



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	NES RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution	Dr.Mary Vimochana
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02225951381
Mobile no.	9819611959
Registered Email	ratnam_college@rediffmail.com
Alternate Email	iqac@ratnamcollege.edu.in
Address	N.E.S.Complex, N.H.S.Marg, Bhandup(W), Mumbai-78
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400078

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr.Sunita Chahar			
Phone no/Alternate Phone no.		02225951381			
Mobile no.		9969411124			
Registered Email		sunitadchahar@gmail.com			
Alternate Email		sunita.chahar@ratnamcollege.edu.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://ratnamcollege.edu.in/wp-content/uploads/2019/12/AQAR18-19.pdf">http://ratnamcollege.edu.in/wp-content/uploads/2019/12/AQAR18-19.pdf</a>			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://ratnamcollege.edu.in/Annual%20Plan%202019-20.pdf">http://ratnamcollege.edu.in/Annual%20Plan%202019-20.pdf</a>			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.10	2011	08-Jan-2011	07-Jan-2016
3	A	3.02	2017	12-Sep-2017	11-Sep-2022
6. Date of Establishment of IQAC		14-Jun-2004			
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

IQAC Meeting	28-Aug-2019 01	10
IQAC Meeting	21-Nov-2019 01	9
IQAC Meeting	12-Feb-2020 01	9
IQAC Meeting	15-Apr-2020 01	9
Management Audit	23-Jan-2020 04	95
Feedback taken and Analyzed	15-Mar-2020 05	1980
Popular Lectures	23-Jan-2020 02	600
Participation of Students in Research Competitions	03-Mar-2020 02	7
Syllabus review workshop	18-Jan-2020 01	63
N.E.S Startup Festival	08-Feb-2020 01	1020
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Science Faculty	DBTStar College Scheme	DBT	2019 365	1100000
Department of Physics & Mathematics	Minor Research Grant	University of Mumbai	2019 365	75000
N.E.S. Ratnam College	Unnat Bharat Abhiyan	MOE	2019 365	50000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	271000
Year	2019

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

Staff training on "Use of ICT for Teaching Learning and Storage of Data". Made Admission process, filling of exam forms, payment of fees Collaborations with Premier institutes like HBCSE, Mumbai, ICT, Mumbai, IIT, Bombay, ICARCIFE, Mumbai, DASS labs, Ahmedabad, Bombay Management Association for training programs Regular Internal audits for the improvements in administration carried out by IQAC Academic and Administrative Committee. Skill development programs for the students. Promotion of Research Culture in UG students by sponsoring their participation in Research Festivals. Initiating Popular lecture series under the name "Dr. APJ Abdul Kalam Memorial Lecture Series" Promotion of Entrepreneurial skills by organising N.E.S Startup Festival Ecell activities Promoting industrial study tours by sponsoring them. Feedback from stakeholders students activities online/ digital Capacity building training programs for teaching staff.

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Ensure quality in administration through regular internal audits by AAC towards Quality sustenance	Internal audits are conducted periodically by the "Academic & Administration Committee" .The records are checked weekly, monthly, quarterly and annually.
To upgrade office related software	Tally software has been upgraded
Effectively use technology for data storage in Administration	Email IDs are created for all the departments, committees, teachers & students through Ratnam domain (cloud space) purchased.The entire data of IQAC, departments, committees is stored in the drive. It is audited by sharing the drive with the Auditors.
Online feedback process	Feedback from the stakeholders is taken by sharing the link of the Google form.
Upgrade Mobile App for Attendance MIS	The attendance App- Campus one is made mobile friendly for the teachers and students.

Online Admission	Admission forms are made available online and students are given facility of online payment.
To promote Paperless Administration	Reports from departments and committees are acquired through mails and shared through drives. Campus One App is developed to share notices and circulars, communicate with stakeholders and also record and monitor attendance data. Accounting software's purchased help to process and store financial data in the digital form. The result of all examinations is completely digitised and the exam committee is progressively incorporating e governance for question papers, hall tickets, exam form filling etc.
To upgrade ICT tools to enhance the Teaching-Learning process	Trainings programs were organized for Teaching and Non-teaching staff.
To introduce more skill development courses	Certificate Course on Tally Software has been started
To set up Ph.D Lab in Physics	LIC of University of Mumbai visited and permission granted for 5 students.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">College Development Committee</td> <td style="text-align: center;">26-Apr-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	26-Apr-2021
Name of Statutory Body	Meeting Date				
College Development Committee	26-Apr-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				
Date of Submission	24-Jan-2020				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, The College has MIS to keep admissions, attendance, examination and administrative records. 1. Admissions: Application forms and fee payment is				

done online by the students. 2. Attendance: i) The attendance software is available ( Campusone ) exclusively for the use of teachers, wherein the attendance is entered on a day to day basis and parents of absentees get automated SMS. (ii) Students attendance percentage is available on daily basis and the information is available to students as well. (iii) Generation of monthly reports about defaulters, letters to parents is done through the software. 3. Examination: (i) Exam hall ticket generation is done through software partner campus one. (ii) Payment of ATKT fees is done online and the exam committee gets the consolidated data for the conduct of exams. (iii) Result processing is entirely through the software and Marksheet printing is outsourced. The entire results are available with the exam committee in digital form. 4. Office Administration: (i) Software for income tax calculations, fee receipts generation, salary calculations are available in the office. This makes the retrieval of the data easy and efficient. (ii) The entire data of staff is available digitally and submitted to University periodically. (iii) Accounting software's are updated on regular basis. 5. Feedback: Feedback from teachers, students and alumni are collected online. It is analysed by an external agency and the result is communicated to the respective person. 6. Library: The library is partially automated with the software egranthalaya. Technical processing and circulation of books are done with the help of this software. 7. Website: It is updated monthly with events, photographs announcements. 8. Departmental Reports: Monthly, term and annual reports of the departments and committees are procured and stored in the drive of IQAC.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Yes, the institution has a mechanism for well-planned curriculum delivery and documentation. Teachers give Semester wise Plans for implementation of curriculum wherein lectures allotted, teaching methods and revision methods are also incorporated. Record of everyday teaching details are kept in the Logbook. Teachers confirm the completion of syllabus and extent of the revision taken through syllabus completion form submitted at the end of each semester. Lesson plans, log books and Syllabus Completion Reports are regularly checked by the Principal. Lesson observations are done to monitor the curriculum delivery of the staff. Teachers are deputed to attend workshops organized by Board of Studies (University of Mumbai) on revised curriculum. This helps them to get acquainted with the revised curriculum and to get some resource material and guidelines for the effective implementation of the curriculum. College also organizes workshops on revised syllabus as and when revised by the University of Mumbai. Regular curriculum is supplemented by organizing Study tours, Field trips and Guest Lectures to consolidate conceptual learning. Students are provided with remedial teaching and mentoring is done to bring about academic excellence.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Tally with GST program	Nil	23/11/2019	30	To enhance employability in the field of Accounting	To develop skills in Accounting software

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Physics	19/11/2019
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	109	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Industrial Motivation Campaign, Two Day Entrepreneurial Development Course by the Ministry of Micro, Small Medium Enterprise	25/11/2019	110

One Day 'Union Budget' Discussion by MCC College, Mulund	07/08/2019	2
One Day Financial Conclave on 'The Pull and Power of New Age India: Investment Magnet of the World' by Thakur Institute of Management Studies Research	31/08/2019	25
One Day Talk on 'Indian Economy - History and Future Outlook by Shri. Hasmukh Adhia by KES, BK Shroff College of Arts, Kandivali	27/09/2019	3
Talk on 'The State of the Economy Jobs for India's Youth' by Former Finance Minister of India Shri P Chidambaram at KC College Chuchgate	29/02/2020	2
Job ready and employable skills program conducted by Technoserve an NGO supported by 'Citi Foundation' conducted BEST Programme covering personal effectiveness, professional effectiveness, professional	15/07/2019	82
Certificate course in Nutrition and Dietetics	01/07/2019	14
Certificate course in Microprocessors and Microcontrollers	01/07/2019	12
Certificate course in Analytical Instrumental Techniques	01/07/2020	10
Certificate course in Stock Market Operations	01/07/2020	5
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSC	Algae Biodiversity of Shivaji Lake , Bhandup	3
BSC	Study of structural defence mechanism in flora of NES Ratnam	5



	College Campus,	
BSc	Study of Pollen grains of local flora from Bhandup, Mumbai	5
BCom	Internships with-1. GDCV & Co. , Mulund	3
BCom	Bombay Stock Exchange's One Day Field work to understand	25
BCom	Support for Income Tax Filing to small shop owners in the neighborhood of the college	120
BA	Visit to MSME, Institute	13
BA	Visit to RBI Monetary Museum	25
Nill	Experiential Leadership Training, Karjat	155
BSc	Visit to ISRO Space Mega Exhibition- Mumbai	15
<a href="#">View File</a>		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback is taken from students on regular basis about each teaching faculty, and the same is conveyed to teachers. Feedback given by students about a teacher enables the teacher to act on their shortcomings and improve their teaching methods, communication skills, voice modulation etc. Feedback is also taken from the students regarding College. Feedback given by the students about college enables the authorities to improve the existing facilities and also add new facilities. Feedback given by students after organizing workshops and departmental activities has brought about an improvement in the quality. It has also initiated new training programs for students. Feedback is also taken from parents during Parental Workshops twice in a year. Feedback given by parents during PTA meetings are implemented. As an outcome need based certificate courses have been introduced. Feedback from Alumni is collected during Alumni meets. The feedback about the Curriculum is conveyed to the University through the teachers who are members of the Board of Studies/ Syllabus Revision Committee.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FYBCom (Banking Insurance)	72	123	61
BCom	TYBCom	240	232	229
BCom	SYBCom	272	184	182
BCom	FYBCom	288	556	254
BSc	TYBSc	120	121	107
BSc	SYBSc	132	117	105
BSc	FYBSc	144	322	116
BA	TYBA	120	68	65
BA	SYBA	120	78	72
BA	FYBA	120	140	116

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2029	148	60	Nil	11

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
63	63	Nil	18	18	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

? To render academic counselling for advanced learners, average students and slow learners ? To ensure discipline, punctuality and achieve high percentage of attendance among the students ? To help the new entrants to have a smooth transition ? To create awareness among to students to participate in various competitions and appear for competitive examinations ? To motivate students for higher studies and entrepreneurship. ? To develop overall personality The IQAC had taken the initiative of implementing the mentoring of students. Each faculty member plays a role of class Incharge/Tutorial Incharge/Practical Incharge. Academic and personal counselling of students are done in the following way ? There is one to one interaction between teachers and students during the practical and tutorial sessions where their personal and emotional

problems are attended to. ? Academically weak students are identified and proper care is taken to improve their performance. ? Students requiring professional counseling are directed to the counselor appointed by the college. ? Students are adopted by teachers of the department to monitor their regularity, punctuality and performance in academics. ? Mentoring system has helped in identifying slow learners and advanced learners. Remedial Classes are taken in topics identified by mentors which are difficult for slow learner ? Advanced learners are encouraged to participate in competitive exams, competitions and carry out projects to display their academic talents and skills. ? To hone their leadership skills , students are encouraged to be the members of the organizing Committee of events organized by the Department/ College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2029	60	1:34

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	3	Nil	17

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Meenakshi Kumaraguru	Associate Professor	DD Kosambi Teacher Mentor Award 2019 has been conferred under "Collaboratively Understanding Biology Education", A Stemgames metastudio.org. Initiative, Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research (TIFR)
2019	Ms. Shweta Belose	Assistant Professor	Shortlisted in the second round of Avishkar Research Convention at Ghadchiroli, Maharashtra. She received a trophy at the hands of Vice-Chancellor in Convocation hall , Mumbai University on 24/ 07/2019
2019	Mrs. Sumali Bose	Assistant Professor	Dr. APJ Abdul Kalam Life Time Achievement National Award by

			International Institute for Social and Economic Reforms (R), Bengaluru on 27 /11/2019
2019	Dr.K.Rebecca Thomas	Assistant Professor	Judge for Shodh , an inter collegiate research paper presentation conducted by the department of BCAAF,BCBI,BCFM ,Mulund College of Commerce on 08/08/2019
2019	Dr. Lata Swaminathan	Associate Professor	<ul style="list-style-type: none"> <li>• VC nominated subject expert' in the screening cum, Evaluation Committee for CAS Selection Committee Meeting held at B.K Birla College, Kalyan on 05/12/2019</li> </ul>
2019	Dr. Lata Swaminathan	Associate Professor	<ul style="list-style-type: none"> <li>• Chairperson for setting paper in the subject of Commerce paper V (Marketing ) for the TY B.Com Sem V examination, to be held in the second half of 2019, University of Mumbai</li> </ul>
2019	Dr. Lata Swaminathan	Associate Professor	<ul style="list-style-type: none"> <li>• Member of Board of Studies in Commerce Group, under the Faculty of Commerce Management in the program of Financial Markets,University of Mumbai</li> </ul>
2019	Dr. Lata Swaminathan	Associate Professor	<ul style="list-style-type: none"> <li>• Resource Person on "Leadership styles and qualities"at the Prof. Bal Apte Centre for studies in student and Youth Movement, University of</li> </ul>

			Mumbai on 17/08/2019
2019	Dr.Vinita Dhulia	Associate Professor	<ul style="list-style-type: none"> <li>Appointed as the member of the Subject Board for Physics under the Faculty of Science and Technology ,SNDT University since August 2019</li> </ul>
2019	Dr.Vinita Dhulia	Associate Professor	<ul style="list-style-type: none"> <li>Subject Expert of the Selection Committee for the appointment of Assistant Professor at Ramnarain Ruia College Mumbai</li> </ul>
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	Nill	I	25/10/2019	05/02/2020
BSc	Nill	VI	20/10/2020	01/11/2020
BSc	Nill	V	11/10/2019	02/12/2019
BSc	Nill	III	16/10/2019	17/02/2020
BA	Nill	I	25/10/2019	24/12/2019
BA	Nill	III	17/10/2019	20/02/2020
BA	Nill	V	11/10/2019	02/12/2019
BA	Nill	VI	15/10/2020	31/10/2020
BSc	Nill	I	25/10/2019	24/12/2019
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Centralized Continuous Internal Evaluation System: The College is affiliated to Mumbai University, and follows the Examination pattern of the University. The schedules of internal assessments are communicated to students and faculty in the beginning of the Semester through institute's academic calendar. Tutorials and Practical's are conducted for classes as per the University norms. The College has taken efforts to improve the performance of students by conducting Continuous Internal evaluation at the institutional level as follows: ? The orientation programmes at the beginning of the semester for the first-year students of all streams ? The orientation programmes specifically related to the evaluation system is taken up by the examination committee class wise at the beginning of the year. ? College conducts Internal assessment tests, regular periodical tests and Preliminary examinations as per the academic calendar in each semester ? Mock Online MCQ Tests and Mock Preliminary exams

were conducted in the second term due to Pandemic lockdown ? Topic wise question banks are provided for all subjects. ? Previous years University Exam question papers are discussed during the remedial sessions and students are given writing practice of the same ? Continuous assessment of the students is done by ? assigning assignments ? organizing seminars in small topics ? conducting quiz ? having group discussions ? mind mapping This enhances the critical, analytical and problem-solving abilities of the students understanding ? The performance of the students are monitored by the Teacher mentor and Principal and the necessary feedback is given to the students. ? Parents/ Guardians are appraised about the performance of their wards on a regular basis. ? The progress of each student is recorded in the Information Register maintained for all classes by the class teachers. ? Remedial Sessions are held for underperformers and tests are conducted to monitor their performance. ? Regular Tutorials are conducted for classes as per the University norms. These reforms have resulted in substantial improvement in student's performance and have significantly enhanced the overall pass percentage.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The following examinations conducted are adhered to in the First Term • The First periodical test for Semester I , III and V commenced on 27th July 2019 for all courses were conducted • The Second periodical test for Semester III and I commenced on 16th September 2019 • 16th September T.Y Preliminary Examination commenced and was conducted for all courses The following examinations conducted are adhered to in the Second Term • The First periodical test for Semester II,IV and VI commenced on 20th Jan 2020 • The Second periodical test for Sem II and IV commenced on 2nd March 2020 • Preliminary Examination for TY classes commenced on March 9th 2020

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://ratnamcollege.edu.in/index.php/programme-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BCom	Accounting and Finance	64	62	96.9
Nill	BA	Nill	65	65	100
Nill	BSc	Nill	107	95	88.8
Nill	BCom	Nill	229	222	96.9
Nill	BCom	Banking and Insurance	59	59	100
Nill	BMS	Nill	65	64	98.5
Nill	BSc	Computer Science	35	35	100
Nill	BSc		35	31	88.6

[View File](#)**2.7 – Student Satisfaction Survey**

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://ratnamcollege.edu.in/index.php/2-7-1-student-satisfaction-survey-summary/>

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1	University of Mumbai	80000	80000

[View File](#)**3.2 – Innovation Ecosystem**

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Bird Nest Making in coordination with Dept. of Life Sciences, K.C. College, Churchgate	Zoology	10/01/2020
Training on using basic instruments, in coordination with CUBE lab, Olympiad lab, HBCSE, Mankhurd	Zoology	10/02/2020
An Intercollegiate workshop for teachers on Microscale Experiments in Volumetric Analysis - Two burette method, Experts are Dr. Abhijit Chavan Dr. Latesh Nika	Chemistry	05/08/2019
Chromatography Spectroscopy in coordination with SIES College, Nerul.	Chemistry	28/11/2019
Workshop on Preparation of Household Utility Commodities (Nonfood Chemicals) by Mrs. Shilpa Nikam with the coordination of Swayam Siddha Creation, Vashi, Navi Mumbai	Chemistry	05/12/2019

Workshop on Awareness on food adulteration and hands on training to detect food adulterants, Experts are Ass.Prof. Mr. Amol V. Deshmukh Mr. Santosh N. Lohakare	Chemistry	28/01/2020
Theoretical Physics in coordination with IAPT at Ramniranjan Jhunjhunwala College, Ghatkopar, Mumbai.	Physics	03/06/2019
An Interdisciplinary Workshop on Decision Making Bots in association with PI CODE CLUB	Physics	20/12/2020
Workshop on 3D Simplified Mathematics with Excel in collaboration with ICT, Matunga and DASS Labs Pvt. Ltd. Ahmedabad	Maths	24/06/2019
Workshop on Origami, Expert Mrs. Anushree Tambe, from A.P. Shah Intitute Technology, Thane	Maths	24/12/2019
Workshop on Geogebra, Expert - Prof. Inder K. Rana, Emeritus Fellow, IITB - Mumbai	Maths	25/02/2020
Seminar on Hospitality Mangement, Airline Industry in collaboration with Amigo Academy	English	20/07/2019
Workshop on effective communication titled Express to Impress by Speakers Academy	English	09/01/2020
Interdisciplinary Workshop on Short Film Making (Theme - Social Awareness) - Speakers club incordination with DBT Star College Scheme, in coordination with Dept. of Mass Media, ICLES, Motilal Jhunjhunwala College, Vashi	English	27/01/2020
Two day Workshop on Industrial Motivation Campaign, an Enterpreneurial	Economics	25/11/2019



Development course with the coordination of Ministry of Micro, Small Medium Enterprise.		
Workshop on Stage arrangement or structure of Marathi Commercial Drama, in coordination with Vasuchi Sasu Abhijit Kalamanch Marathi Theatre.	Marathi	10/08/2019
Seminar on Job opportunity in Mass Media, by Mr. Ajit Mandhre, Reporter in IBN Lokmat.	Marathi	06/12/2019
Careers in Accounting Finance by Jayalakshmi Society for Third Year B.Com and Accounting and Finance Students.	Commerce	07/12/2019
Seminar conducted by Institute of Computer Accountant on Employability Skills to Second Year B.Com and Accounting and Finance Students.	Commerce	17/12/2019
Workshop on Syllabus Review of B.Com, BAF, BMS BBI under the guidance of IQAC Inviting Industry experts	Commerce	18/01/2020
Seminar on Social Entrepreneurship for E Cell members by Dr. Ayub Khan, Dean, School of Social Sciences and Humanities, BSA Crescent Institute of Science Technology, Chennai.	Commerce	10/02/2020
Seminar on Consumer Awareness and Financial Literacy by Consumer Guidance Society of India (CGSI)	BMS	06/11/2020
Research Convention on Nurturing UG PG Research in Biological Science. Experts from Homi Bhabha Centre for Science Education(HBCSE)	Botany	09/12/2019
Workshop on Mol. Bio. Techniques by Dr. Rekha	Botany	22/08/2019

Vartak, HOD, Bio-Science, HBCSE		
Micrometry - conducted by Mr. Shivaraj Subramaniam, Motic Microscope.	Botany	30/12/2019
Workshop on Cultivation of Spirulina in coordination with C.I.F.E. Campus, University Road, Mumbai.	Botany	03/11/2019
Study of regeneration in earth worm Eisenia fetida, in coordination with HBCSE, Mankhurd	Zoology	15/05/2019
Workshop on Basic Concepts in Research - Scientific approach and attitude in collaboration with Dosti House - Your American Space, US Consulate General, Mumbai.	Zoology	23/08/2019
Workshop on Genome editing CRISPR in association with Shaastra Fest (IIT Madras Event) - Conducted by Dr. Chinmoy Patra, Agharkar Institute, Pune	Zoology	20/11/2019

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper Presentation	Dr. Lata Swaminathan	Vidyalankar School of Information Technology	08/02/2020	Best Paper Presentation
Exemplary contribution to collaborative Biology Research	Dr. Meenakshi Kumaraguru	Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research (TIFR	02/12/2019	Dr. Kosambi Teacher Mentor Award 2019.
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start- up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	6
International	History	1	6
International	Chemistry	2	Nil
International	Commerce	1	5
International	Political Science	2	Nil
International	Accountancy	2	6
National	Accountancy	1	7

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Commerce	1
Political Science	2
History	1
English	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impact of work engagement on job performance among millennials working in public and private sector banks	Dr. Lata Swaminathan	International Journal of Management	2020	Nil	Nil	Nil

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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nill	Nill	Nill	Nill	Nill	Nill	Nill
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	6	1	1	Nill
Attended/Seminars/Workshops	1	2	Nill	Nill
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### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Planatation	NES Ratnam College	2	15
Blood Donation camp	NES Ratnam College	2	25
International Yoga Day	University of Mumbai	1	7
Survey on Women status	University of Mumbai, Kotak Education Foundation - NGO,	3	200
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Street Play	2nd Prize	Maharashtra Andhashraddha Nirmulan	100
Aids Awareness	Best Red Ribbon Club	Ministry of Health, Govt. of India	20
Research Paper	Second prize	Amlani College, Vile Parle, Mumbai	1
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Unnat Bharat Abhiyan	Central Government	Survey in the adopted villages Awareness about cleanliness, no plastics, pollution Tree plantation, Street Plays	2	50
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Membership	Academia – Industry Linkage	Bombay Management Association (BMA)	14/06/2019	30/04/2020	06
Personality Development	Trends in HRM, Personality Mapping and Career Counselling	DMR – Cluster	14/12/2019	14/12/2019	35
Add on Course	Excel Programme	Campus Academy	23/11/2019	17/12/2019	52
Add on Course	Diploma in Accounting and Finance	ICA, Ghatkopar	19/12/2019	25/03/2020	09
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
R2MI Ventures	02/08/2019	Ratnam E-Cell	15

Campus Academy	09/12/2019	Certificate course in Tally with GST program	52
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4877396	2573039

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalaya	Partially	eg3Rev No32	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14400	1527940	1053	164221	15453	1692161
Reference Books	11492	3202068	120	65445	11612	3267513
e-Books	110	Nill	5	Nill	115	Nill
Journals	91	114744	4	1979	95	116723
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	190	43941	Nill	Nill	190	43941
Library Automation	Nill	Nill	1	10000	1	10000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr.Vinita Dhulia	SCR Characteristics its Working	TED ED	06/04/2020
Dr.Vinita Dhulia	MOSFET-Depletion MOSFET	TED ED	06/04/2020
Dr.Vinita Dhulia	MOSFET-Enhancement MOSFET	TED ED	06/04/2020

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	155	78	2	2	0	14	27	50	34
Added	1	0	0	0	0	0	0	0	1
Total	156	78	2	2	0	14	27	50	35

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

25 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
G-Suite, Teaching Resource Center, Teaching Room	Nil

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1186321	353596	3691075	2219443

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities. Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology for better and effective teaching. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of

assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college. For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements. 1.

Acquisition/ Processing Section 2. Circulation Section 3. Serial Section 4. Reference Section 5. ICT and Digital Section The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies and the policies of the parent body. Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. A GR signed by the Library Committee and Head of the Institute initiates the withdrawal policy. Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation, are appointed with the permission of the Management and the Principal. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same. Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. An external housekeeping service looks after cleanliness on the campus. Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students. Parents are informed about student's attendance via mobile messages assuring safety of the students.

[http://ratnamcollege.edu.in/wp-content/uploads/2021/08/4.4.2\\_procedurespolicies-for-maintaining-utilizing-facilities.pdf](http://ratnamcollege.edu.in/wp-content/uploads/2021/08/4.4.2_procedurespolicies-for-maintaining-utilizing-facilities.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	STUDENTS' ENDOWMENT FUND	7	35000
Financial Support from Other Sources			
a) National	GOI FREESHIPS, SCHOLARSHIPS and BHOJRAJ HASOMAL CHARITABLE TRUST	26	154394
b) International	NIL	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling	01/07/2019	200	College Counsellor
Remedial Coaching	01/07/2019	405	All commerce department of college
Remedial Coaching	01/07/2019	282	All arts and science department of college
Bridge Course in Mathematics	18/07/2019	45	Department of Mathematics (In house Faculty)
Bridge Course in Physics	11/07/2019	108	Department of Physics (In house Faculty)
C Programming	25/04/2020	2	Sololearn
Java Programming	28/04/2020	1	Sololearn
Introduction to Cyber Security	29/04/2020	1	Udacity
Introduction to Python Programming	29/04/2020	1	Udacity
Software Development	01/07/2019	7	Microsoft Certification , (Resource Person: Gerry O'Brien, Technical CDM)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Orientation for UPSC/MPSC EXAMS BY RELIABLE ACADEMY	613	Nil	Nil	Nil
2019	DBT STAR COLLEGE SCHEME (IIT JAM TRAINING SESSIONS) (CONDUCTED	118	Nil	15	1

	BY DEPARTMENT OF MATHEMATICS, PHYSICS, CHEMISTRY)				
2019	Training for Final year students for Resume Building, Group Discussion & Personal interview organized in association with "Brightways" a training institution	Nil	168	Nil	Nil
2019	Employment and Placement related training by Technoserve ( Two Batches)	Nil	85	Nil	82
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
24	24	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Motilal Oswal Finance Corporation, ICICI PRUDENTIAL, Tele Performance Company, Mega recruitment drive by	359	108	Students were sent to attend interviews at various companies Career fair.	212	12

Motilal  
Oswal -  
Financial  
Market,  
Corporate  
Body TECHNO  
SERVE  
PLACEMENT  
DRIVE

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Sc.	Zoology	The institute of forensic science	PG Diploma in Forensic Science and Related Law
2019	2	B.Sc.	Zoology	SIES NERUL COLLEGE OF ART SCIENCE AND COMMERCE Sir Parashurambhau College in Pune, Maharashtra	M.Sc. Environment Science
2019	1	B.Sc.	Zoology	G.N.Khalsa college Matunga	M.Sc. Zoology
2019	1	B.Sc.	Botany	NES RATNAM COLLEGE	M.Sc. Chemistry
2019	1	B.Sc.	Botany	Sri parshurambhau college, pune.	M.Sc. Environment Science
2019	2	B.Sc.	Chemistry	G.N. Khalsa	M.Sc. Bioinformatics
2019	3	B.Sc.	Chemistry	Institute of science Women's Christian college VPM. B.N.Bandhodkar College	M.Sc. Chemistry
2019	1	B.Sc.	Physics	Raaj GPRAC institute	Others
2019	1	B.Sc.	Physics	SNG college	B.Ed.
2019	4	B.Sc.	Physics	University	M.Sc.

				of Mumbai Ramniranjan Jhunjhunwala college of arts, science and commerce K J Somaiya College of science and commerce D. G. Ruparel College	Physics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volley Ball	Intra Collegiate	8
Power Lifting	Intra Collegiate	42
Table Tennis	Intra Collegiate	68
Volley Ball	Intra Collegiate	72
Carom	Intra Collegiate	340
Chess	Intra Collegiate	105
Yoga	Intra Collegiate	135
Mantra	Intra Collegiate	252
Talent Parade	Intra Collegiate	151
Talent Search week	Intra Collegiate	321

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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Second Prize	National	1	Nil	SYBSC-156	Sumeet Sheshmani Yadav
2019	Second Prize	National	1	Nil	TYBSC CS 08 TYBSC CS 12 TYBSC IT	Dharmesh Mohanlal Gupta Pravin

					31 TYBSC CS 31	Korni Kart hikeyan U Akash W
2019	STREET PLAY FIRST PRIZE	National	Nil	1	SYBSC 128	Aditya Gaikwad
2019	STREET PLAY SECOND PRIZE	National	Nil	1	TYBSC TYBAF TYBSC TYBAF TYBSC TYBCOM TYBA SYBSC SYBSC SYBA FYBA FYBA	MANASI DHURAT SNEHAL JADHAV CHINMAY P NMRATA SHARMA RIZWAN PRASHIL N SAYAWAN P DIPALI R SIDDHI P ANUJA SHWETA K KIRTI G KHUSHBOOP
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The activities of the council starts with selection of General Secretary. The G.S also represents the student community in IQAC. Further there are student representatives in the Gymkhana committee, cultural forum and in all departmental clubs and associations. All class representatives support the General Secretary for various student centric activities of the college. The council celebrates all national festivals and religious festivals with full zeal and enthusiasm. Ganesh Utsav celebration is an annual feature of the college. The council organized a seminar on Cyber Crime Awareness on 13/07/19. "Eco Friendly Rakhi making workshop organized on 2/08/19. PPT presentation competition organized on 14/09/19 with the aim to develop presentation skills. A slogan writing competition was organized along with Marathi Wangmay Mandal on the topic " Peace and non violence". A trek program along with E-cell was organized on 23/11/19 to Rajamachi Point as a part of Leadership Training Program. Training programs on Team work and planning , Effective leadership and teamwork , Personal Effectiveness and Coordination , Essential qualities of a good leader were also organized.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

144500

5.4.4 – Meetings/activities organized by Alumni Association :

SAMAVESH -MINI MARATHON FOR INCLUSIVENESS DJNITE - A CULTURAL PROGRAM HELPED IN VARIOUS COLLEGE ACTIVITIES ALUMNI CONTRIBUTIONS DURING COVID 19 ? Prajwal Waingankar developed an android app called "Intersafe" which is used by doctors and health workers. He also developed an android app called "AyurNivid" that provides updates on COVID status in every state and union territory of India. ? Ms. Vaibhavi Mayekar prepared indigeneous masks for people living in Devgad village

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College has always believed in decentralised and participative management. The Annual plan of the College is drawn in a bottom -top approach where the departmental/committee heads decide about the various activities to be conducted during the year which the IQAC integrates into the annual calendar All departments/committees are allocated a budget which can be utilised as per their plan for the year Each Committee /Department has the freedom to plan their events and activities and implement it . IQAC is the planning board of the College which seeks ideas and inputs from all members/heads/convenors for the developmental activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Curriculum Development-The College follows the curriculum prescribed by Mumbai University, however the curriculum of Certificate Courses are modified to include the latest body of knowledge in the field to give practical exposure to students. The teachers also supplement the prescribed syllabus with additional contemporary content related to their subjects. This year under the aegis of IQAC the department of B Com, BAF, BBI and BMS had organised a syllabus review workshop inviting industry experts, subject experts from Colleges and alumni to give their inputs to revise the FY B Com, FY BAF, FY BMS and FY BBI syllabus. A consolidated report on the inputs by the above mentioned team was submitted to the Board of Studies of the respective programs of University of Mumbai. Due to the DBT Star-Scheme, Science departments are able to supplement the curriculum with additional practicals and projects Teaching and Learning- Teachers have increasingly used technology based

teaching. For example the Department of Maths used SAGE MAPLE Computer Algebra System for practicals. Learning Management Systems like Google classrooms/Zoom were used to conduct online revision . Academic fests were conducted as a revision method which had students presenting various subjects though drama/skit, songs, fashion shows, models etc. Mind maps were extensively used as a revision tool in the Commerce department where students creatively summarised the units .IQAC ensures quality assurance in teaching and learning through lesson observations and log books of faculty.

Remedial teaching and academic mentoring is also encouraged towards improving college/ university results.

Faculty have started developing E content in their respective subjects. Examination and Evaluation- Examination system is prescribed by the University, The examination software was acquired and upgraded at regular intervals. .

Teachers find innovative ways of examining and evaluating students for the formative assessments like open book system, group learning in classrooms, peer evaluation etc.

Research and Development- Under the DBT Star College scheme, research convention was organised to inculcate research climate amongst the staff and students of the Science faculty.All Science departments and humanities have conducted research paper competitions for students and prize winning papers have been published in an inhouse Interdisciplinary Journal Epignosis. Research Committee provides necessary information and support to encourage research culture amongst staff and students. Many faculty members are pursuing Ph.D and many have completed. Research articles by faculty are now being published in research journals with high impact factor and in SCOPUS Indexed Journal Students and staff are encouraged to participate in Avishkar Research Fest hosted by University of Mumbai.This year faculty and students have participated and won prizes in the research competitions and going to the higher levels of the competitions.

Library, ICT and Physical Infrastructure / Instrumentation- Budgets are made to bring about

incremental additions to library, ICT and physical resources. The 5 science departments have upgraded the laboratories with latest instruments through DBT Star scheme. Human Resource Management- The College strongly believes in enhancing Human Resource effectiveness through appropriate recruitment, training, motivation and appraisal strategies. Care is taken to recruit faculty with adequate knowledge, skills and commitment to contribute to student and college development. Induction program and regular relevant training sessions and lesson observations are conducted. Appropriate support is provided to faculty to make valuable inputs towards maintaining and enhancement of quality in various college processes. Sharing of best practices is also encouraged between faculty. Industry Interaction / Collaboration - Membership with Bombay Management Association which gives ample of opportunities to interact with Industry professionals has been started this year by BMS. MOU with TechnoserveNGO supported by Citi Bank to train students with job related skills and placement is continued. Placement cell also invites corporates every year for recruitment of students. Science faculty conducted an outreach activity with Pratham Foundation. Experts from industry are invited as resource persons. Admission of Students - The process has been made online and on line paymentgateway also introduced.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>Planning and Development- The College had developed a digital communication system with staff by giving them an official email id which now is extensively used for all official communication . Various committees and departments have also been given official email ids which has led to paperless communication between departments and committees and facilitates sharing of records and documents. Administration- reports from departments and committees are acquired through mails and shared through drives. Campusone App is developed to share notices and circulars, communicate with stakeholders and also</p>



record and monitor attendance data. Different forms needed by students are available on website. Finance and Accounts- Accounting softwares purchased and upgraded that help to process and store financial data in the digital form. Student Admission and Support -forms are made available online and online payment facility. Examination - The Examination software has been upgraded and online filling of forms for ATKT exams and payment of ATKT examination fees has been initiated. The college is progressively incorporating e governance for question papers, hall tickets, exam form filling etc.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Lata Swaminathan	RAC framework of NAAC	L. S. Raheja College	1000
2019	Dr. Phebe Kingsley	Data Organisation in Revised Accreditation framework of NAAC"	Vidyalankar Institute of Technology	1000
2020	Dr. Jayashree Sasangan	Peer review of Zoology Textbooks	CHM College, Ulhasnagar	200
2020	Mrs. Jennifer Coutinho	Syllabus related workshop	St. Andrews College	300

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Not Applicable	WORKSHOP ON YOGA FOR STRESS FREE LIFE	06/03/2020	06/03/2020	Nil	31

2019	Developing and use of E Learning Resources	ROLE OF TIME MANAGEMENT IN PERFORMANCE	22/10/2019	22/10/2020	48	31
2020	Effective use of Learning management systems Google Classroom Moodle for ICT enabled Teaching learning process- National Level	WORKSHOP ON TIMELY DATA COLLECTION	05/06/2020	12/06/2020	842	31

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short term course - IYPT 2019 India Programme- onlinecourse organized by IARC, centre for United nations	9	04/09/2019	03/12/2019	90
UGC Sponsored Short Term Course in Research Methodology, conducted by the Human Resource Development Centre, by Rani Durgavati Vishwavidyalaya, Jabalpur,	1	30/12/2019	04/01/2020	06
Faculty Development Programme on 'Open source Tools for	2	08/06/2020	14/06/2020	07

Research" conducted by Teaching Learning Centre, Ramanujan College, niversity of Delhi, sponsored by Ministry of Human ResoPandit Madan Mohan Malaviya National Mission on Teachers and Teaching.				
International FDP programme organised by Bharat RatnaMaharshi Karveknowledge resource centre, SNTD women's University JWS Girls College,on "Libraries' response to Covid 19 - enhanced onlinelibrary services".	1	12/05/2020	18/05/2020	08
FDP on evolution from offline to online Teaching organised by Satish Pradhan Dnyanasadhana College, Thane	1	30/05/2020	03/06/2020	04
Refresher Course in Chara cterization Techniques in Applied Physics by UGC-HRD , Department of Physics, University of Mumbai	1	06/11/2019	19/11/2019	14
Faculty Development	1	20/04/2020	06/05/2020	15

Programme on "Managing online classes and co-creating MOOCs" conducted by Teaching LearningCentre, Ramanujan College, University of Delhi, sponsored by Ministry of human Resource Development Pandit Madan Mohan Malviya National Mi				
International MOOCs FDP onCreating Open Source Cloud BasedGNOMIO MOODLE of your own subject for OBE	1	10/06/2019	15/09/2019	56
FDP on Empowerment through Digital Technology and E learning organized by SNDT University ,Mumbai	1	18/05/2020	30/05/2020	13
FDP on "Nanomaterials for Energy Harvesting and Biomedical Appl ications"organi sed by Godavari Institute of Engineering and Technology	1	18/05/2020	22/05/2020	05
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
39	14	30	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

Celebration of festivals and achievements, felicitations at the staff council meeting and also by the Management.	Celebration of festivals and achievements, felicitations at the staff council meeting and also by the Management Soft loan facility in times of need. Medical assistance by Man	More structured Counselling and mentoring has been introduced Medical assistance for students from economically underprivileged section Tie up with hospitals Coaches for various games Gymnasium with a gym instructor and bonding sessions to help students keep their morale high during the pandemic
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#### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal financial audit is conducted by AAC members and external financial audit is conducted by professional chartered accountant firm by Rao Ashok. Audit of Accounts is done monthly by AAC members and annually by statutory auditors. Audited accounts are placed before CDC.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
R2MI Ventures, Fushion Academy, Dyne Infotech, LK Consultants, Kohinoor Business School, VPM Institute of Management, Brightwayz, Financial Planning Academy, Training Tree, Wellingkar Institute, Upgrad, IIBM, Fab Institution, Alumni members Patrons,	217000	E Cell, Manzil, Samavesh -Mini Marathon, Mantra
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6.4.3 – Total corpus fund generated

115136

#### 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DBT Advisory Committee formed by DBT Delhi.	Yes	Nil
Administrative	No	Nil	Yes	Academic Administrative Committee of

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.The PTA suggested the introduction of coaching in competitive exams which the College has started

6.5.3 – Development programmes for support staff (at least three)

Unmesh an intercollegiate event for Non teaching staff was conducted on 6th March 2020 in association with DMR Cluster.. Following topics were covered: " Role of Time Management in performance"- Mr. Raghunath Medge, President of Mumbai Dabbawala Association " Timely data Collection"- Mr. Asif Rampurwala, Vice Principal, Vidyalankar Scholl of IT, Wadala "Yoga for Stress free life"- Ms. Rita Vazirani, Executive Administrator, Swami Vivekanand College, Chembur

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The English department has introduced the Speaker's Academy with the following objectives: to eradicate Glossophobia or the fear of speaking in public to build and hone the students' verbal and non-verbal skills to create the next generation of public speakers and orators. 2. Syllabus Review workshop was conducted 3. Introduced popular lecture series under the name Dr. APJ Abdul Kalam Memorial lecture series. 4.Taking special efforts towards paperless administration

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	DBT Star College Scheme grant of Rs. 11,00,000	12/02/2020	17/06/2019	30/04/2020	328
2019	DBT-Star College Scheme- Conduct of Research Convention	21/11/2019	09/12/2019	09/12/2019	102
2019	Regular mentoring sessions by E Cell to instil and promote the spirit of entrepreneursh	21/11/2019	24/11/2019	24/11/2019	250

	ip was conducted				
2019	Setting up of Ph.D centre in Physics	Nil	19/08/2019	13/11/2019	5
2019	Submitted AQAR on time	21/11/2019	07/12/2020	07/12/2020	2177
2020	Conduct of Syllabus review Workshop	21/11/2019	18/01/2020	18/01/2020	380
2020	FDP on Moodle Learning Management system	12/02/2020	20/04/2020	24/04/2020	842
2020	Fifth Edition of NES Startup Fest in collaboration with e-cell of IIT, Mumbai was organized	21/11/2019	08/02/2020	08/02/2020	1500
2020	Alumni Association conducted Mini marathon to raise funds for 3 NGOs for specially abled children	Nil	20/02/2020	20/02/2020	510
2019	Made Admission process, filling of exam forms, payment of fees, Feedback from stakeholders, students activities online/digital.	29/08/2019	07/06/2019	30/04/2020	2177

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Survey of Women Status (SWS)	01/08/2019	22/02/2020	15	30
College Band Troupe (women participation 60%)	01/06/2019	31/03/2020	10	15
Coaching for Football, Volleyball and Athletics( Track and Field) (women participation 30%)	01/08/2019	31/03/2020	15	80
Seminar on "Gender Equity Awareness" - Resource Person - Retd. Assoc.Prof. Asha Gala, Dept. of Economics, SIES College. Under the aegis of WDC	11/03/2020	Nil	60	40
Street play on the Rights of A Rape Victim during the Human Rights Day by Political Science Department	10/12/2019	Nil	12	6
Under Popular Culture Paper VI papers were presented on Gender sensitization by students of English Department	01/12/2019	31/01/2020	13	1

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources



Environment Consciousness is one of the Best Practices adopted by our college. Conscious efforts are being made to sensitize all stakeholders especially students to contribute towards Green environment ? One of the major steps taken by the college is installation of 10mW rooftop solar panels. It contributes towards 8 of the total power requirements of the college. ? The supply from the panels are switched off on holidays so that the power generated goes back to the grid and is not wasted. ? The yield is monitored regularly and report submitted regularly to Central Electronic limited ? Electric bulbs/ tube lights are being replaced, in phased manner, by LED bulbs which require less power consumption ? Servicing Maintenance of the Electric Appliances are regularly taken up through AMCs to minimize the carbon footprints ? Students are sensitized towards judicious use of power through notices to switch off lights and fans when not required

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	6	6	26/02/2020	3	Vigyantarang-Outreach program conducted 5 Science Departments in association with NGOs Pratham Happie Foundation (under DBT Star	Helped School students to make Science models some instruments/ Equipments like Telescope were shown thereby helping	56

					Scheme)	them in enhancing the learning process and promoting scientific concepts as students lack access to these facilities in their resp	
2019	Nil	1	Nil	Nil	Meeting of Parent Teacher Association (PTA)	To involve Parents for effective administration	1500
2019	Nil	1	Nil	Nil	Parental Workshops	To sensitize parents towards Effective Parenting of Adolescent Children	400
2019	Nil	1	23/01/2020	Nil	Dr. A.P. J. Abdul Kalam Memorial Lecture Series under DBT-Star College scheme. Dr. Pushkar Vaidya, Scientist and Head, Indian Astrobiology Research Centre (IARC), Mumbai.	The students could gain a better insight and in-depth understanding of origin of universe and life and its evolution which is a part of semester IV syllabus.	108

2019	Nill	1	13/02/2020	Nill	Activities of WDC : towards general well being of girl students	Feminine Hygiene" Dr. Shubhada Gupta. The session was especially useful for students who have to study human reproduction in Zoology paper III. They got better understanding of human reproductive systems, cycles, birth control methods, personal hy	51
2019	Nill	Nill	03/02/2020	Nill	Marathon-Run for a cause organized by Alumni Association	Fund raised was donated to three schools for specially challenged students	162
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook on Working System of the College	01/01/2020	Handbook on the Working System of the encompasses SOPs on the working system of the College under academic administrative headings on daily, weekly monthly

		basis It is one of the quality initiatives of the College, to list down the working system right from the start of the day, for the benefit of its primary stakeholders.
Prospectus	Nil	Prospectus lists important information for the benefit of students parents like first hand information about the College, Programme/Courses Offered,eligibility Criteria,Admission Criteria,Fees Structure,Working hours,Disciplinary Norms,Evaluation Techniques and other important informations
SOPs on Duties Responsibilities of Staff	01/01/2019	Its contents include SOPs Responsibilities of HOI, HODs,Section Incharges,Conveners of various Committees,Laboratory,Library Admin Staff.It also lists down the disciplinary norms for students staff and various other matters found to be useful in smooth running of the College.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2020	Nil	85
2.Blood donation Drive	18/01/2020	Nil	90
Placement /Skill Development Programme(TechnoServe)	28/06/2019	22/12/2019	50
Run for Nation/Mumbai	31/10/2019	03/02/2020	30
Awareness programmes a. Aids Awareness b. Pulse Polio awareness c. Awareness about Ujwal Yojana	03/12/2020	23/12/2020	140
Spreading of	30/01/2020	Nil	20

Gandhian thoughts			
Constitution Day celebration through discussion and screening of the episode Samvidhan	26/11/2020	Nil	60
session on Etiquette The session focussed primarily on student and classroom etiquette stressing the need to adopt behavioural modes and conversational ethics that reflect "a sense of consideration for others and respect for self	14/03/2020	Nil	72
. Skill development - Under Speakers Academy : Effective communication titled Express to Impress	09/01/2020	Nil	78
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Safai Bank of India Project ( Program by Mumbai Sustainability Centre): The College has collaborated with NGO Happie Foundation for collection and recycling of Multilayered Plastic (MLP) waste from the campus. The collected waste is disposed as per the rules in a process called co-processing . ? TreePlantation: ? The College campus has green environment with well maintained and groomed trees in the garden. New trees are also planted on a regular basis by the experienced gardeners .Ornamental plants add beauty to the campus. Medicinal plants, both in lawn and in pots add to the quality of air and also have educational impact on students. ? Monthly drive on the theme 'Save Environment' is organized in June to earmark International Environment day.. ? Van Mahotsava is celebrated in association with BMC ? Bio-degradable waste management ? The college has collaborated with an NGO, Stree Mukti Sanghatana and installed an organic waste management system on campus to take care of the waste generated by the college canteen and garden. The project is partially funded by United Nations Development Programme (UNDP) and Ministry of Environment and Forests (MOEF). ? Dead leaves and waste papers are not burnt to restrict Carbon emission and ensure carbon neutrality. ? Leaves are buried in the designated pit and are treated as biodegradable waste to convert into fertilizer. ? Promotion of paperless administration. Conscious efforts are made towards paperless administration by providing the following facilities ? Inter-departmental communication through Google drive shared documents ? All computers are in LAN for accessibility of the required data ? Online Admission process for all classes are initiated ? G-suite is purchased which has eased the communication amongst various stakeholders and also provided large availability of digital data storage space ? Online feedback system from

various stakeholders is initiated ? MIS is strengthened by enhancing the softwares of Attendance Management, Examination System, Library Management Admin ? Projects on Biodiversity of College campus Sparrow Club Activities-Sparrow feeders are placed in the College premises attracting sparrows Nature Club Activities-Plants which attract butterflies are placed in the College garden

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://ratnamcollege.edu.in/Best-Practices%20\(2019-20\).pdf](http://ratnamcollege.edu.in/Best-Practices%20(2019-20).pdf)

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Distinctive Feature ? Way back in 1983, access to higher education was a dream to many residing in this backward suburb of Mumbai. In order to make this dream of locals a reality, the visionary management of National Education Society set up Ratnam College of Arts, Science and Commerce in 1983. ? Within a short span of time, the Institution has carved a niche for itself. Strong emphasis on all facets of discipline and academic excellence which are the essence of higher education ensure that students contribute effectively towards national development. The graduates from the institution are empowered with appreciable academic degree and qualities of good citizens. Distinctly better performance of our students in comparison with average performance of students at the Final University Examinations strongly endorses the quality of our teaching-learning process. Ratnamites are endowed with all-round growth and well groomed personality through various enrichment activities to be reckoned as assets by the society. ? A technology - driven Annual Theme announced by the management and the Institution working around the Annual Theme, amply reflect Management's as well as Institution's interest in promoting the use of technology in its functioning - academic as well as administrative. Emphasis is always on use of modern teaching methods. Office administrations as well as library are increasingly making use of upgraded techniques which have resulted into smooth and efficient functioning. ? The Institution strongly believes in not only sustaining quality but also enhancing it in order to achieve its vision. It regularly goes through the checks/ audits to test the level of quality prevalent in all its activities. The urge to enhance quality is amply reflected through ? 3-Tier Training Programme - for Staff, Students and Parents, regularly arranged ? Continual evaluation of students through tests/ re-tests, apart from mandatory examinations ? Involvement of Students, Faculty and Parents in Institution's activities ? Utmost emphasis on Faculty Development ? Encouragement to Faculty to undertake research activities. ? Actions taken on feedback received from all stake-holders-formal and informal. ? Transparent, decentralized, and participatory administrative system. ? All well wishers of the Institution are justifiably proud of the Institution's achievements so far, namely ? It is the first educational institution in Maharashtra to receive ISO 9001:2000 certification in 2002. ? It was accredited with 'A' Grade by NAAC in 2004, reaffirmed its 'A' Grade status in 2011 again in 2017. ? Bhattipada Road, the approach road to the Institution, has been renamed as NES Ratnam College Marg by Municipal Corporation of Greater Mumbai in 2006. ? It received the Best College award from the University of Mumbai for the year 2013-14 ? Five Science Departments were proud recipients of DBT Star Scheme Grant, from Ministry of Science Technology ,for a period of three years from 2017-2020 ? The parent

body, National Education Society, along with Ratnam College,

Provide the weblink of the institution

<http://www.ratnamcollege.edu.in/>

### **8.Future Plans of Actions for Next Academic Year**

Future Plans of 2019-20 Academics: • To Introduce New Courses ? PhD in Commerce ? M. Com( Business Management) ? Certificate Course in Documentary Film Making • To apply for DBT Star Status • To conduct Training Programmes to equip Staff for Online pedagogy • To conduct more skill-based Training Programmes for students • To promote research culture amongst Undergraduate students Environment Consciousness: • To conduct programmes to sensitize stakeholders towards Green Environment • To promote paperless administration Administration: • To further enhance technology to support online processes • Ensure quality in administration through regular internal audits Towards Quality Sustenance • To continue with the best practice activity of conducting 3Tier Training Programmes for students, staff ( Teaching Nonteaching) and Parents