include solving assignments on numerical and descriptive problems related to different subjects, plotting of graphs and calculation, energy balance sheet preparation, statistical problem solving, approach writing towards solving hypothetical problems in Medical and Industrial Microbiology.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/2.3.1-AQAR-2022-23.pdf

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

To make the teaching-learning process effective, teachers use several ICT tools and participate actively in various faculty development programs related to ICT tool. Some of the ICT tools used by our teachers comprised of MCH Multimedia content; online resources like Canva to make e - posters and newsletters; Google form, Quizziz to conduct assignments and test; WhatsApp and telegram groups for quick communication of information to students; softwares like Geogebra, Kahoot and Socrative online quiz software; Google Classroom to share e resources; You tube videos, animated videos; BLOGSPOT; Logic Gate Simulator App to execute computer science practical of Digital System and Architecture. The college has provided access for Teach Us App to teachers for sharing e - content and assignments with the students. 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; 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

51

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

52

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

17

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

740

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

2.5 - Evaluation Process and Reforms

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

Only specific programmes including BMS, BAF, B.Sc. (Computer Science), M.Com., and some courses in B.A. and B.Sc. programs had formal internal assessment prescribed in their curriculum.

The weightage for informal assessments was varied, 25 marks for BMS, BAF, B.Sc. (Computer Science), and B.Sc. (Physics) courses and F.C. course for all faculties, 40 marks for M.Com. courses, and 20 marks. for B.A. courses.

The Internal Assessment Committee played a crucial role in facilitating and organizing the assessments, ensuring fairness and accuracy in the evaluation process for Internal Class test (written test) conducted for BMS, BAF and BSc Comp.Sc. and M.Com. . The tests in Computer Science were conducted online using Socratic App. Assignments like poster making, topic based projects for Physics students. Topic based research projects for T.Y.B.A. students. Group projects like skits, research paper presentation or poster presentation for F.C. students.

The informal assessments were conducted throughout the academic year, with quizzes and written assignments being the most common methods used. Presentations, group discussions, approach writing, scrapbooks, debates, and other methods were also utilized to assess student performance.

Overall, both formal and informal assessments were used to evaluate student progress and determine their grades for the respective courses.

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

Internal assessment class test timetable was announced well in advance, allowing students ample time for preparation. Likewise sufficient time was given for students to prepare presentations and assignments. Submission dates were extended for students who

encountered technical or personal issues. Thus, the chances of grievances were minimized. The committee for internal examination takes care of grievances if any. In this academic year effectively no major grievance was received.

File Description	Documents
Any additional information	View File
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.

Programme and course outcomes for all Programmes offered by the institution are well stated and displayed on the website and communicated to faculty members and students.

The college is affiliated to the University of Mumbai and it follows the syllabus prescribed by the University. Course wise learning outcomes are stated in the University syllabus. Programme specific outcomes are framed by each department. The college has framed and practices the following mechanisms to communicate learning outcomes to the stakeholders.

1. Hard and soft copy of the syllabus with learning outcomes is available in the college library/ department for reference.
2. Broad learning outcomes of various programmes are communicated to the first year degree students during orientation/induction sessions
3. Programme and course-wise learning outcomes are displayed at the institutional website
4. The college prospectus includes POs for all degree programmes
5. COs are entered by individual teachers in their log book - Annual teaching planner (Semester wise). This practice assists the teachers to plan their lectures in view of the COs to be achieved and the information can be easily communicated to create awareness and aid its attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://royalcollegemiraroad.edu.in/pos-and-psos/
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.

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 hence 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 2022-2023 is as follow.

Examination?

Grades

% of students

College Exams

University Exams

O

0.32

10.56

A+/A

45.68

49.77

B+/B

56.1

18.86

C

16.38

1.70

D

5.96

--

ATKT

11.38

--

Failed

0.64

15

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.

Indirect Assessment of COs and POs is achieved through:

Feedback from stakeholders

Student satisfaction survey

Progression to higher studies / job placement -27.9%

Number of students qualifying in national international qualifying examinations. 10 students

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://royalcollegemiraroad.edu.in/curriculum-feedback/

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

377

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/03/TYBA-SEM-VI-22-23_criteria-2.2.pdf

2.7 - Student Satisfaction Survey

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

<https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/2.7-SSS-0f-22-23.docx.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for creation and transfer of knowledge by way of the following activities. At the

undergraduate level, students are exposed to a research-oriented environment that promotes engagement in small-scale research endeavors and the subsequent presentation of findings at the Annual Research Symposium, a recurring event. The exceptional proposals are also submitted for participation at the Aavishkar Research Meet, an event organized by the University of Mumbai. The research committee and multiple departments have implemented several programs aimed at cultivating a research-oriented mindset among students. The offerings encompass guest lectures pertaining to online research tools and clinical research, workshops focused on fostering out of box thinking, a certificate course centered on research methodology, as well as instruction on scientific instruments and augmented and virtual reality. The promotion of an entrepreneurial mindset among students is fostered through the organization of events such as Shark Tank, where students present their innovative ideas for the establishment of new business ventures. Professionals are invited to provide their expert opinions on the concepts proposed by the students. Industrial visits are organized for students with the aim of promoting creativity, facilitating the establishment of professional connections, and bridging the divide between theoretical knowledge and practical application.

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

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

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

4

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

3

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

12

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

3.4 - Extension Activities

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

The extension activities encompass programmes focusing on women empowerment, gender sensitization, health and environment awareness and empowerment of underprivileged learners. These activities inculcate social responsibility in the students. During the academic year 2022-23, Departments conducted extension activities such as sports meet, demonstration of science experiments under Gyan Daan and teaching street children in order to promote institution-neighborhood community network. The activities of NSS have helped in inculcating socio-ethical and civic values and developing organizational and leadership skills in students. Through extension and outreach programmes like Tree Plantation Drive in collaboration with Mission Mumbai, students adopted pro-environment actions thereby promoting stability of our ecosystem. Activities such as Beach Cleanup, Rath Yatra, and observing World Biodiversity Day, sensitized the students about environmental issues; they learnt the relevance of ecological conservation and importance of sustainable livelihood. In the sphere of health and hygiene, activities like blood donation camp (collaboration with Nair Hospital), Pulse Polio Drive and Geriatric Care were undertaken to sensitize students towards values such as altruism, generosity and kindness. All the extension and out-reach programmes not only enabled all the stake holders to be cognizant of the social concerns but also be a change agents of a globalised community.

File Description	Documents
Paste link for additional information	Nil
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

1

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

21

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

1143

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

2

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 88 CCTV.

- 23 spacious, well-ventilated, naturally/adequately lit classrooms equipped with dais, public address system and flannel board. 22 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)
- An additional lab for Psychology is shared with sister institution
- 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 printe
- Library caters to the students/staff/alumni and senior citizens.
- Total area of 5200 sqft, divided into Open access, Reading area, Internet section, administration area and Staff reading room
- Fully automated with SLIM 21
- Collection of 17780 books, 54 journals/periodicals
- Server with 19 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://royalcollegemiraroad.edu.in/infrastructure-learning-resources/

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 Court (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

C. G. Poonawala 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	=
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)

22.48166

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(System For Library Information Management) Version 3.6.0,maintained through AMC.

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

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

Features :

- 1.Easy search access to books/periodicals/managerial reports
- 2.WEBOPAC -Online facility to search & reissue of books
- 3.Visitors Log module for user footfall

The modules of Software:

1.Cataloging / Acquisition :It 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. Accession register, reports, can be generated from this module.

2.Serial control :It is used -

- For making the record of periodical/Journal purchased
- To obtain information of the issue to be received from publisher, missing issues and details of journals/periodicals issued to the user
- To generate report of serial control as per year, Journal / Periodical name etc.

3.Statistics :This module provides following data:

- User transactions by week /time
- Transaction by borrower
- Top number of books /borrowers
- Accession register & Cataloguing report
- Circulation report, Daily Transaction report, overdue report

4.Barcode generation

5.Report

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	No File Uploaded
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)

2.39

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

217

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

4.3 - IT Infrastructure

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

IT infrastructure on campus comprises 2 data servers, 3 laptops, 161 systems and 29 projectors. Microsoft paper licenses, internet connectivity and antivirus are made available for systems. 95.6% 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. Two full time In-house IT technicians to take care of maintenance of hardware/software. College website hosted on Cloud server is managed by a website committee.

Resource and IT service augmentation :

Purchased

- Online Admission System to manage form filling, Merit List Generation, fee collection etc.
- Zoom license for webinar
- 23 Core i5 Dell systems to replace core 2 duo system of computer laboratory
- 6 new projectors installed in classrooms
- hard disk, monitors, projector cage and projection screens for class rooms and laboratories
- Quick heal antivirus
- Teachus app for attendance and feedback system

IT support to

- departments for conducting conferences/webinars and Online Activities
- faculties for University OSM
- National/International online resources were shared with stakeholders through College Digital Library
- Online re-issue of books

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/ict-facilities-AQAR-2022-23_compressed.pdf

4.3.2 - Number of Computers

161

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)

35.4

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) Two In- house IT-technicians
- 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.

General maintenance:

- Periodic Structural Audit of building
- Annual water-proofing audit
- Plumbing and sewage drainage cleaning by professionals
- Maintenance of Bookstall/Canteen/Xerox centre 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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

33

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/5.1.3-Ac.-Yr.-22-23.pdf
Any additional information	View File
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

734

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

734

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

35

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

92

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	No File Uploaded
Any additional information	View File
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.

4

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

The Students' Council - an umbrella body for all student activities consists of Class Representatives (CRs) and students of the Vigilance Body (VB). Led by the General Secretary, the Council plans and organizes events for students in consonance with the academic year plan. The CRs 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 augmenting the ethos, status and vision of the institute. It proactively prevents disruptive behaviours and misconduct on campus.

The Council assists in organizing co-curricular and extra-curricular events by the departments such as '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 in co-curricular clubs and societies such as Library Committee, Sports

Committee, College Magazine - Parwaaz, Fine Arts & Cultural Club (FACC), Gyan Manthan committee, NSS and NCC wherein they are involved in all aspects of planning and execution.

The students' council is a forum for students to groom leadership skills, communication skills, organizational skills and build team morale and professional ethics.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/statutory-body/
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

27

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

Royal college Alumni Welfare Association (Registration No F-40432 Thane Division dated 30.10. 19) Seven members are Registered members. Membership fees of Rs 2,38,500 was received from ordinary members during 2022-23.

Activities of association :

TALKS:

BMS department: "Careers in Aviation Sector by Naima Hussain

(2017) ,

Political science department:"strategy for qualifying competitive examination" by Suman Thakur (2020)

Sociology department:"Organ Transplantation " by Akansha Yadav (2021) ,"Empowerment Through Entrepreneurship" by Rhean Pinto (2022) ,

Economics department:"Online Trading" by Mr. Anish Pillai & Piyush Vibhakar,

Commerce department:"Careers in digital marketing " by Raheel Shaikh,

Psychology department: "Psych Flight - An Alumni Interaction & Psych-O-philia Irreversible Damage " by Ansari Banegar

CS Department:"Career Guidance " by Mr. Azhar Shaikh (2020),"Road map to Web Development"by Mudassar Ansari (2020)

Microbiology department:"IPR" by Nidhi Bangera (2015), "Career Crossroads" Panel Interaction by Qyyaum Uzma

OTHER ACTIVITIES:

Nature club:Shubham Darekar Physics 2017 Volunteered " Tiger Fest" ,Conducted talk on Moths & Butterflies. Irfan Qayyum - Microbiology 2021,.Ronak Sisodia Commerce 2022 ,Zahid Shaikh - BCom 2016,Soleha Shaikh ,Microbiology 2016,Nidhi Bangera Microbiology 2015, Rukshar Khan Microbiology 2018 participated in bird race (NISARG)

Commerce Activity "Shark tank judged by Amreen Karimi, Vikas Thakur, Piyush Vibhakar, Anish Pillai

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

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs

(INR in Lakhs)

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, providing an impetus making process in tune with stated vision and mission which percolates through the organizational hierarchy.

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

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

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

CBT plans and makes budgetary allocations

Secular environment permeates all functional aspects

Initiatives in accord with Vision Mission statement:

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

Holistic academic programmes

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

Promoting girls' education :

1.Traditionally a safe environment ensured which attracted 75% girls

2.Students 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.

As a decentralized approach of the college all stakeholders are treated equally and important while taking important decisions, even learners can identify areas of change or improvisation.

The college conducted its annual inter collegiate event "Gyan Manthan", which was entirely planned and implemented by the students along with faculties and had a record participation of 520. It was not only the event plan and implementation but also arranging financial resources through sponsors, which were arranged by the students with minimal or no interference from the management.

It was characterized by its decentralized working model, where students took up various responsibilities and tasks autonomously, resulting in a collaborative and innovative event. Instead of a centralized committee, tasks were distributed among interested students based on their skills, interests, and availability. Teams were empowered to make decisions autonomously within their areas of responsibility, fostering creativity and ownership. Decisions were made through consensus-building processes. Communication among teams was facilitated through decentralized channels such as group chats, and collaborative meetings.

Resources such as equipment, venues, and expertise were shared among teams based on need and availability, promoting collaboration and resource efficiency. Cross-team collaboration was encouraged to leverage complementary skills and perspectives,

leading to synergistic outcomes.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/02/GYAN-MANTHAN-20-21-DEC-2022_20240216_0001.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the current academic year, following activity was undertaken to strengthen and evolve curriculum transaction and its outcome.

Workshop on Outcome-Based Education(OBE):

The institution hosted a workshop with four specialized sessions spread over four days in the field of outcome-based education conducted by experts from the academic field. The workshop focused on measuring student performance through outcomes. The OBE maps & measures students' performance at every step. The Teachers were guided to reframe the COs and POs

Following these sessions, all departments revisited Course Outcomes(CO) to align them with the guiding principles of the NEP-2020 a system where all the parts and aspects of education will focus on the outcomes of the course.

The workshop on OBE helped the Teachers to maximize student learning outcomes by developing their knowledge & skills. The question papers were set as per the COs to map students' performance.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	z
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 the CBT to develop, monitor and review strategic plans. The meetings are held twice a year. IQAC recommends and monitors timely, efficient and progressive performance.

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

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

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

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

Librarian plans and supervises functioning of library with the help of Assistant Librarian and other library staff.

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

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/statutory-body/
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 interfaces	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

Existing welfare measures for Teaching and non-teaching:

Annual Health Check up camp

Tie up with BhaktiVedanta Hospital for medical emergency

Advance part payment of salary on the first of every month for teaching staff.

Full payment of salary on 8th of every month for non-teaching staff irrespective of delay in receiving salary grant.

Festival Advance salary

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

Talks / workshop for Staff

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

Payment of School / College Fees of children of needy staff

Counseling facility available.

Free Yoga facility for Staff

Sports competition

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

8

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

3

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

45

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 which is submitted to the Principal who forwards it to Scrutiny committee for CAS.

ii) Log book

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

B) By other stakeholders:

i) Lecture observation by HOD of newly recruited staff

ii) Teachers assessment questionnaire to assess effectiveness of 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

B) Administrative office, library and multitask staff :

The Exit questionnaire filled by students assesses their conduct and efficiency

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

6.4 - Financial Management and Resource Mobilization

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

Internal Audit:

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

External Audit :

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

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

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

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

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

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

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

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

7.2

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

1. Fee collection
 2. Government Salary Grant
 3. Grants from Government agencies
 4. Charges for various services for students
 5. Surplus from Add-on /certificate courses added to the Corpus fund for research
 6. Sundry income generated through sale of scrap, old newspapers, discarded papers and deregistered books
- Budget is discussed, approved and recommended by CDC taking inputs

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

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

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

Optimal utilization of infrastructural resources and facilities is ensured through:

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

Expertise of retired staff sought for policy making

Result processing by in-house faculty

Job rotation of non teaching staff ensures tapping of potentials, multitasking and availability of trained staff

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC initiatives taken during the year:

Integration of Technology:

The institution procured the "Teach Us" App—an Android-based application designed for students, teachers, and administrators. Training sessions were organized to understand how to use this App to schedule lectures, mark attendance, track syllabus completion,

upload notes and assignments. This user-friendly application enabled real-time monitoring and evaluation of the curriculum delivery process. Even students and their parents could directly check their attendance and monitor the syllabus coverage.

II Interdisciplinary Certificate Courses :

Several certificate courses have been introduced to promote interdisciplinary approach and prepare the students with a broader understanding and professional acumen. These courses include Taxation-Direct and Indirect for Computer Science students, Fundamentals of Digital Marketing for B.M.S students and Fundamentals of Accounting for B.Sc. students. A course in Bird Studies and another in Horticulture are open to all streams.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/add-on-courses/
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

Pedagogical innovations, integration of technology and outcome based learning are integral components of the institutional perspective plan. IQAC crafts annual action plans that encompass targeted activities aimed at realizing these objectives. The teaching learning process is consistently recorded and observed in Teachers' Log books ensuring robust monitoring.

Integration of advanced pedagogical tools: As per the policy, the faculty is encouraged to continuously refine their teaching methodologies. In pursuit of continuous innovation, eleven teachers participated in a 3-day Online MS-DEED Level 1 course on Innovative Pedagogies. Furthermore, 5 of these educators also engaged in a comprehensive 12-day in-person course on the same theme conducted by MS-DEED at IISER, Pune. Two teachers who had attended MS DEED workshop in the earlier academic year, organized a session to communicate some of the pedagogical techniques learnt to other staff members.

The institution hosted four specialized sessions conducted by experts in the field of outcome-based education. All departments revisited their Course Outcomes to align them with the guiding principles of the NEP2020.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/02/OUTCOME-BASED-EDUCATION-WORKSHOP-links-1.docx
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://royalcollegemiraroad.edu.in/iqac/agar-reports/
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: Talk on Polycystic Ovary Syndrome, Gender Related Harassment, career Opportunities for Women in the Aviation Industry and Legal Literacy on**

Domestic Violence and Sexual Harassment at workplace, seminar on Vaginal Health and Associated Infections were conducted. Skit competitions on women's issues, movie screenings were conducted during the academic year. Men's day was celebrated through Poster Making on relevant issues. Curriculum wise, Foundation Course in FY, SY and two courses on Sociology of Gender Equity and Gender & Society in India in TYBA help in sensitizing students on Gender issues.

- **Safety & Security:** There have been zero ragging cases in the college since its inception because of the strict discipline maintained in its campus. There are in total 88 CCTV cameras installed at strategic locations. Discipline, Anti-ragging Committee and ICC ensure discipline in the campus.
- **Counseling:** Personal counseling is given by Mentors and Guardian teachers. Also a full-time personal counselor is available on campus.

Common Rooms: There is a girl's common room (GCR) and boy's gymkhana, both equipped with locker facilities and indoor games. Rest chairs are provided in GCR along with a sanitary pad dispenser facility.

File Description	Documents
Annual gender sensitization action plan	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.1_Gender-Sensitization-Plan_2022-23-2.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.1_Evidence.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	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:** Dust bins are placed at strategic points on campus. Canteen waste is segregated into wet and dry bins. Organic waste are collected for composting. Plastic, metals, glass, newspaper waste are sold to vendors for recycling. Sanibins are fixed in ladies washrooms for hygienic disposal of sanitary napkins.
- **Liquid waste management:** Liquid waste is channeled to the Municipal disposal system for treatment.
- **Biomedical waste management:** Live cultures, pathological samples and culture media are killed by autoclaving at 121oC before disposal. Agar media is collected separately and disposed to avoid clogging of the drains. Materials used for culture work are disinfected and then autoclaved before disposal. Strong acids are neutralized before throwing in the wash basin.
- **E-Waste:** E-waste like instruments, computers and peripherals generated from different departments is collected and disposed off. Staff and students are encouraged to put their E-waste into a bin placed at the gate of the college. A total of 192 Kg of E-waste was collected by the recycling company as "WE".

Hazardous chemicals and radioactive waste management: Systems are in place for minimizing chemical usage and wastage. Exhaust fans and fume hoods are fitted in the chemistry labs to dissipate the acid fumes.

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

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

system in the campus

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

D. Any 1 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Royal College provides and nurtures an inclusive environment that reflects tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. The Fine Arts & Cultural Club, Student's Council and NSS undertake various activities throughout the year that exhibit cultural,

regional, linguistic, communal and socioeconomic diversities. Following is a glimpse of the activities conducted during the year.

- **Cultural & Regional Activities:** Activities such as Rangoli and Mehendi competition, cultural program on 34th Founder's Day with a theme, 'Unity in Diversity' that started with Quran recital and was followed by Ganesh Vandana and other regional performances reflected cultural and regional diversity.
- **Linguistic Activities:** Hindi & Marathi Diwas were celebrated by organizing online quiz, presentations, essay & poem writing and recitation.
- **Patriotic & Communal Activities:** Azadi ka Amrit Mahotsav was celebrated by organizing a rangoli competition followed by dance, singing, monologue, music, drama & poster making. The Independence Day rally reflected communal harmony. Other significant days commemorated were Shaheed Diwas, Kargil Diwas, Gandhi Jayanti, Ambedkar Jayanti etc.

Socioeconomic & Other Diversities: International Yoga day was celebrated by organizing a Yoga camp. Students also participated in Rath Yatra organized by ISKCON as volunteers for crowd management and cleanliness.

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	View File

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

More than 60 activities were conducted that reinforce Constitutional obligations and responsibilities under section 51-A of the Indian Constitution. Some of the novel and impactful activities were Youth Parliament, Tiranga Rally, Kargil Vijay Diwas, Joy of Giving, Singing of Bhajans on Gandhi Jayanti at Gateway of India, Yoga Day, Swacchata Mohim (cleanliness), Blood Donation drive, several talks on gender sensitivity and legal issues therein. There were several visits arranged, e.g., to Mani Bhavan (Mahatma Gandhi), Old age homes, Special School (children

with disability) and to the Museum of Indian Cinema. Several talks on Environment and Ecology were conducted, such as on Illegal Trade in Animal, Sustainable travel, and World Wetland Day. Students of Computer Science went to Punarnavas at Goregaon to teach the children the basics of Computers. Punarnavas is a special school that caters to children with severe mental handicaps. There were 10 activities each that reiterated our Freedom Struggle, Constitutional values, 8 were pro-women, and 9 were related to the Environment and Ecology and 13 for Fraternity. All these activities ignite student minds through affective, cognitive and psychomotor domains and can therefore have a significant imprint on them.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.9rg.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	No File Uploaded
Any other relevant information	View File

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

The students conducted at least 25 varied activities that highlight special days –National and International. The important ones were those that reiterate our struggles to obtain freedom, those that emphasize democratic values and most importantly those that uphold constitution as a guiding lodestar of democracy. In this context, Hence Dr Ambedkar’s contribution to the Constitution was conducted on Constitution Diwas. Kargill Divas, Shaheed Diwas, were organized by NSS. Hindi department organized and commemorated Hindi Diwas. International Women’s Day was organized on 8th March wherein guest lectures and legal issues pertaining to women’s rights. Similarly World Aids Day and Anti-tobacco Day to stop the menace of tobacco based addiction were also conducted. A noteworthy event was the students of Computer Science going to Punarnavas at Goregaon to teach the children basics of Computers on World Computer Literacy Day. Punarnavas is a special school that caters to children with severe mental handicaps.

The Zoology Department organized a guest lecture to emphasize the role of wetlands and mangroves on World Wetland Day.

A unique festival was organized to emphasize the diversity of cultures, dialects, dress, food, religions and ethnicities with reference to Maharashtra. The entire class contributed towards the programme.

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

1. **Title of the Practice: Foster leadership, creativity, and teamwork through extracurricular activities.**
2. **Objectives of the Practice:To cultivate leadership**

qualities, creative thinking and collaborative skills

3. The Context: The College provides holistic development through extracurricular activities
4. The Practice: The various clubs and societies of the college cater to diverse interests of the students. These clubs are managed by students. Our intercollegiate festival Gyan-Manthan was solely organized by students.
5. Evidence of Success: The number of students managing club and society activities has grown, and they have won prizes at intercollegiate competitions
6. Problems Encountered and Resources Required: Financial constraints and limited time due to semester exam pattern

Best Practice II

1. Title of the Practice

Library Orientation for optimum use of library resources.

2. Objectives of the Practice

To introduce to students to the resources, services, and facilities offered by the library.

3. The Context

Library orientation acquaints students with the range of resources available

4. The Practice

Library orientations sessions are held in beginning of the academic year for new first year students.

5. Evidence of Success

Number of students using the library resources have increased.

6. Problems Encountered and Resources Required

All topics cannot be covered comprehensively due to time constraint.

File Description	Documents
Best practices in the Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/Best-Practice_2022-23_Uploaded.pdf
Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/Best-Practice-evidence_2022-2023.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

Area distinctive to college Priority and Thrust :Empowerment of Girl students

The vision of the college speaks -among other values, of empowering girl students. The College Mission statement clearly speaks of emphasis on education for girls. The college has created a safe and disciplined environment which attracts students, females in particular. Self-defense course in Taekwondo and Commodo training have helped girl student gain confidence. A legal cell set up by alumni to offer legal advices has been useful. Female student counselor provides guidance and support for academic and career development of students.

To promote Health and wellness of female student a talk on vaginal health and associated infections was conducted. Awareness programmes like talk on legal literacy on Domestic Violence and Sexual harassment at workplace was organized by WDC of college. To Increase awareness among participants and the audience about various issues affecting women, a skit competition was conducted to highlight women issues like Acid Attack and the dowry, girl education and domestic violence. Besides this girl students are encouraged to head many students' clubs and committees. A full time counsellor and Yoga Centre in college campus helps them in stress management.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Mumbai. It integrates the curriculum provided by the university & implements the process of completion of curriculum within the stipulated time to attain the programme outcomes effectively.

Academic calendar is prepared after consultation with HODs, Exam & result committee & in line with the university directives.

Based on workload collected from HODs, Timetable is prepared before reopening of the academic year. Departments & Club/Societies prepare their co & extracurricular planner in accordance with the academic calendar. Semester-wise teaching plans are made at the beginning of every term. The progress of syllabus completion is reviewed every month by the HOD & validated by the Principal.

For the effective delivery of curriculum, teachers integrate classroom teaching with ICT tools, field projects, tutorials, skits, solving puzzles & crosswords, research projects etc.

Library orientation is held to acquaint students with study resources, infrastructure, offline & online facilities & work culture.

Seminars & Webinars are organized for upgradation of subject-related knowledge. Lectures by academicians & professionals are held for professional development & to highlight career prospects & applicability of the designed curriculum.

Results are analyzed at the end of the examinations. Feedback collected from students help gauge the learning outcomes.

The remedial coaching is scheduled for the selected students. Mentors & Guardian teachers counsel & guide students on one-to-one basis.

IQAC collects feedback on curriculum from all stakeholders. The

analysis report is communicated to the departments & to teachers who are members of the syllabus committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/1.1.1-additional-evidence-link.pdf

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

After consultation with HODs, exam committee and result committee, the IQAC prepares an Annual Academic Plan accommodating the University 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/ certificate courses, bridge courses, national level webinars, academic festival, research meet, annual sports meet, annual day, etc. The college academic calendar, the timetable of each class & important notices are published on the college website.

The academic progress of the students is regularly monitored by continuous internal evaluation such as seminars, project work, assignments, class tests, MCQs, Viva, internal examinations and semester examinations. Result analysis & exam-related grievances are scrutinized and corrective measures are implemented to institutionalize proper mechanisms for continuous evaluation.

Examination committee is formed at the college level to monitor the overall assessment process (internal exams, college & university 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 the stipulated time period.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/1.1.2-additional-evidence-link.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

13

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)	
8	
File Description	Documents
Any additional information	No File Uploaded
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	
205	
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	
<p>The crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability find sufficient space in various activities conducted inside or outside the classrooms by different department under the guidance of the IQAC of the college. These activities are in alignment with the core values stated by NAAC. The college organizes extra as well as co-curricular activities to instill general competencies such as ethical values, human values, sensitivity towards environment and gender discrimination , etc.</p> <p>GENDER</p> <p>Many activities were conducted for Gender awareness. It</p>	

included essay writing, interview of Simone De Beauvoir (Video screening), Psych-o-philosophy -book reading session, review of newspaper articles, and poster presentations.

ENVIRONMENT & SUSTAINABILITY

The issues related to environment & biodiversity were addressed with activities like visits to Kesav Srishti & water treatment plant, talk by Shubhojit Mukherjee (Green mission-India) and assignments, book reading sessions, debates, research presentations, documentary screening, podcasts on environment concerns.

PROFESSIONAL ETHICS

Departments like Microbiology, Psychology, Political Science, Sociology, BMS and Hindi gave emphasis on developing professional ethics with activities like guest lectures on IPR, debate on topics like corruption, budgetary process, comparative study on paid news, visit to Rehabilitation Foundation etc.

HUMAN VALUES

Innovative activities are conducted by all the departments to sensitize the students towards social distress. These included Movie Screening, visit to Special School, Distress homes, Paper presentation on Struggle for tribal autonomy, Skit (Issues of Naxal Women), poster presentations, case studies, guest lectures by experts, etc.

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

42

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

902

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
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File Description	Documents
URL for stakeholder feedback report	https://royalcollegemiraroad.edu.in/curriculum-feedback/
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/2023/12/feedback-analysis.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

1482

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

1146

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

Learning levels of students are first assessed from their grades at Class XII. For courses having an internal examination pattern prescribed by University, the performance of students is further assessed in the first internal assessment. For other courses, learning levels of students are assessed by various informal assessment methods like tutorials, tests, etc. and also by performance in the first Semester End examinations. Mentor teachers consult students about their performance in the exams and provide them appropriate guidance. Remedial lectures are conducted for slow learners and their performance is monitored by respective subject teachers. Additional academic support activities which in particular helped slow learners comprise: accessibility of teachers via on-line tools, digitized study material, question papers with diverse difficulty levels. Bridge courses are also conducted to effectively aid students to address a knowledge deficit, and to find ways to provide them best learning support. Various activities are also conducted to provide impetus to advanced learners. These include participation in Intercollegiate research convention - Aavishkar; annual research meet at college level; national aptitude tests, intercollegiate events, certificate courses, students' Professional Skill Development Via Webinars/ Workshops/ Online Courses, guidance for competitive exams, visit to research laboratory, preparation of subject specific newsletters.

File Description	Documents
Paste link for additional information	https://royalcollegedigitalibrary.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
1482	52

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

Various student centric methods involving effective pedagogies are used to augment the learning experiences of students.

Experiential Learning methods used to enhance the learning experiences include Research projects based on experimental work, survey and case study, Visit to research lab, virtual visits, review writing, cultural food stalls, psychological tests administered by students, scrap book making, AD making, drafting of research proposals and abstracts, Mock interview, Departmental Newsletters.

Participative learning methods used are Group discussions and debates, Subject related quiz, puzzles and games designed by students, Flipped classroom, Powerpoint presentations by students, discussion of newspaper articles, miracle questions, open book tutorials, Moot courts, Youth Parliament, Podcast, innovative concept maps, campus plant description activity.

Problem solving methods include solving assignments on numerical and descriptive problems related to different subjects, plotting of graphs and calculation, energy balance sheet preparation, statistical problem solving, approach writing towards solving hypothetical problems in Medical and Industrial Microbiology.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/2.3.1-AQAR-2022-23.pdf

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

To make the teaching-learning process effective, teachers use several ICT tools and participate actively in various faculty development programs related to ICT tool. Some of the ICT tools used by our teachers comprised of MCH Multimedia content; online resources like Canva to make e - posters and newsletters; Google form, Quizziz to conduct assignments and test; WhatsApp and telegram groups for quick communication of information to students; softwares like Geogebra, Kahoot and Socrative online quiz software; Google Classroom to share e resources; You tube videos, animated videos; BLOGSPOT; Logic Gate Simulator App to execute computer science practical of Digital System and Architecture. The college has provided access for Teach Us App to teachers for sharing e - content and assignments with the students. 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; 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

51

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**

52

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**

17

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**

740

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

2.5 - Evaluation Process and Reforms

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

Only specific programmes including BMS, BAF, B.Sc. (Computer Science), M.Com., and some courses in B.A. and B.Sc. programs had formal internal assessment prescribed in their curriculum.

The weightage for informal assessments was varied, 25 marks for BMS, BAF, B.Sc. (Computer Science), and B.Sc. (Physics) courses and F.C. course for all faculties, 40 marks for M.Com. courses, and 20 marks for B.A. courses.

The Internal Assessment Committee played a crucial role in facilitating and organizing the assessments, ensuring fairness and accuracy in the evaluation process for Internal Class test (written test) conducted for BMS, BAF and BSc Comp.Sc. and M.Com. . The tests in Computer Science were conducted online using Socratic App. Assignments like poster making, topic based projects for Physics students. Topic based research projects for T.Y.B.A. students. Group projects like skits, research paper presentation or poster presentation for F.C. students.

The informal assessments were conducted throughout the academic year, with quizzes and written assignments being the most common methods used. Presentations, group discussions, approach writing, scrapbooks, debates, and other methods were also utilized to assess student performance.

Overall, both formal and informal assessments were used to evaluate student progress and determine their grades for the respective courses.

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

Internal assessment class test timetable was announced well in advance, allowing students ample time for preparation. Likewise sufficient time was given for students to prepare presentations and assignments. Submission dates were extended for students

who encountered technical or personal issues. Thus, the chances of grievances were minimized. The committee for internal examination takes care of grievances if any. In this academic year effectively no major grievance was received.

File Description	Documents
Any additional information	View File
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.

Programme and course outcomes for all Programmes offered by the institution are well stated and displayed on the website and communicated to faculty members and students.

The college is affiliated to the University of Mumbai and it follows the syllabus prescribed by the University. Course wise learning outcomes are stated in the University syllabus. Programme specific outcomes are framed by each department. The college has framed and practices the following mechanisms to communicate learning outcomes to the stakeholders.

1. Hard and soft copy of the syllabus with learning outcomes is available in the college library/ department for reference.
2. Broad learning outcomes of various programmes are communicated to the first year degree students during orientation/induction sessions
3. Programme and course-wise learning outcomes are displayed at the institutional website
4. The college prospectus includes POs for all degree programmes
5. COs are entered by individual teachers in their log book - Annual teaching planner (Semester wise). This practice assists the teachers to plan their lectures in view of the COs to be achieved and the information can be easily communicated to create awareness and aid its attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://royalcollegemiraroad.edu.in/pos-and-psos/
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.

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 hence 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 2022-2023 is as follow.

Examination?

Grades

% of students

College Exams

University Exams

O

0.32

10.56

A+/A

45.68

49.77

B+/B

56.1

18.86

C

16.38

1.70

D

5.96

--

ATKT

11.38

--

Failed

0.64

15

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.

Indirect Assessment of COs and POs is achieved through:

Feedback from stakeholders

Student satisfaction survey

Progression to higher studies / job placement -27.9%

Number of students qualifying in national international qualifying examinations. 10 students

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://royalcollegemiraroad.edu.in/curriculum-feedback/

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

377

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/03/TYBA-SEM-VI-22-23_criteria-2.2.pdf

2.7 - Student Satisfaction Survey

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

<https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/2.7-SSS-0f-22-23.docx.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for creation and transfer of knowledge by way of the following activities. At the undergraduate level, students are exposed to a research-oriented environment that promotes engagement in small-scale research endeavors and the subsequent presentation of findings at the Annual Research Symposium, a recurring event. The exceptional proposals are also submitted for participation at the Aavishkar Research Meet, an event organized by the University of Mumbai. The research committee and multiple departments have implemented several programs aimed at cultivating a research-oriented mindset among students. The offerings encompass guest lectures pertaining to online research tools and clinical research, workshops focused on fostering out of box thinking, a certificate course centered on research methodology, as well as instruction on scientific instruments and augmented and virtual reality. The promotion of an entrepreneurial mindset among students is fostered through the organization of events such as Shark Tank, where students present their innovative ideas for the establishment of new business ventures. Professionals are invited to provide their expert opinions on the concepts proposed by the students. Industrial visits are organized for students with the aim of promoting creativity, facilitating the establishment of professional connections, and bridging the divide between theoretical knowledge and practical application.

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

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

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

4

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

3

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

12	
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	
<p>The extension activities encompass programmes focusing on women empowerment, gender sensitization, health and environment awareness and empowerment of underprivileged learners. These activities inculcate social responsibility in the students. During the academic year 2022-23, Departments conducted extension activities such as sports meet, demonstration of science experiments under Gyan Daan and teaching street children in order to promote institution-neighborhood community network. The activities of NSS have helped in inculcating socio-ethical and civic values and developing organizational and leadership skills in students. Through extension and outreach programmes like Tree Plantation Drive in collaboration with Mission Mumbai, students adopted pro-environment actions thereby promoting stability of our ecosystem. Activities such as Beach Cleanup, Rath Yatra, and observing World Biodiversity Day, sensitized the students about environmental issues; they learnt the relevance of ecological conservation and importance of sustainable livelihood. In the sphere of health and hygiene, activities like blood donation camp (collaboration with Nair Hospital), Pulse Polio Drive and Geriatric Care were undertaken to sensitize students towards values such as altruism, generosity and kindness. All the extension and out-reach programmes not only enabled all the stake holders to be cognizant of the social concerns but also be a change agents of a globalised community.</p>	
File Description	Documents
Paste link for additional information	Nil
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

1

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

21

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

1143

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

2

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 88 CCTV.

- 23 spacious, well-ventilated, naturally/adequately lit classrooms equipped with dais, public address system and flannel board. 22 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)
- An additional lab for Psychology is shared with sister institution
- 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
- Library caters to the students/staff/alumni and senior citizens.
- Total area of 5200 sqft, divided into Open access, Reading area, Internet section, administration area and Staff reading room
- Fully automated with SLIM 21
- Collection of 17780 books, 54 journals/periodicals
- Server with 19 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://royalcollegemiraroad.edu.in/infrastructure-learning-resources/

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 Court (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

C. G. Poonawala 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	=
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)

22.48166

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(System For Library Information Management) Version 3.6.0,maintained through AMC.

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

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

Features :

- 1.Easy search access to books/periodicals/managerial reports
- 2.WEBOPAC -Online facility to search & reissue of books
- 3.Visitors Log module for user footfall

The modules of Software:

1.Cataloging / Acquisition :It 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. Accession register, reports, can be generated from this module.

2.Serial control :It is used -

- For making the record of periodical/Journal purchased
- To obtain information of the issue to be received from publisher, missing issues and details of journals/periodicals issued to the user
- To generate report of serial control as per year, Journal / Periodical name etc.

3.Statistics :This module provides following data:

- User transactions by week /time
- Transaction by borrower
- Top number of books /borrowers
- Accession register & Cataloguing report
- Circulation report, Daily Transaction report, overdue report

4.Barcode generation

5.Report

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	No File Uploaded
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)

2.39

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

217

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

4.3 - IT Infrastructure

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

IT infrastructure on campus comprises 2 data servers, 3 laptops, 161 systems and 29 projectors. Microsoft paper licenses, internet connectivity and antivirus are made available for systems. 95.6% 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. Two full time In-house IT technicians to take care of maintenance of hardware/software. College website hosted on Cloud server is managed by a website committee.

Resource and IT service augmentation :

Purchased

- Online Admission System to manage form filling, Merit List Generation, fee collection etc.
- Zoom license for webinar
- 23 Core i5 Dell systems to replace core 2 duo system of computer laboratory
- 6 new projectors installed in classrooms
- hard disk, monitors, projector cage and projection screens for class rooms and laboratories
- Quick heal antivirus
- Teachus app for attendance and feedback system

IT support to

- departments for conducting conferences/webinars and Online Activities
- faculties for University OSM
- National/International online resources were shared with

stakeholders through College Digital Library

- **Online re-issue of books**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/ict-facilities-AOAR-2022-23_compressed.pdf

4.3.2 - Number of Computers

161

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)

35.4

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) Two In- house IT-technicians
- 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.

General maintenance:

- Periodic Structural Audit of building
- Annual water-proofing audit
- Plumbing and sewage drainage cleaning by professionals
- Maintenance of Bookstall/Canteen/Xerox centre 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

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

33

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/5.1.3-Ac.-Yr.-22-23.pdf
Any additional information	View File
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

734

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

734

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

35

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

92

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	No File Uploaded
Any additional information	View File
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.

4

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

The Students' Council - an umbrella body for all student activities consists of Class Representatives (CRs) and students of the Vigilance Body (VB). Led by the General Secretary, the Council plans and organizes events for students in consonance with the academic year plan. The CRs 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 augmenting the ethos, status and vision of the institute. It proactively prevents disruptive behaviours and misconduct on campus.

The Council assists in organizing co-curricular and extra-curricular events by the departments such as '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 in co-curricular clubs and societies such as Library Committee, Sports

Committee, College Magazine - Parwaaz, Fine Arts & Cultural Club (FACC), Gyan Manthan committee, NSS and NCC wherein they are involved in all aspects of planning and execution.

The students' council is a forum for students to groom leadership skills, communication skills, organizational skills and build team morale and professional ethics.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/statutory-body/
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

27

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

Royal college Alumni Welfare Association (Registration No F-40432 Thane Division dated 30.10. 19) Seven members are Registered members. Membership fees of Rs 2,38,500 was received from ordinary members during 2022-23.

Activities of association :

TALKS:

BMS department: "Careers in Aviation Sector by Naima Hussain (2017) ,

Political science department:"strategy for qualifying competitive examination" by Suman Thakur (2020)

Sociology department:"Organ Transplantation " by Akansha Yadav (2021) ,"Empowerment Through Entrepreneurship" by Rhean Pinto (2022) ,

Economics department:"Online Trading" by Mr. Anish Pillai & Piyush Vibhakar,

Commerce department:"Careers in digital marketing " by Raheel Shaikh,

Psychology department: "Psych Flight - An Alumni Interaction & Psych-O-philia Irreversible Damage " by Ansari Banegar

CS Department:"Career Guidance " by Mr. Azhar Shaikh (2020),"Road map to Web Development"by Mudassar Ansari (2020)

Microbiology department:"IPR" by Nidhi Bangera (2015), "Career Crossroads" Panel Interaction by Qyyaum Uzma

OTHER ACTIVITIES:

Nature club:Shubham Darekar Physics 2017 Volunteered " Tiger Fest" ,Conducted talk on Moths & Butterflies. Irfan Qayyum - Microbiology 2021,.Ronak Sisodia Commerce 2022 ,Zahid Shaikh - BCom 2016,Soleha Shaikh ,Microbiology 2016,Nidhi Bangera Microbiology 2015, Rukshar Khan Microbiology 2018 participated in bird race (NISARG)

Commerce Activity "Shark tank judged by Amreen Karimi, Vikas Thakur, Piyush Vibhakar, Anish Pillai

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) D. 1 Lakhs - 3Lakhs

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, providing an impetus making process in tune with stated vision and mission which percolates through the organizational hierarchy.

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

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

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

CBT plans and makes budgetary allocations

Secular environment permeates all functional aspects

Initiatives in accord with Vision Mission statement:

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

Holistic academic programmes

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

Promoting girls' education :

1.Traditionally a safe environment ensured which attracted 75% girls

2.Students 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.

As a decentralized approach of the college all stakeholders are treated equally and important while taking important decisions, even learners can identify areas of change or improvisation.

The college conducted its annual inter collegiate event "Gyan Manthan", which was entirely planned and implemented by the students along with faculties and had a record participation of 520. It was not only the event plan and implementation but also arranging financial resources through sponsors, which were arranged by the students with minimal or no interference from the management.

It was characterized by its decentralized working model, where students took up various responsibilities and tasks autonomously, resulting in a collaborative and innovative event. Instead of a centralized committee, tasks were distributed among interested students based on their skills,

interests, and availability. Teams were empowered to make decisions autonomously within their areas of responsibility, fostering creativity and ownership. Decisions were made through consensus-building processes. Communication among teams was facilitated through decentralized channels such as group chats, and collaborative meetings.

Resources such as equipment, venues, and expertise were shared among teams based on need and availability, promoting collaboration and resource efficiency. Cross-team collaboration was encouraged to leverage complementary skills and perspectives, leading to synergistic outcomes.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/02/GYAN-MANTHAN-20-21-DEC-2022_20240216_0001.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the current academic year, following activity was undertaken to strengthen and evolve curriculum transaction and its outcome.

Workshop on Outcome-Based Education(OBE):

The institution hosted a workshop with four specialized sessions spread over four days in the field of outcome-based education conducted by experts from the academic field. The workshop focused on measuring student performance through outcomes. The OBE maps & measures students' performance at every step. The Teachers were guided to reframe the COs and POs

Following these sessions, all departments revisited Course Outcomes(CO) to align them with the guiding principles of the NEP-2020 a system where all the parts and aspects of education will focus on the outcomes of the course.

The workshop on OBE helped the Teachers to maximize student learning outcomes by developing their knowledge & skills. The question papers were set as per the COs to map students'

performance .

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	z
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 the CBT to develop, monitor and review strategic plans. The meetings are held twice a year. IQAC recommends and monitors timely, efficient and progressive performance

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

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

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

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

Librarian plans and supervises functioning of library with the help of Assistant Librarian and other library staff.

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

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/statutory-body/
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

Existing welfare measures for Teaching and non teaching:

Annual Health Check up camp

Tie up with BhaktiVedanta Hospital for medical emergency

Advance part payment of salary on the first of every month for teaching staff.

Full payment of salary on 8th of every month for non teaching staff irrespective of delay in receiving salary grant.

Festival Advance salary

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

Talks / workshop for Staff

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

Payment of School / College Fees of children of needy staff

Counseling facility available.

Free Yoga facility for Staff

Sports competition

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

8

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**

3

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**

45

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 which is submitted to the Principal who forwards it to Scrutiny committee for CAS.

ii) Log book

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

B) By other stakeholders:

i) Lecture observation by HOD of newly recruited staff

ii) Teachers assessment questionnaire to assess effectiveness of 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

B) Administrative office, library and multitask staff :

The Exit questionnaire filled by students assesses their conduct and efficiency

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

6.4 - Financial Management and Resource Mobilization

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

Internal Audit:

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

External Audit :

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

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

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

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

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

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

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

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

7.2

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

1. Fee collection

2. Government Salary Grant

3. Grants from Government agencies

4. Charges for various services for students

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

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

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

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

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

Optimal utilization of infrastructural resources and facilities is ensured through:

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

Expertise of retired staff sought for policy making

Result processing by in-house faculty

Job rotation of non teaching staff ensures tapping of potentials,

multitasking and availability of trained staff

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC initiatives taken during the year:

Integration of Technology:

The institution procured the "Teach Us" App—an Android-based application designed for students, teachers, and administrators. Training sessions were organized to understand how to use this App to schedule lectures, mark attendance, track syllabus completion, upload notes and assignments. This user-friendly application enabled real-time monitoring and evaluation of the curriculum delivery process. Even students and their parents could directly check their attendance and monitor the syllabus coverage.

II Interdisciplinary Certificate Courses :

Several certificate courses have been introduced to promote interdisciplinary approach and prepare the students with a broader understanding and professional acumen. These courses include Taxation-Direct and Indirect for Computer Science students, Fundamentals of Digital Marketing for B.M.S students and Fundamentals of Accounting for B.Sc. students. A course in Bird Studies and another in Horticulture are open to all streams.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/add-on-courses/
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

Pedagogical innovations, integration of technology and outcome based learning are integral components of the institutional perspective plan. IQAC crafts annual action plans that encompass targeted activities aimed at realizing these objectives. The teaching learning process is consistently recorded and observed in Teachers' Log books ensuring robust monitoring.

Integration of advanced pedagogical tools: As per the policy, the faculty is encouraged to continuously refine their teaching methodologies. In pursuit of continuous innovation, eleven teachers participated in a 3-day Online MS-DEED Level 1 course on Innovative Pedagogies. Furthermore, 5 of these educators also engaged in a comprehensive 12-day in-person course on the same theme conducted by MS-DEED at IISER, Pune. Two teachers who had attended MS DEED workshop in the earlier academic year, organized a session to communicate some of the pedagogical techniques learnt to other staff members.

The institution hosted four specialized sessions conducted by experts in the field of outcome-based education. All departments revisited their Course Outcomes to align them with the guiding principles of the NEP2020.

File Description	Documents
Paste link for additional information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2024/02/OUTCOME-BASED-EDUCATION-WORKSHOP-links-1.docx
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,

B. Any 3 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://royalcollegemiraroad.edu.in/igac/agar-reports/
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:** Talk on Polycystic Ovary Syndrome, Gender Related Harassment, career Opportunities for Women in the Aviation Industry and Legal Literacy on Domestic Violence and Sexual Harassment at workplace, seminar on Vaginal Health and Associated Infections were conducted. Skit competitions on women's issues, movie screenings were conducted during the academic year. Men's day was celebrated through Poster Making on relevant issues. Curriculum wise, Foundation Course in FY, SY and two courses on Sociology of Gender Equity and Gender & Society in India in TYBA help in sensitizing students on Gender issues.
- **Safety & Security:** There have been zero ragging cases in the college since its inception because of the strict discipline maintained in its campus. There are in total 88 CCTV cameras installed at strategic locations. Discipline, Anti-ragging Committee and ICC ensure discipline in the campus.
- **Counseling:** Personal counseling is given by Mentors and Guardian teachers. Also a full-time personal counselor is available on campus.

Common Rooms: There is a girl's common room (GCR) and boy's gymkhana, both equipped with locker facilities and indoor

games. Rest chairs are provided in GCR along with a sanitary pad dispenser facility.

File Description	Documents
Annual gender sensitization action plan	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.1_Gender-Sensitization-Plan_2022-23-2.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.1_Evidence.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
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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:** Dust bins are placed at strategic points on campus. Canteen waste is segregated into wet and dry bins. Organic waste are collected for composting. Plastic, metals, glass, newspaper waste are sold to vendors for recycling. Sanibins are fixed in ladies washrooms for hygienic disposal of sanitary napkins.
- **Liquid waste management:** Liquid waste is channeled to the Municipal disposal system for treatment.
- **Biomedical waste management:** Live cultures, pathological samples and culture media are killed by autoclaving at 121oC before disposal. Agar media is collected separately and disposed to avoid clogging of the drains. Materials

used for culture work are disinfected and then autoclaved before disposal. Strong acids are neutralized before throwing in the wash basin.

- **E-Waste:** E-waste like instruments, computers and peripherals generated from different departments is collected and disposed off. Staff and students are encouraged to put their E-waste into a bin placed at the gate of the college. A total of 192 Kg of E-waste was collected by the recycling company as "WE".

Hazardous chemicals and radioactive waste management: Systems are in place for minimizing chemical usage and wastage. Exhaust fans and fume hoods are fitted in the chemistry labs to dissipate the acid fumes.

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

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

C. Any 2 of the above

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

A. Any 4 or All of the above

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	D. Any 1 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	A. Any 4 or all of the above

assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Royal College provides and nurtures an inclusive environment that reflects tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. The Fine Arts & Cultural Club, Student's Council and NSS undertake various activities throughout the year that exhibit cultural, regional, linguistic, communal and socioeconomic diversities. Following is a glimpse of the activities conducted during the year.

- **Cultural & Regional Activities:** Activities such as Rangoli and Mehendi competition, cultural program on 34th Founder's Day with a theme, 'Unity in Diversity' that started with Quran recital and was followed by Ganesh Vandana and other regional performances reflected cultural and regional diversity.
- **Linguistic Activities:** Hindi & Marathi Diwas were celebrated by organizing online quiz, presentations, essay & poem writing and recitation.
- **Patriotic & Communal Activities:** Azadi ka Amrit Mahotsav was celebrated by organizing a rangoli competition followed by dance, singing, monologue, music, drama & poster making. The Independence Day rally reflected communal harmony. Other significant days commemorated were Shaheed Diwas, Kargil Diwas, Gandhi Jayanti, Ambedkar Jayanti etc.

Socioeconomic & Other Diversities: International Yoga day was celebrated by organizing a Yoga camp. Students also participated in Rath Yatra organized by ISKCON as volunteers for crowd management and cleanliness.

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	View File

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

More than 60 activities were conducted that reinforce Constitutional obligations and responsibilities under section 51-A of the Indian Constitution. Some of the novel and impactful activities were Youth Parliament, Tiranga Rally, Kargil Vijay Diwas, Joy of Giving, Singing of Bhajans on Gandhi Jayanti at Gateway of India, Yoga Day, Swacchata Mohim (cleanliness), Blood Donation drive, several talks on gender sensitivity and legal issues therein. There were several visits arranged, e.g., to Mani Bhavan (Mahatma Gandhi), Old age homes, Special School (children with disability) and to the Museum of Indian Cinema. Several talks on Environment and Ecology were conducted, such as on Illegal Trade in Animal, Sustainable travel, and World Wetland Day. Students of Computer Science went to Punarnavas at Goregaon to teach the children the basics of Computers. Punarnavas is a special school that caters to children with severe mental handicaps. There were 10 activities each that reiterated our Freedom Struggle, Constitutional values, 8 were pro-women, and 9 were related to the Environment and Ecology and 13 for Fraternity. All these activities ignite student minds through affective, cognitive and psychomotor domains and can therefore have a significant imprint on them.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/7.1.9rg.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	No File Uploaded
Any other relevant information	View File

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

The students conducted at least 25 varied activities that highlight special days -National and International. The important ones were those that reiterate our struggles to obtain freedom, those that emphasize democratic values and most importantly those that uphold constitution as a guiding lodestar of democracy. In this context, Hence Dr Ambedkar's contribution to the Constitution was conducted on Constitution Diwas. Kargill Divas, Shaheed Diwas, were organized by NSS. Hindi department organized and commemorated Hindi Diwas. International Women's Day was organized on 8th March wherein guest lectures and legal issues pertaining to women's rights. Similarly World Aids Day and Anti-tobacco Day to stop the menace of tobacco based addiction were also conducted. A noteworthy event was the students of Computer Science going to Punarnavas at Goregaon to teach the children basics of Computers on World Computer Literacy Day. Punarnavas is a special school that caters to children with severe mental

handicaps.

The Zoology Department organized a guest lecture to emphasize the role of wetlands and mangroves on World Wetland Day.

A unique festival was organized to emphasize the diversity of cultures, dialects, dress, food, religions and ethnicities with reference to Maharashtra. The entire class contributed towards the programme.

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

1. Title of the Practice: Foster leadership, creativity, and teamwork through extracurricular activities.
2. Objectives of the Practice: To cultivate leadership qualities, creative thinking and collaborative skills
3. The Context: The College provides holistic development through extracurricular activities
4. The Practice: The various clubs and societies of the college cater to diverse interests of the students. These clubs are managed by students. Our intercollegiate festival Gyan-Manthan was solely organized by students.
5. Evidence of Success: The number of students managing club and society activities has grown, and they have won prizes at intercollegiate competitions
6. Problems Encountered and Resources Required: Financial constraints and limited time due to semester exam pattern

Best Practice II

1. Title of the Practice

Library Orientation for optimum use of library resources.

2. Objectives of the Practice

To introduce to students to the resources, services, and facilities offered by the library.

3. The Context

Library orientation acquaints students with the range of resources available

4. The Practice

Library orientations sessions are held in beginning of the academic year for new first year students.

5. Evidence of Success

Number of students using the library resources have increased.

6. Problems Encountered and Resources Required

All topics cannot be covered comprehensively due to time constraint.

File Description	Documents
Best practices in the Institutional website	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/Best-Practice_2022-23_Uploaded.pdf
Any other relevant information	https://royalcollegemiraroad.edu.in/wp-content/uploads/2023/12/Best-Practice-evidence_2022-2023.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

Area distinctive to college Priority and Thrust :Empowerment of Girl students

The vision of the college speaks -among other values, of empowering girl students. The College Mission statement clearly speaks of emphasis on education for girls. The college has

created a safe and disciplined environment which attracts students, females in particular. Self-defense course in Taekwondo and Commondo training have helped girl student gain confidence. A legal cell set up by alumni to offer legal advices has been useful. Female student counselor provides guidance and support for academic and career development of students.

To promote Health and wellness of female student a talk on vaginal health and associated infections was conducted. Awareness programmes like talk on legal literacy on Domestic Violence and Sexual harassment at workplace was organized by WDC of college. To Increase awareness among participants and the audience about various issues affecting women, a skit competition was conducted to highlight women issues like Acid Attack and the dowry, girl education and domestic violence. Besides this girl students are encouraged to head many students' clubs and committees. A full time counsellor and Yoga Centre in college campus helps them in stress management.

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

7.3.2 - Plan of action for the next academic year

1. Application to UGC for autonomous status
2. Application for Grant under RUSA / PM-USHA
3. MOUs for conducting Add-on / certificate courses and MoU with Yoga institute
4. Leadership training programme for students
5. Workshop on new Pedagogical techniques and e content development for teachers
6. National level conference by IQAC