



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	NES RATNAM COLLEGE OF ARTS, SCIENCE & COMMERCE
• Name of the Head of the institution	Dr. Mary Vimochana
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02225951381
• Mobile No:	9819611959
• Registered e-mail	ratnam_college@rediffmail.com
• Alternate e-mail	nesrc@ratnamcollege.edu.in
• Address	NES Complex, NHS Marg, Bhandup(W)
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400078
2.Institutional status	
• 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	Mr.Sanjay Deshpande				
• Phone No.	02225951381				
• Alternate phone No.	02221732548				
• Mobile	9987568537				
• IQAC e-mail address	iqac@ratnamcollege.edu.in				
• Alternate e-mail address	sanjay.deshpande@ratnamcollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://ratnamcollege.edu.in/iqac/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://ratnamcollege.edu.in/IOAC%20Annual%20Plan%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.02	2017	12/09/2017	11/09/2022
Cycle 2	A	3.10	2011	08/01/2011	07/01/2016
Cycle 1	A	Nil	2004	16/02/2004	15/02/2009
6.Date of Establishment of IQAC			14/06/2004		
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	
Science	Star Status	DBT	2020-21 (3 Years)	Rs.51,50,000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	5
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1.Promotion of Entrepreneurial Skills & Skill Development: Seventh Edition of NES Start-up Fest was organized online 2.UG Students were trained for Avishkar - Inter-University Research Festival of University of Mumbai 3.Outreach Programme - "Vigyan Tarang" in association with STEAM Academy & Happie Foundation was organized for school children (online) 4.Popular lectures organised 5.Feedback taken from all Stakeholders, analysed and used for the improvements</p>	
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
To Introduce New Courses	Application for recognition for Ph.D in Commerce from University of Mumbai. LIC visit in March 2021for granting permission to start M Com in Management
To conduct Training Programs for staff to equip them for online pedagogy	Several training programs were conducted for staff to acquaint them towards using the Online platforms like Google Meet/Zoom for conducting online classes, training program on use of MOODLE/LMS for creating and sharing learning resources and training programs for using google drive for sharing resources and communication. Training programs for developing leadership skills, research skills and soft skills were conducted.
To conduct more skill based training programs for students	Training programs to develop leadership skills, soft skills and employment related skills were conducted.
To promote research culture amongst undergraduate students	Numerous workshops were conducted under DBT Star Scheme to orient students towards research and personal mentoring by teachers was done to support students' participation in Avishkar festival conducted by University of Mumbai.
To conduct programs to sensitise stakeholders to wards Green environment & to promote Environment Consciousness	The NSS unit conducted programs to create awareness about environment consciousness through paper bag making, tree plantation drive and others. The College is making efforts to move towards paperless administration Paperless administration- All

	documentation by teaching and non teaching staff is done in drives.
To further enhance technology to support online processes	The College implemented online processes for admission including fee payment, conduct exams and declare results, enrich teaching-learning process through ICT and also office administration. Library also made effort to create digital resources. Training programs were conducted, 5 smart board were installed in the classrooms
To ensure quality in administration through regular internal audits towards Quality Sustenance.	Internal audit by IQAC and periodical management audits were conducted.
To apply for DBT Star Status	Applied for DBT Star Status on 25th August 2020
To continue with the best practice of 3 tier training	Training programs for teachers, students and parents were conducted in the online mode.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
CDC	29/09/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	14/03/2022
Extended Profile	
1. Programme	

1.1	11
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2094
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	233
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	694
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	39
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	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	16.56
4.3 Total number of computers on campus for academic purposes	101

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 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, Subject Handbook, log books and Syllabus Completion Reports are regularly checked by the Principal, IQAC. Lesson observations are done to monitor the curriculum delivery of the staff.

Teachers are deputed to attend workshops organized by the 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ratnamcollege.edu.in/?attachment_id=3801

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

An Academic Calendar is prepared by enlisting activities of all the departments and committees. Adequate care is taken to ensure that there is no clash of activities, so that the maximum number of students can participate in all the activities. This ensures an interdisciplinary approach in all programs. The academic calendar helps planning dates for internal assessment and project submissions. Examination dates are decided as per the guidance received from the university. The academic calendar is made keeping in mind these tentative dates. Dates for revision are also fixed in the academic calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://ratnamcollege.edu.in/IQAC%20Annual%20Plan%202020-21.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

11

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)

1

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

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

242

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

242

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 Department of Political Science covers many aspects of human values, gender and sustainability in its various curriculum modules. The human values of peace, integrity are reinforced through the paper 4 and paper 7 of the syllabus with topics such as Changing Idea of Security: National Security and Human Security and understanding war from the perspective of its futility is covered with the help of cinemas that depict the same.

Further the department also has an annual competition of film making named TRINETRA basically conceived by students, where eminent film makers judge the films directed and made by students. Many Satyajit Ray films have been reviewed during the fest.

Modern political thinkers like Will Kymlicka are covered in semester 5 , paper 5 .He insists that group-specific rights are consistent with liberalism and are particularly appropriate, if not outright demanded, in certain situations. He defines three such group-specific rights: special group representation rights, self-government rights, and polyethnic rights. New themes like these help the students explore peace and sustainability and also provide glimpses of contemporary thought.

At the Sem 6 level of the same paper where Indian thinkers are covered, Tagore's doctrine of universal humanity was to spread spiritual values among people and create a new world culture out of multi-culturalism, diversity, and tolerance. He believed that the western concept of nation-state was coterminous with mechanical organisation of people in pursuit of material enhancement and hence aggressive and imperialist in character. The problem of the present age was whether different groups of people would go on fighting with one another or find true basis of reconciliation. Critical of the use of force he wanted man to discover his soul in the spiritual

unity of human beings. India needed to discard evils of caste system, blind obedience to authority and tradition.

Mumbai University curriculum provides Waste management, ecotourism, sustainable cities, carbon trade to reduce carbon pollution are in Environmental Studies for F Y B COM. In Foundation Course for Second year, Environmental Principles and sustainable development are the topics incorporated.

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

6

File Description	Documents
Any additional information	View File
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

94

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/16klXo3jp_hqbatsQrMiNrNSjOnyWyKxJm/edit

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 sanctioned seats during the year

2704

File Description	Documents
Any additional information	View File
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

233

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

2.2 - Catering to Student Diversity

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

The Advanced and Slow learners are identified based on the lower exam marks class participation and responsiveness

Special Programmes for advanced learners:

Special classes by the staff of the institution and external resource persons are conducted for Advanced learners to make them competent to appear for competitive exams like IIT JAM and of Central Universities. Library is well equipped with reference books for advanced learning. Subject related Seminars, conferences, workshops and Start Up programmes are organized for the students to gain indepth knowledge, process information and develop entrepreneurial Skills. Students are encouraged to access NPTEL/SWAYAM and other e -learning. Students are encouraged to participate in intercollegiate competitions, seminars, conferences and in research conventions like Avishkar. Students are facilitated to publish research articles in renowned peer reviewed journals. Students from Science stream under the DBT Star status scheme take up minor research projects to develop critical thinking and 'hands on' experimental work. The Advanced learners are encouraged to mentor slow learners. They are designated as Academic Volunteers to help the slow learners to understand concepts with help of the

teachers monitor their improvement.

Special Programmes for slow learners:

Faculty mentors and Academic volunteers monitor the performance of slow learners and their parents are informed periodically about their improvement. Parents with their ward are encouraged to go for counseling to understand and assist their ward with issues that affect their ability to learn. The performance in their assessments is informed during the Parents -teachers meeting conducted during the academic year.

Special attention is given to them by following programmes

- Daily Monitoring: Academic student volunteers monitor their notes/ class work and point registers. They try to understand their difficulty in assimilation of the subject matter and accordingly cater to their needs

Term end prelims: To prepare the students for the University exams, the entire syllabus is revised by the students by preparing presentation and preparing questions with answers. Exam is conducted as per the university question paper pattern. The teacher provides past university question papers. Solutions to the past questions papers is discussed and also the way in which the answers are to be presented so that the students can get high scores

- Remedial Classes are conducted for both theory and practical sessions.

Courses on communication skill, public speaking, career Goals, Personality development are organized so that the students are equipped to meet the challenges and make right choice for their future

File Description	Documents
Link for additional Information	http://ratnamcollege.edu.in/?page_id=3938
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2094	52

File Description	Documents
Any additional information	No File Uploaded

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

All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. **Experiential learning:** is the process of learning through experience, "learning through reflection on doing". It is an integral part of teaching and learning. The methods followed are
 - Laboratory sessions a part of the curriculum
 - Students do experimental projects and try to publish their findings
 - They are encouraged to participate in seminar, conference and workshops
 - Virtual laboratory visit was organized by all the Science departments as the mode of teaching was online for practicals
 - Virtual Study trips Zoology students were organized and students submitted written field report
 - Home labs set up by students were presented during CUBE Meet.
 - Virtual tour was conducted on different museums in India and around the World.
 - Virtual tour was conducted on different Archaeological sites / Art and Architecture of different historical monuments.
 - Virtual visit to stock exchanges were organized
 - Guest lectures by subject experts and topics relevant to employment skills
 - e-learning platforms are provided to facilitate independent learning wherein students can access course contents online.
 - Sonal Maharana- winner of Avishkar

1. Participative learning

- Screening of movies, staged plays, you tube interview of authors, poetry recited by poets, web resources, online glossaries
- Mind Maps
- Institution has association with every department which organizes number of student centric activities. These events promote leadership qualities in the students. It also inculcates the spirit of team work among the students
- Intercollegiate and interdepartmental competitions,
- Department and College magazine
- Debates are followed in many of the subjects where students are required to come with different opinions
- Problem solving methodologies adopted are
 - Assignments and quizzes
 - Case Study

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://ratnamcollege.edu.in/?page_id=3940

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

2020-21 witnessed the drastic shift in the teaching and learning mode from the traditional chalk and talk to live streaming due to pandemic. The hybrid and online method of teaching needed good command over the ICT tools and Learning Management Systems. Teachers had taken extra pains to master them through various certificate courses. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the curriculum delivery. The campus is Wi-Fi enabled. The following ICT tools are used:

Projectors are available in different classrooms/labs

Desktops- Arranged at Computer Lab and Faculty cabins.

Online Classes through Zoom, Google Meet, Google Classroom through

Gsuite)

LMS platforms used: Google Classroom, MOODLE

MOOC Platform (NPTEL(Swayam), Coursera, Edx etc)

Digital Library resources (INFLIBNET)

ICT tools and resources available

- LCD,
- Videos,
- Smart Board,
- Mathematical simulations are done using Maple software/ 2D & 3D graph plotters
- Visual Presenter
-

Electronic Mail

- Video Conferencing
- Telephone Conferencing,
- Online reference resources
- Opensource ware lectures
- You tube Channel
- NPTEL/SWAYAM portal for lecture series
- Virtual labs

E-resources and techniques used

- R-Studio for Data Analysis, Python, Java, HTML Jscript, PHP.
- Watching online tutorials of Unity projects
- Turbo C, Dev C++, Visual Studio 2010, Xampp server for PHP
- IOT kit, RaspberryPie, Cisco Packet Tracer, TrailerKit, Keil, Atmeg 85Prolog, Python, Netbeans, Visual Studio, AWS, Google Cloud, Dev C++.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://ratnamcollege.edu.in/criteria2/lms.pdf

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

52

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

20

File Description	Documents
Any additional information	No File Uploaded
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

52

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.

College is affiliated to University of Mumbai, and hence, follows its rules and guidelines regarding the assessment and academic evaluation process of the students. Academic calendar is prepared at the beginning of each semester and is made available on the college notice-boards of the departments. Thus, students know about the dates of class tests, submission of assignments well in advance and hence, can plan accordingly systematic manner. The dates and schedule of internal assessment of laboratory courses, seminars and project are displayed through the notices to the students well in advance.

i) Regular Courses: Periodical tests (weekly, monthly, term wise revisions) & mock online exams

ii) SFC: Mandatory internals & prelim exams

Open days are conducted ensuring interaction with parents of the

wards.

? Question paper is prepared by individual faculty/ faculty members teaching the same subject.

? Quality of question papers are checked and final question paper is approved by concerned authority.

? Assignments are allocated on weekly basis by faculty teaching the subject.

? Answer sheets are evaluated and checked answer sheets are shown to the students.

? Test results help mentor teachers to guide students.

For assessment of seminars and project, faculty coordinator prepares a schedule of presentation of students in slots in consultation with the HOD and is communicated to students. Students present their work or report to the coordinator via PPT mode and evaluated on the basis of various parameter set by respective coordinator.

For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.

Sr.No.

Direct Assessment Method

Assessment frequency

Description

1.

Internal Assessment Test

Twice in a semester

The Internal Assessment marks in a theory paper shall be based on tests during each semester. It is a metric used to continuously assess the attainment of course outcomes w.r.t course objectives.

2.

Lab Assignments / experiments

Once in a week

Lab Assignment/Experiment is a qualitative performance assessment tool designed to assess students' practical knowledge and problem-solving skills. Experiments need to be conducted for every lab course.

3

End Semester Examination and Practical Semester Examination

Once in a Semester

End Semester examination (theory or practical) are the metric to assess whether all the course outcomes are attained or not framed by the course in charge. End Semester Examination is more focused on attainment of all course outcomes and uses a descriptive question.

4

Home Assignments

Assignment is a metric used to assess student's analytical and problem solving abilities. Every student is assigned with course related tasks.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://ratnamcollege.edu.in/criteria2/COMPIL ED%202.5.1.pdf

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

At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.

- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.
- Time table for which is prepared well in advance and communicated to the students earlier.
- Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the Internal assessment time table.
- After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test.
- If they come across any doubts, clarification is given which enables them to fare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
- Students and faculty members are made aware of the transparency to be maintained in the system of assessment.
- This further enhances the transparency and rapport between faculty members and students .

The model answer key is also available in the faculty course file for further verification by the students.

Assignment marks will be allotted based on time of submission before deadline and presentation methods utilized.

The students are made aware of the evaluation procedures including revaluation, examination pattern of college and the university, well in advance through circulars.

Regarding the external examinations, at the time of releasing the results, university will mention the date within which students has to apply for revaluation or challenge valuation. This circular will be circulated to the students in the class room so that it will be easy for them to proceed with that if they are unhappy with the results. This information will be available in the college website also.

Assistance is provided by the examination section of the college • The outcome of the process is conveyed to the students by the examination section. • With respect to Internal exams, if students not able to write the exam because of unavoidable reasons they can write requisition letter to Principal. Principal approves those cases with genuine problem and with proper documentation to write the re-exams.

• The grievances related to university examination like corrections in mark sheet, revaluation and pending of marks sheet are addressed and discussed in consultation with the College Examination In charge and if necessary, the student write the application addressed to the Principal of the college. • Principal office forwards the consolidated grievance to Registrar Evaluation, Mumbai University for further action.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the BOS, Uty of Mumbai offering the concerned program Website

- Curriculum /regulations books
- Department Notice Boards
- Laboratories
- Library

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators, program/ISO coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated by the BOS.

Mechanism of Communication of all Learning Outcomes (PO, PSO, CO) among faculty, staff,

And students

- Students are educated with the outcomes of each course before the commencement of the subject.
- POs are displayed at prominent places like HOD Room.
- They are included in Lesson Plans , Handbook, Log book
- It is displayed in Institution Website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ratnamcollege.edu.in/?page_id=2456
Upload COs for all courses (exemplars from Glossary)	View File

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

Assessment of outcome is done through one or more than one processes, carried out by the department, that identify, collect, and prepare data to evaluate the achievement of course outcomes (CO's).

The process for finding the attainment of Course outcomes uses various tools/methods. These methods are classified into two types: Direct methods and indirect methods.

- Direct methods display the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, laboratory assignments/ practicals, participation in various university level activities, hosting inter- collegiate activities etc. These methods provide a sampling of what students know and/or can do and provide strong evidence of student learning.

Indirect methods such as feedback to reflect on student's learning. They are used to assess opinions or thoughts about the graduate's knowledge or skills

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

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

691

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://ratnamcollege.edu.in/criteria2/annual.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)

<http://ratnamcollege.edu.in/criteria2/sss.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

27

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

8

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

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our college carried out various extension activities and outreach programs to sensitize students and make them good citizens. Many activities were conducted in view of the pandemic. Students

distributed masks, food to the needy people and stray animals. Understanding the economic condition of the neighborhood, they had undertaken note book distribution to school students, Corona awareness program and blood donation camp in collaboration with neighborhood college were also conducted.. NSS unit of our college had done the road safety program in collaboration with UNITEDWAY. Under LLE the students have carried out the following projects related to many social issues & for their holistic development. University has given several topics and activities to students related with social issues like SAVE GIRL CHILD, WOMEN EMPOWERMENT, SAVE TREES, AWARENESS ON LEGAL PROCEDURE, COVID -19, SAVE WATER. Economical & Social status of the women in & around Bhandup were analyzed by students. Under the industry-oriented project, LLE students assisted both junior & Senior college teachers to carry out academic related work. Science faculty with the help of STEAM Academy had organized outreach program for school children in coordination with Happie Foundation to promote scientific temperament.

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

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

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

0

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

3.3.3 - 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

3.3.3.1 - 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

12

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

188

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

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 year 2020-21 being the year of a global pandemic, the institution had made all possible facilities available to the teaching staff for the smooth conduct of online lectures and the college infrastructure was periodically maintained and used as and when necessary.

The institution has a well structured mechanism and system in place to do a periodic assessment of the infrastructure facilities available for the Teaching Learning Process and Standard Operating Practices are adopted under the guidance of the Management :

- All Classrooms have the required ICT tools for effective teaching and learning
- Classrooms with smart boards are used by the teaching faculty
- A computer engineer (for hardware and software management) is available on a regular basis in the college premises.
- Laboratories and computer purchases are made on the basis of the plan and the requirements of the departments as per the purchase policies laid out by the Management.
- Last year under the DBT Star College scheme many new

equipments were purchased by the science departments of the college

- For all academic activities an Audio Visual Room with a seating capacity of 100 is maintained where all teaching learning related activities are conducted
- The Auditorium with a 400 seating capacity is used for the conduct of major

co curricular and extra curricular activities.

- Online platforms for teaching through the purchase of Zoom and G-suite weremade available to the teaching staff during the Pandemic period for better and smooth conduct of online classes as well as in storing vital data related to the Classes
- The Library facilities were used by the teachers through the institutional repository as well as the online resources were further updated. Online books for reference provided by the publishers were used by staff and students.
- The staff were encouraged to attend online Faculty Development Programmes and orientations for online teaching
- Online orientation programmes and meetings of students and parents were organised periodically
- The college under the DBT conducted a three days FDP for teachers on Moodle and other internet sources for teaching

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

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

NES Ratnam College is not only concentrating on students' academic education, but it also gives equal importance to physical training of the students. The College has a Physical Education Department, which is called the Gymkhana Committee, and plays a vital role in students' physical welfare. There are adequate facilities in the College that the students can avail to develop their sports activities. Students are strongly encouraged to participate in many sports activities and events for a holistic development.

The physical education department consists of the physical

instructors who coordinate all sports events and they operate from a well equipped sports room (28ft x 28ft) for boys, and sports room for girls located in the ground floor of the college separately, and are mounted with a video camera for surveillance. Sports activities start every year on 21st June celebrating International Yoga Day by the staff and students. Yoga training is given to students and staff by arranging Yoga trainers from outside.

The College has well maintained Basketball, volleyball, kho-kho, table tennis courts and spacious ground to play Kabaddi, Ring football, Tug of war and Cricket. The well equipped Gymnasium (10 ft x 8 ft) has all facilities and has a full time instructor. Separate timings are assigned for girls students. The various instruments in our Gymnasium are Treadmill, power lifting kits, Elliptical/cross trainers, weighing machines, Dumbbell sets, Leg curl etc. competitions are conducted in Powerlifting which increases the physical fitness, physique and health of the students.

The sports rooms for boys and girls are open from 7:00 am to 7:00 pm. All indoor and outdoor sports materials and equipment such as Table tennis, Pool, Carrom, Chess are available for their use in their leisure time and separate Table tennis is in the girls' room. The rooms are equipped with rakes to keep the bags and cupboards to keep the sports material. The rooms have tables, mirrors, a computer, a First-aid box and a Fire extinguisher. Regular circulars, notices and other information are displayed on the notice boards, which are inside and outside the sports rooms. All Information is addressed through the public address system.

The spacious College auditorium is utilized to conduct indoor games competitions and training such as Taekwondo, karate, self defense and yoga, so that a large number of students take part and also be the spectators for the events. In admission, sports quota is available for the students who excelled in sports. The University of Mumbai grants Ten grace marks for the students who excel in sports. Apart from the grounds available inside the College, the Tank Road ground near the college is available for all track events and athletics practices. Special trainers are appointed for volleyball, kho-kho and cricket. Students take part in Inter and intra collegiate competitions conducted by Mumbai University and other Universities, and also play friendly matches with other institutions which develops sportsmanship and team spirit. Every year, vigorous training is given in advance for the students who participate in Independence and Republic day march-past. Students who excel in sports are felicitated with certificates, medals, and trophies. Thus sports play a significant role in a student's life.

Cultural facilities: One Computer with internet and printer facility and a workstation for the purpose of core committee meetings and basic activities, is provided by the college. The activities are conducted in the Audio Visual Room with a seating capacity for 100 and facilities of the entire college are used during intra collegiate and intercollegiate events. Further the Auditorium with a seating capacity of 400- 450 is booked for major events including the Intercollegiate Cultural event MANTRA where the footfall is more than 1000. The Canopy and the playground areas are used for the purpose of conducting rehearsals for programmes and the conduct of the Annual Day is also carried out in these bigger areas. The students are periodically sent for the University Youth Festival and this year being the pandemic the same was held in the online mode. Mr. Ebenezer Paul, a TYBSc student was shortlisted for the Final level competition in the category of Western Solo Singing Competition. The office bearers of the forum were chosen through a google form survey and the inauguration generally coincides with the Mumbai University Foundation Day on the 18th of July. Google platform was used for the conduct of the Talent Search Activities during this year and there was a very good response for the same. Prizes Distribution was carried out online.

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

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.96

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

- Name of ILMS software: E-Granthalaya
- Nature of automation (fully or partially): Partially
- Version: eG3 Rev 32
- Year of Automation: 2007-08

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://ratnamcollege.edu.in/?attachment_id=3826

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

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

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

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

0.69

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

The college has Wi-Fi facilities from a long time

Now the facilities are provided for the teaching staff to conduct online lectures from the college

4.3.1 Describe IT facilities including Wi-Fi with data and nature of updating within a maximum of 200 words.

Every educational institution in the modern age has IT facilities to facilitate the teachers and students with computers and internet in their teaching and learning. NES Ratnam college has also installed IT facilities which has been used very well by the staff and students. There are several Desktops and Laptops in the college with LAN and Wi-fi facilities.

Our college frequently updates its IT facilities. The internet connection is based on gigabyte technology and connected to over >50 Mbps 2 connections of Hathway fibre-optics and MTNL (Mahanagar Telephone Nigam Limited). There are 150 work stations on campus (PCs and Laptops) that serves academic and administrative departments. Due to Pandemic the college has been provided with 100 % wi-fi coverage on campus. There are two computer labs on the campus, the library, office, laboratories and the departments are well equipped with computers and internet connections. The smart classrooms are equipped with LCD panels, high-definition ceiling mounted digital projectors, smart boards, LAN and Wi-fi connections. Availability of laptops in the classrooms and the visual presenters as and when required. Teachers use visual presenters, digital cameras, tripod stands and Audio systems.

The audio-visual room has the seating capacity of 100 and the Auditorium has seating capacity of 400. Both the audio-visual room and auditorium are equipped with a multimedia public address system with wireless microphones, video conferencing facilities and High-definition ceiling mounted video projectors. The college has installed surveillance cameras in strategic areas on the campus.

Google workspace (G Suite) for Education services is used. This is operated by the teachers, students and administrative staff. The students are assigned an email account when they begin their studies in our college. Teachers and students can access their academic information including course registration, degree programme information, online admission, google classrooms and online examinations. The college also has a Zoom platform. All the above are used for our teaching and learning process.

The college has software like Maple, Cisco packet tracer, SPSS, R-tool, Eclipse, Net beans, e-Granthalaya, Tally, Android studio, Sage, Latex, Python, R programming language, C-programming and Java. The science departments use Virtual Labs, an initiative by the Ministry of Education, under the National Mission on education through ICT.

Ratnam college matches with international standards with excellent IT facilities and enhances students' learning process.

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

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

8.91

File Description	Documents
Upload any additional information	No File Uploaded
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.

NES Ratnam College of Arts, Science and Commerce, Bhandup was established in 1983 with the objective of providing the best learning environment to the people living in the nearby vicinity and the management of the institution takes keen interest in ensuring that the college makes the optimum utilization of the infrastructure available.

The institution follows a system in place for every utility purchased and maintained for academic use and takes care to see that all support facilities are put to optimum utilization. The system of maintenance includes deputing a staff to conduct a regular audit of the services provided and also maintaining a record of the housekeeping facilities for their maintenance.

Utilisation:

- Library facilities are provided to students against their valid library cards and digitized records are maintained with the issue counter
- Classrooms are utilised in three sessions and are regularly checked and cleaned and a stock list of the class property is maintained in each class
- Classes are also provided on Sundays for competitive examinations
- Laboratories maintain stock register and display the instructions for the use of each instrument
- Technology such as Smart Boards, LCD Projector, Laptop, speaker is provided in the classes and the record of the same is maintained
- Computers are provided to all departments in the college
- Gymkhana activities are provided to students with valid ID cards and in batches. A sports teacher is appointed to keep records of the same and train the students
- Coaches are provided for certain sports activities
- The Audio Visual room and the Auditorium facilities are provided with a pre booking system in place.

Maintenance

- Requisition for major works and repairs are sent to the Management who then carry out the same on a priority basis
- Standard Operating Procedures are followed in the maintenance of every facility right from drinking water, CCTV, fire extinguishers etc.
- The Housekeeping, Gardener and Security services hired by the college assist in keeping the college clean, green and safe
- IT support services are hired for administrative, admission, examination work
- Overhead tanks and Drinking water tanks are periodically cleaned.
- Cleanliness of the college campus is maintained through duly appointed Housekeeping personnel.
- Strict schedules for cleaning corridors, Laboratories, pathways etc are adhered to.
- Washrooms are cleaned regularly and time schedules are displayed.
- Garden is maintained and a processing of organic waste for compost is also available

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

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

6

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

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

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

7

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

A. All of the above

File Description	Documents
Link to institutional website	http://ratnamcollege.edu.in/?attachment_id=3844 , http://ratnamcollege.edu.in/?attachment_id=3850
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

1455

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

1455

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

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

E. None of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

24

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

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.**

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at 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)

Students are key stakeholders in the Institutional growth. We have Students' Council which is formed with the students including CRs from all the classes. The activities of the council starts with selection of General Secretary. The G.S also represents the student community in IQAC. Student Council of our college is involved in various activities like the Library Orientation Day, Leadership Training, Praja Foundation Internship. Also involved in various Festivities like Ganesh Chaturti celebrations, World Peace Day, Christmas, Onam,, National Days - Independence Day, Republic Day,

Maharashtra Day and even Kargil Day. Student Representations are evidently seen in National Service Scheme, Lifelong Learning & Extension. Students are also appointed as Office Bearers as Class Representatives, Student Council Member, Sports Incharge, Cultural Secretary, Volunteers and Academic Leaders. Students are also involved in Collaborative Teaching Learning process through Learn from your peers . Students are active members in Speakers Club, Sparrow Club, Nature Club and conduct of Academic Fest

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

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

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

18

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

5.4 - Alumni Engagement

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

Ratnamites Students have always actively participated in various events/ activities of the college. They have mentored current students for Career, for preparation of Competitive Examinations and Counselling at various forums. They have visited as Judge for various In house College competitions. They have been Active Orators and acted as Resource Persons for various Seminars, Workshops and

Guest Lectures.

Department of Commerce, English and Botany always have active Alumnis as Guest Speakers

Department of Zoology Alumnus actively participate in Department activities like Virtual Tours

File Description	Documents
Paste link for additional information	http://ratnamcollege.edu.in/?attachment_id=3848
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Vision: To become an autonomous institution which will be a trend setter in the field of higher education having strong national and international linkages. **Mission:** The College aims at inclusive education with emphasis on holistic development of the students by providing quality education and preparing them to contribute to social development. The Vision and Mission of the College guides the Governance and administration in terms of developing strategies that are appropriate to cater to the target group. Towards inclusiveness and holistic development of students, the College endeavors to align the teaching-learning process and enrichment programs in a manner that is appropriate for all types of learners coming from different socio-economic strata, academic backgrounds/levels and diverse competence. The College emphasizes tremendously on values like discipline, empathy and responsibility through various activities and initiatives to imbibe the sense of conscientious citizenship amongst its students. The College draws the Annual Plan in a bottom

up approach, where all the HODs and committee convenors are free to decide about the various events and activities. The Teachers are represented on decision making bodies like CDC, IQAC, Staff Council and other committees.

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

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

During the Pandemic, the Leadership led decision making was highly decentralised and participative in order to ensure appropriate practices suitable to each department/faculty. Each department/faculty Head took decisions on the online platform to be used for taking lectures, the time table, conduct of activities and evaluation & assessments. However the IQAC co-ordinated these decisions to ensure some extent of cohesiveness. The convenors of various committees also took decisions about the common activities/events to be conducted by coordinating with the Heads of Departments. Each of the Science departments also decided the software and simulations to be used for practicals. The Principal was more like a catalyst stimulating appropriate decisions at various levels so that the teaching- learning and other processes of the College was smoothly conducted. Regular online meetings with Heads of Departments and Convenors was conducted by the Principal for proper coordination.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Despite the pandemic, the College went ahead with implementing the introduction of 2 new programs ie- MCom in Management and Ph.D in Commerce as per the perspective plan. LIC for M.Com was conducted in March 2021.

College applied for Ph.D. in commerce in September 2020 (Application sent to University to be uploaded)

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://ratnamcollege.edu.in/criteria3.1.3/6.2.1.pdf
Upload any additional information	No File Uploaded

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

The Organogram of the College not only depicts the hierarchical structure of roles and line of authority and responsibility but also includes the newly formed 5 Institutional wings constituted as a part of the Remodeling project initiated by the Management under the Leadership Of Founder- President Dr. R Varadarajan. The 5 Institutional wings were constituted keeping in mind the 5 critical functional areas in an educational institution. This new introduction in the organogram has helped to streamline strategic planning and implementation of policies and procedures.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://ratnamcollege.edu.in/criteria3.1.3/6.2.2.jpeg
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

1. Monetary assistance (Rs. 1 lakh) towards medical treatment for staff, Mrs. Pushpa Iyer was given.

2. Staff blessed with child or got married were given a monetary token of blessing.- Sheetal Barge (office staff) had got married.

File Description	Documents
Paste link for additional information	:https://drive.google.com/file/d/1tSS5AcWoF3oEEV4Xq38N70DTD9XWAE5z/view?usp=sharing
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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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**

01

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	No File Uploaded
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**

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

The performance of teaching staff is evaluated through lesson observations by IQAC, informal and formal feedback from students. The reports of the lesson observations and feedback are shared with respective teachers for improvement. Results of students in the subject are also a means of evaluating teacher performance. For staff in Self financing programs, annual review of performance is done by the head of the Department to decide about continuity and increments. CAS is also implemented as applicable for eligible staff. Non teaching staff promotion is done on the basis of seniority as per University rules.

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

The Statutory audit for the financial year 2020-21 was conducted on 23/9/21, 24/9/21, 28/9/21 & 29/9/21 by external auditor Ashok & Rao .

The Internal audit of the finance department is done by a team as designated by the management. This team audits enrolment fees, the fee arrears, bill registers, purchases, dead stock register and other finance details. This audit was done on 6/1/21, 7/1/21 and 8/1/21.

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

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

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

0.25

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

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

Mobilization of funds for various events and activities of the College is done by way of sponsorships from external agencies and alumni members as and when needed. The College also constantly applies for various grants from Government and non government bodies. This year there was minimal need for mobilizing funds for such activities/events as all of them were conducted online. However the College mobilized funds from alumni to help few needy students towards the fee payment.

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

The IQAC contributed in institutionalizing the Remodeling Project initiated by the Management which focussed mainly on maintaining and enhancing quality in the teaching- learning and evaluation process in the online mode. The 8 key points for academic excellence namely : Daily Teaching with Subject Handbook, Weekly revision Program, Month end workshops, term end seminars, subject museum, learning centers and subject fest were diligently implemented. Digitisation of documents/records were also initiated to provide online access

File Description	Documents
Paste link for additional information	Nil
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

The biggest strength of the College is the Teaching-Learning Process. In all the three cycles the Peer team has always commended this factor. The IQAC very diligently has practices in place to review the teaching -learning process annually and takes necessary steps to improve this. 2020-2021 was a historical year where the pandemic had forced educational institutions to switch to online mode of teaching. The IQAC of the College very proactively and seamlessly initiated this transition right in the month of April, when the teachers started taking revision and remedial classes for TY students through zoom/Google Meet. Later by June the IQAC conducted training programs for teachers to not only use the online platform to teach but also to create and share resources. Feedback was taken from staff and students to understand the transition and plug in problem areas. Then later in the year the Subject Handbooks were introduced as a step towards academic excellence. Subject handbooks are prepared by each staff for all the papers taught. These handbooks give details of lecture wise units to be taught, teaching methodology, resources to be used , students'sactivities to be conducted and evaluation methods.

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

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

B. Any 3 of the above

Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://ratnamcollege.edu.in/IOAC%20Minutes%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Issues related to gender, inclusion and environment are dealt with as per the guidelines of University of Mumbai

Gender sensitization:

Faculty members create awareness among students, of all classes, particularly girl students about the procedure for lodging complaints, if any, against sexual harassment and ragging at the Women Development Cell (WDC)/ Anti Ragging Cell / Grievance Redressal Cell.

Provision of a drop-box for inviting suggestions, or complaints about any kind of abuse in the campus. • Organizing interactive sessions on gender sensitization and issues relating to female health, hygiene, reproductive issues and related matters.

NSS organises area based programmes such as publicity on Gender Justice, Women Empowerment and Importance of Girl Child.

Students of Lifelong Learning and Extension(LLE) perform street play on gender equality at work place and undertake SWS project- Survey of Women`s Status in the nearby areas. • MUSE (The Movie Club) screens films which deal with gender issues

File Description	Documents
Annual gender sensitization action plan	http://ratnamcollege.edu.in/criteria7/7.1.1%20-Gender%20Sensitization%20action%20plan.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	http://ratnamcollege.edu.in/criteria7/7.1.1Specific%20facilities%20provided%20for%20women.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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

One of the issues of concern being addressed universally is the Global Warming and Climate Change. To safeguard our mother earth, global warming is to be restricted below 20 degree Celcius. It is the need of the hour to be conscientious citizens and contribute towards this global cause. All stakeholders especially students need to be sensitized towards Environment Consciousness. It has been adopted as one of the Best Practices of our institution to take up initiatives, however small, and contribute towards Green Environment.

The College has signed an MOU with Stree Mukti Sanghatana, Mumbai based NGO for 'Zero Waste Campus Project'

One of the initiatives is MOU with the NGO Happie Foundation for recycling of Multilayered Plastic waste as a part of Safai Bank of India Project (Program by Mumbai Sustainability Centre)

<http://ratnamcollege.edu.in/criteria7/7.1.3%20Photos-SWM%20unit.pdf>

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://ratnamcollege.edu.in/criteria7/7.1.3%20Photos-SWM%20unit.pdf
Any other relevant information	View File

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

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File

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).

The College has students from diverse socio-economic, cultural and academic backgrounds. The College is committed to the cause of inclusive education by facilitating learning and holistic development of students by providing effective resources and environment. Many of them are even first generation graduates. Teaching methods used are in line with differential learning abilities. Classroom teaching is supplemented with modern technology. Students centric teaching methods are adopted to ensure effective learning by students. Seminars/ workshops, guest lectures, group discussions, assignments, projects

Teacher mentor and subject teachers monitor students' progression in academics and conduct remedial teaching for academically weak students. The Counsellor also provides Psycho- Social Support (PSS) to the students by addressing them in the class in groups and also through one-to one interactions. This has led to improvement in learning outcomes and very low dropout rate.

The College seriously believes in carrying out its Institutional Social Responsibility with commitment. It has brought about social changes through its institutional processes and has also brought about considerable changes in the economic conditions of the families to which our students belong and progressive cultural changes in the neighborhood community.

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

To be truly successful ,one also needs to be conscientious citizen. College's singularity lies in its unapologetic insistence on discipline as top priority; the key to academic excellence and character building that informs the tone and tenor of all areas of campus life. College lays lot of emphasis on organizing value added programmes for students aswell as staff. Right from the year of its inception College celebrates National Days of importance with great zeal and fervour. Students' Council takes the lead in organizing these programmes. Department of Political Science celebrates Constitution Day . Department of Sociology organizes visits to Old Age home/ Orphanage. Appropriate themes are selected during Class Day Celebration to imbued the moral values required to be dutiful citizens. Leadership training programmes are conducted for student class representatives to teach the importance of team work ,discipline, empathy , vision/goal etc

Extension activities are promoted by the institution through the dynamic and popular NSS and LLE units. The activities carried out by these units not only inculcate value systems among students but also contribute to national development.University of Mumbai and other stake holders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Ratnamites are endowed with all- round growth and well-groomed personality through various enrichment activities to be reckoned as assets by the society. Along with a strong emphasis on teaching-learning process, other events are planned in such a way to facilitate holistic development of students through activities based around National / International days of importance, India's rich and varied culture , responsibilities towards the society, responsibilities towards the environment, nurturing biodiversity in the campus and so on. All the activities are well structured and maximum participation is ensured .In spite of the difficult situation due to pandemic and the lockdown, our College took efforts to conduct activities through online platform . Students' Council , Committees and Subject Departments organized various events to commemorate days of importance with overwhelming participation from Students and Staff as well

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.

Our College has adopted Continual 3-Tier Training Programme as one of the Best Practices for our Primary stakeholders - Students, Staff and Parents. It was felt that for the benefit of students, the staff should be upgraded through training programs and, very importantly, parents, too, should be trained for effective parenting of adolescent children. Parental support is very essential for their ward to do well both academically and socially. Continual training programmes thus aim at holistic development of not only our primary stakeholders ie students but also their parents who play key role in providing the required support system. Staff Training help teachers to keep themselves upgraded and move ahead with time and technology

To be truly successful, one also needs to be conscientious citizen. College lays lot of emphasis on organizing value-added programmes. One of the best practices is to sensitize students towards Environment Consciousness. One of the major concerns being addressed universally is the Global Warming & Climate Change. To safeguard our Mother Earth, global warming is to be restricted below 20C. It is, therefore, the need of the hour to be conscientious citizens and contribute towards this global cause.

The college is taking its small steps forward through this Best Practice to make each stakeholder a responsible human being and contribute towards Green Environment.

Weblink: <http://ratnamcollege.edu.in/criteria2/bp.pdf>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The effective Teaching-Learning process is the strength of our College. Right from its inception the College follows well planned

Teaching-Learning , Testing and Retesting methods to cater to needs of students belonging to diverse socio-economic ,cultural and academic backgrounds. The success of its adopted process is well justified by the performance of its students in University examination and any other field which they choose to pursue.

The year 2020-21 is special as in view of the pandemic and the lockdown thereby, the College had to plan and adopt strategies which ensured that students are provided with the best possible learning environment through the online mode not only for the delivery of prescribed curriculum but also all enrichment activities for their holistic development.

Our College initiated Remodelling Project 2020-22 under the visionary guidance of our Founder-President, the first teacher of NES-SVB Educational Group. One of the key components of the Remodelling Project for the best results through academic excellence is 8 Key Points, which focusses on student-centric teaching -learning and revision -centric methods. Based on the modules provided,each department adopted interactive Teaching-Learning methods through virtual Learning Centres,Virtual Subject Museums, Virtual field trips,wherever possible.Students were encouraged to participate in online conferences ,interact with International faculties through online Guest Lectures conducted.

The Remodelling Project gave new dimensions to Academic & Administrative set ups and is being continually evolved to further strengthen the working system of the College and thereby benefit all its stakeholders

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 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, Subject Handbook, log books and Syllabus Completion Reports are regularly checked by the Principal, IQAC. Lesson observations are done to monitor the curriculum delivery of the staff.

Teachers are deputed to attend workshops organized by the 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://ratnamcollege.edu.in/?attachment_id=3801

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

An Academic Calendar is prepared by enlisting activities of all the departments and committees. Adequate care is taken to ensure that there is no clash of activities, so that the maximum number of students can participate in all the activities. This ensures an interdisciplinary approach in all programs. The academic calendar helps planning dates for internal assessment and project submissions. Examination dates are decided as per the guidance received from the university. The academic calendar is made keeping in mind these tentative dates. Dates for revision are also fixed in the academic calendar.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://ratnamcollege.edu.in/IQAC%20Annual%20Plan%202020-21.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

C. Any 2 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

11

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)

1

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

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

242

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

242

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 Department of Political Science covers many aspects of human

values, gender and sustainability in its various curriculum modules. The human values of peace, integrity are reinforced through the paper 4 and paper 7 of the syllabus with topics such as Changing Idea of Security: National Security and Human Security and understanding war from the perspective of its futility is covered with the help of cinemas that depict the same.

Further the department also has an annual competition of film making named TRINETRA basically conceived by students, where eminent film makers judge the films directed and made by students. Many Satyajit Ray films have been reviewed during the fest.

Modern political thinkers like Will Kymlicka are covered in semester 5 , paper 5 .He insists that group-specific rights are consistent with liberalism and are particularly appropriate, if not outright demanded, in certain situations. He defines three such group-specific rights: special group representation rights, self-government rights, and polyethnic rights. New themes like these help the students explore peace and sustainability and also provide glimpses of contemporary thought.

At the Sem 6 level of the same paper where Indian thinkers are covered, Tagore's doctrine of universal humanity was to spread spiritual values among people and create a new world culture out of multi-culturalism, diversity, and tolerance. He believed that the western concept of nation-state was coterminous with mechanical organisation of people in pursuit of material enhancement and hence aggressive and imperialist in character. The problem of the present age was whether different groups of people would go on fighting with one another or find true basis of reconciliation. Critical of the use of force he wanted man to discover his soul in the spiritual unity of human beings. India needed to discard evils of caste system, blind obedience to authority and tradition.

Mumbai University curriculum provides Waste management, ecotourism, sustainable cities, carbon trade to reduce carbon pollution are in Environmental Studies for F Y B COM. In Foundation Course for Second year, Environmental Principles and sustainable development are the topics incorporated.

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

6

File Description	Documents
Any additional information	View File
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

94

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	C. Any 2 of the above
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/document/d/16klXo3jphqbatsOrMiNrNSjOnyWyKxJm/edit

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 sanctioned seats during the year

2704

File Description	Documents
Any additional information	View File
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

233

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

2.2 - Catering to Student Diversity

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

The Advanced and Slow learners are identified based on the lower exam marks class participation and responsiveness

Special Programmes for advanced learners:

Special classes by the staff of the institution and external resource persons are conducted for Advanced learners to make them competent to appear for competitive exams like IIT JAM and of Central Universities. Library is well equipped with reference books for advanced learning. Subject related Seminars, conferences, workshops and Start Up programmes are organized for the students to gain indepth knowledge, process information and develop entrepreneurial Skills. Students are encouraged to access NPTEL/SWAYAM and other e -learning. Students are encouraged to participate in intercollegiate competitions, seminars, conferences and in research conventions like Avishkhar. Students are facilitated to publish research articles in renowned peer reviewed journals. Students from Science stream under the DBT Star status scheme take up minor research projects to develop critical thinking and 'hands on' experimental work. The Advanced learners are encouraged to mentor slow learners. They are designated as Academic Volunteers to help the slow learners to understand concepts with help of the teachers monitor their improvement.

Special Programmes for slow learners:

Faculty mentors and Academic volunteers monitor the performance of slow learners and their parents are informed periodically about their improvement. Parents with their ward are encouraged to go for counseling to understand and assist their ward with issues that affect their ability to learn. The performance in

their assessments is informed during the Parents -teachers meeting conducted during the academic year.

Special attention is given to them by following programmes

- **Daily Monitoring:** Academic student volunteers monitor their notes/ class work and point registers. They try to understand their difficulty in assimilation of the subject matter and accordingly cater to their needs

Term end prelims: To prepare the students for the University exams, the entire syllabus is revised by the students by preparing presentation and preparing questions with answers. Exam is conducted as per the university question paper pattern. The teacher provides past university question papers. Solutions to the past questions papers is discussed and also the way in which the answers are to be presented so that the students can get high scores

- **Remedial Classes** are conducted for both theory and practical sessions.

Courses on communication skill, public speaking, career Goals, Personality development are organized so that the students are equipped to meet the challenges and make right choice for their future

File Description	Documents
Link for additional Information	http://ratnamcollege.edu.in/?page_id=3938
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2094	52

File Description	Documents
Any additional information	No File Uploaded

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

All departments conduct innovative programs which stimulate the creative ability of students and provide them a platform to nurture their problem-solving skills and ensure participative learning. The institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making the learning activity more interactive by adopting the below-mentioned student-centric methods.

1. **Experiential learning:** is the process of learning through experience, "learning through reflection on doing". It is an integral part of teaching and learning. The methods followed are

- Laboratory sessions a part of the curriculum
- Students do experimental projects and try to publish their findings
- They are encouraged to participate in seminar, conference and workshops
- Virtual laboratory visit was organized by all the Science departments as the mode of teaching was online for practicals
- Virtual Study trips Zoology students were organized and students submitted written field report
- Home labs set up by students were presented during CUBE Meet.
- Virtual tour was conducted on different museums in India and around the World.
- Virtual tour was conducted on different Archaeological sites / Art and Architecture of different historical monuments.
- Virtual visit to stock exchanges were organized
- Guest lectures by subject experts and topics relevant to employment skills
- e-learning platforms are provided to facilitate independent learning wherein students can access course contents online.
- Sonal Maharana- winner of Avishkar

1. **Participative learning**

- Screening of movies, staged plays, you tube interview of authors, poetry recited by poets, web resources, online glossaries
- Mind Maps

- Institution has association with every department which organizes number of student centric activities. These events promote leadership qualities in the students. It also inculcates the spirit of team work among the students
- Intercollegiate and interdepartmental competitions,
- Department and College magazine
- Debates are followed in many of the subjects where students are required to come with different opinions
- Problem solving methodologies adopted are
 - Assignments and quizzes
 - Case Study

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://ratnamcollege.edu.in/?page_id=3940

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

2020-21 witnessed the drastic shift in the teaching and learning mode from the traditional chalk and talk to live streaming due to pandemic. The hybrid and online method of teaching needed good command over the ICT tools and Learning Management Systems. Teachers had taken extra pains to master them through various certificate courses. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the curriculum delivery. The campus is Wi-Fi enabled. The following ICT tools are used:

Projectors are available in different classrooms/labs

Desktops- Arranged at Computer Lab and Faculty cabins.

Online Classes through Zoom, Google Meet, Google Classroom through Gsuite)

LMS platforms used: Google Classroom, MOODLE

MOOC Platform (NPTEL(Swayam), Coursera, Edx etc)

Digital Library resources (INFLIBNET)**ICT tools and resources available**

- LCD,
- Videos,
- Smart Board,
- Mathematical simulations are done using Maple software/ 2D & 3D graph plotters
- Visual Presenter
-

Electronic Mail

- Video Conferencing
- Telephone Conferencing,
- Online reference resources
- Opensource ware lectures
- You tube Channel
- NPTEL/SWAYAM portal for lecture series
- Virtual labs

E-resources and techniques used

- R-Studio for Data Analysis, Python, Java, HTML Jscript, PHP.
- Watching online tutorials of Unity projects
- Turbo C, Dev C++, Visual Studio 2010, Xampp server for PHP
- IOT kit, RaspberryPie, Cisco Packet Tracer, TrailerKit, Keil, Atmeg 85Prolog, Python, Netbeans, Visual Studio, AWS, Google Cloud, Dev C++.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://ratnamcollege.edu.in/criteria2/lms.pdf

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

52

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

20

File Description	Documents
Any additional information	No File Uploaded
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

52

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.

College is affiliated to University of Mumbai, and hence, follows its rules and guidelines regarding the assessment and academic evaluation process of the students. Academic calendar is prepared at the beginning of each semester and is made available on the college notice-boards of the departments. Thus, students know about the dates of class tests, submission of assignments well in advance and hence, can plan accordingly systematic manner. The dates and schedule of internal assessment of laboratory courses, seminars and project are displayed through the notices to the students well in advance.

i) Regular Courses: Periodical tests (weekly, monthly, term wise revisions) & mock online exams

ii) SFC: Mandatory internals & prelim exams

Open days are conducted ensuring interaction with parents of the wards.

? Question paper is prepared by individual faculty/ faculty members teaching the same subject.

? Quality of question papers are checked and final question paper is approved by concerned authority.

? Assignments are allocated on weekly basis by faculty teaching the subject.

? Answer sheets are evaluated and checked answer sheets are shown to the students.

? Test results help mentor teachers to guide students.

For assessment of seminars and project, faculty coordinator prepares a schedule of presentation of students in slots in consultation with the HOD and is communicated to students. Students present their work or report to the coordinator via PPT mode and evaluated on the basis of various parameter set by respective coordinator.

For assessment of laboratory course an internal practical viva conducted by respective faculty member at the end of course.

Sr.No.

Direct Assessment Method

Assessment frequency

Description

1.

Internal Assessment Test

Twice in a semester

The Internal Assessment marks in a theory paper shall be based on tests during each semester. It is a metric used to continuously assess the attainment of course outcomes w.r.t course objectives.

2.

Lab Assignments / experiments

Once in a week

Lab Assignment/Experiment is a qualitative performance assessment tool designed to assess students' practical knowledge and problem-solving skills. Experiments need to be conducted for every lab course.

3

End Semester Examination and Practical Semester Examination**Once in a Semester**

End Semester examination (theory or practical) are the metric to assess whether all the course outcomes are attained or not framed by the course in charge. End Semester Examination is more focused on attainment of all course outcomes and uses a descriptive question.

4

Home Assignments

Assignment is a metric used to assess student's analytical and problem solving abilities. Every student is assigned with course related tasks.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://ratnamcollege.edu.in/criteria2/COMPILED%202.5.1.pdf

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

At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non-teaching staff as members, is constituted to handle the issues regarding evaluation process.

- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.
- Time table for which is prepared well in advance and communicated to the students earlier.
- Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along

with the Internal assessment time table.

- After evaluation of internal assessment answer scripts, the scripts are given to students to have an idea of their performance in the test.
- If they come across any doubts, clarification is given which enables them to fare better in future.
- By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.
- Students and faculty members are made aware of the transparency to be maintained in the system of assessment.
- This further enhances the transparency and rapport between faculty members and students .

The model answer key is also available in the faculty course file for further verification by the students.

Assignment marks will be allotted based on time of submission before deadline and presentation methods utilized.

The students are made aware of the evaluation procedures including revaluation, examination pattern of college and the university, well in advance through circulars.

Regarding the external examinations, at the time of releasing the results, university will mention the date within which students has to apply for revaluation or challenge valuation. This circular will be circulated to the students in the class room so that it will be easy for them to proceed with that if they are unhappy with the results. This information will be available in the college website also.

Assistance is provided by the examination section of the college

- The outcome of the process is conveyed to the students by the examination section.
- With respect to Internal exams, if students not able to write the exam because of unavoidable reasons they can write requisition letter to Principal. Principal approves those cases with genuine problem and with proper documentation to write the re-exams.

- The grievances related to university examination like corrections in mark sheet, revaluation and pending of marks sheet are addressed and discussed in consultation with the College Examination In charge and if necessary, the student write the application addressed to the Principal of the college. •
- Principal office forwards the consolidated grievance to Registrar Evaluation, Mumbai University for further action.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the BOS, Uty of Mumbai offering the concerned program Website

- Curriculum /regulations books
- Department Notice Boards
- Laboratories
- Library

While addressing the students, the HODs create awareness on POs, PSOs and COs. The faculty members, class teachers, mentors, course coordinators, program/ISO coordinators also inform the students and create awareness and emphasize the need to attain the outcomes.

Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program.

Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. POs incorporate many areas of inter-related knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. They are clearly specified and communicated by the BOS.

Mechanism of Communication of all Learning Outcomes (PO, PSO, CO) among faculty, staff,

And students

- Students are educated with the outcomes of each course before the commencement of the subject.
- POs are displayed at prominent places like HOD Room.
- They are included in Lesson Plans , Handbook, Log book
- It is displayed in Institution Website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://ratnamcollege.edu.in/?page_id=2456
Upload COs for all courses (exemplars from Glossary)	View File

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

Assessment of outcome is done through one or more than one processes, carried out by the department, that identify, collect, and prepare data to evaluate the achievement of course outcomes (CO's).

The process for finding the attainment of Course outcomes uses various tools/methods. These methods are classified into two types: Direct methods and indirect methods.

- Direct methods display the student's knowledge and skills from their performance in the class/assignment test, internal assessment tests, assignments, semester examinations, laboratory assignments/ practicals, participation in various university level activities, hosting inter- collegiate activities etc. These methods

provide a sampling of what students know and/or can do and provide strong evidence of student learning.

Indirect methods such as feedback to reflect on student's learning. They are used to assess opinions or thoughts about the graduate's knowledge or skills

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

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

691

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	http://ratnamcollege.edu.in/criteria2/annual.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)

<http://ratnamcollege.edu.in/criteria2/sss.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

27

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

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
8	
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
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
1	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - 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>Our college carried out various extension activities and outreach programs to sensitize students and make them good citizens. Many activities were conducted in view of the pandemic. Students distributed masks, food to the needy people and stray animals. Understanding the economic condition of the neighborhood, they had undertaken note book distribution to school students, Corona awareness program and blood donation camp in collaboration with neighborhood college were also conducted.. NSS unit of our college had done the road safety program in collaboration with UNITEDWAY. Under LLE the students have carried out the following projects related to many social issues & for their holistic</p>	

development. University has given several topics and activities to students related with social issues like SAVE GIRL CHILD, WOMEN EMPOWERMENT, SAVE TREES, AWARENESS ON LEGAL PROCEDURE, COVID -19, SAVE WATER. Economical & Social status of the women in & around Bhandup were analyzed by students. Under the industry-oriented project, LLE students assisted both junior & Senior college teachers to carry out academic related work. Science faculty with the help of STEAM Academy had organized outreach program for school children in coordination with Happie Foundation to promote scientific temperament.

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

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

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

0

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

3.3.3 - 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

3.3.3.1 - 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

12

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

188

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

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 year 2020-21 being the year of a global pandemic, the institution had made all possible facilities available to the teaching staff for the smooth conduct of online lectures and the college infrastructure was periodically maintained and used as and when necessary.

The institution has a well structured mechanism and system in place to do a periodic assessment of the infrastructure facilities available for the Teaching Learning Process and Standard Operating Practices are adopted under the guidance of the Management :

- All Classrooms have the required ICT tools for effective teaching and learning
- Classrooms with smart boards are used by the teaching faculty .
- A computer engineer (for hardware and software management) is available on a regular basis in the college premises.
- Laboratories and computer purchases are made on the basis of the plan and the requirements of the departments as per the purchase policies laid out by the Management.
- Last year under the DBT Star College scheme many new equipments were purchased by the science departments of the college

- For all academic activities an Audio Visual Room with a seating capacity of 100 is maintained where all teaching learning related activities are conducted
- The Auditorium with a 400 seating capacity is used for the conduct of major

co curricular and extra curricular activities.

- Online platforms for teaching through the purchase of Zoom and G-suite weremade available to the teaching staff during the Pandemic period for better and smooth conduct of online classes as well as in storing vital data related to the Classes
- The Library facilities were used by the teachers through the institutional repository as well as the online resources were further updated. Online books for reference provided by the publishers were used by staff and students.
- The staff were encouraged to attend online Faculty Development Programmes and orientations for online teaching
- Online orientation programmes and meetings of students and parents were organised periodically
- The college under the DBT conducted a three days FDP for teachers on Moodle and other internet sources for teaching

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

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

NES Ratnam College is not only concentrating on students' academic education, but it also gives equal importance to physical training of the students. The College has a Physical Education Department, which is called the Gymkhana Committee, and plays a vital role in students' physical welfare. There are adequate facilities in the College that the students can avail to develop their sports activities. Students are strongly encouraged to participate in many sports activities and events for a holistic development.

The physical education department consists of the physical instructors who coordinate all sports events and they operate

from a well equipped sports room (28ft x 28ft) for boys, and sports room for girls located in the ground floor of the college separately, and are mounted with a video camera for surveillance. Sports activities start every year on 21st June celebrating International Yoga Day by the staff and students. Yoga training is given to students and staff by arranging Yoga trainers from outside.

The College has well maintained Basketball, volleyball, kho-kho, table tennis courts and spacious ground to play Kabaddi, Ring football, Tug of war and Cricket. The well equipped Gymnasium (10 ft x 8 ft) has all facilities and has a full time instructor. Separate timings are assigned for girls students. The various instruments in our Gymnasium are Treadmill, power lifting kits, Elliptical/cross trainers, weighing machines, Dumbbell sets, Leg curl etc. competitions are conducted in Powerlifting which increases the physical fitness, physique and health of the students.

The sports rooms for boys and girls are open from 7:00 am to 7:00 pm. All indoor and outdoor sports materials and equipment such as Table tennis, Pool, Carrom, Chess are available for their use in their leisure time and separate Table tennis is in the girls' room. The rooms are equipped with rakes to keep the bags and cupboards to keep the sports material. The rooms have tables, mirrors, a computer, a First-aid box and a Fire extinguisher. Regular circulars, notices and other information are displayed on the notice boards, which are inside and outside the sports rooms. All Information is addressed through the public address system.

The spacious College auditorium is utilized to conduct indoor games competitions and training such as Taekwondo, karate, self defense and yoga, so that a large number of students take part and also be the spectators for the events. In admission, sports quota is available for the students who excelled in sports. The University of Mumbai grants Ten grace marks for the students who excel in sports. Apart from the grounds available inside the College, the Tank Road ground near the college is available for all track events and athletics practices. Special trainers are appointed for volleyball, kho-kho and cricket. Students take part in Inter and intra collegiate competitions conducted by Mumbai University and other Universities, and also play friendly matches with other institutions which develops sportsmanship and team spirit. Every year, vigorous training is given in advance for the students who participate in Independence and Republic day march-past. Students who excel in sports are felicitated with

certificates, medals, and trophies. Thus sports play a significant role in a student's life.

Cultural facilities: One Computer with internet and printer facility and a workstation for the purpose of core committee meetings and basic activities, is provided by the college. The activities are conducted in the Audio Visual Room with a seating capacity for 100 and facilities of the entire college are used during intra collegiate and intercollegiate events. Further the Auditorium with a seating capacity of 400- 450 is booked for major events including the Intercollegiate Cultural event MANTRA where the footfall is more than 1000. The Canopy and the playground areas are used for the purpose of conducting rehearsals for programmes and the conduct of the Annual Day is also carried out in these bigger areas. The students are periodically sent for the University Youth Festival and this year being the pandemic the same was held in the online mode. Mr. Ebenezer Paul, a TYBSc student was shortlisted for the Final level competition in the category of Western Solo Singing Competition. The office bearers of the forum were chosen through a google form survey and the inauguration generally coincides with the Mumbai University Foundation Day on the 18th of July. Google platform was used for the conduct of the Talent Search Activities during this year and there was a very good response for the same. Prizes Distribution was carried out online.

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

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.96

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

- Name of ILMS software: E-Granthalaya
- Nature of automation (fully or partially): Partially
- Version: eG3 Rev 32
- Year of Automation: 2007-08

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://ratnamcollege.edu.in/?attachment_id=3826

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

A. Any 4 or more of the above

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

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

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

0.69

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words

The college has Wi-Fi facilities from a long time

Now the facilities are provided for the teaching staff to conduct online lectures from the college

4.3.1 Describe IT facilities including Wi-Fi with data and nature of updating within a maximum of 200 words.

Every educational institution in the modern age has IT facilities to facilitate the teachers and students with computers and internet in their teaching and learning. NES Ratnam college has also installed IT facilities which has been used very well by the staff and students. There are several Desktops and Laptops in the college with LAN and Wi-fi facilities.

Our college frequently updates its IT facilities. The internet connection is based on gigabyte technology and connected to over >50 Mbps 2 connections of Hathway fibre-optics and MTNL (Mahanagar Telephone Nigam Limited). There are 150 work stations on campus (PCs and Laptops) that serves academic and administrative departments. Due to Pandemic the college has been provided with 100 % wi-fi coverage on campus. There are two computer labs on the campus, the library, office, laboratories and the departments are well equipped with computers and internet connections. The smart classrooms are equipped with LCD panels, high-definition ceiling mounted digital projectors, smart boards, LAN and Wi-fi connections. Availability of laptops in the classrooms and the visual presenters as and when required. Teachers use visual presenters, digital cameras, tripod stands and Audio systems.

The audio-visual room has the seating capacity of 100 and the Auditorium has seating capacity of 400. Both the audio-visual room and auditorium are equipped with a multimedia public address system with wireless microphones, video conferencing facilities and High-definition ceiling mounted video projectors. The college has installed surveillance cameras in strategic areas on the campus.

Google workspace (G Suite) for Education services is used. This is operated by the teachers, students and administrative staff. The students are assigned an email account when they begin their studies in our college. Teachers and students can access their academic information including course registration, degree programme information, online admission, google classrooms and online examinations. The college also has a Zoom platform. All the above are used for our teaching and learning process.

The college has software like Maple, Cisco packet tracer, SPSS, R-tool, Eclipse, Net beans, e-Granthalaya, Tally, Android studio, Sage, Latex, Python, R programming language, C-programming and Java. The science departments use Virtual Labs, an initiative by the Ministry of Education, under the National Mission on education through ICT.

Ratnam college matches with international standards with excellent IT facilities and enhances students' learning process.

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

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

8.91

File Description	Documents
Upload any additional information	No File Uploaded
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.

NES Ratnam College of Arts, Science and Commerce, Bhandup was established in 1983 with the objective of providing the best learning environment to the people living in the nearby vicinity and the management of the institution takes keen interest in ensuring that the college makes the optimum utilization of the infrastructure available.

The institution follows a system in place for every utility purchased and maintained for academic use and takes care to see that all support facilities are put to optimum utilization. The system of maintenance includes deputing a staff to conduct a regular audit of the services provided and also maintaining a record of the housekeeping facilities for their maintenance.

Utilisation:

- Library facilities are provided to students against their valid library cards and digitized records are maintained with the issue counter
- Classrooms are utilised in three sessions and are regularly checked and cleaned and a stock list of the class property is maintained in each class
- Classes are also provided on Sundays for competitive examinations
- Laboratories maintain stock register and display the instructions for the use of each instrument
- Technology such as Smart Boards, LCD Projector, Laptop, speaker is provided in the classes and the record of the same is maintained
- Computers are provided to all departments in the college
- Gymkhana activities are provided to students with valid ID cards and in batches. A sports teacher is appointed to keep records of the same and train the students
- Coaches are provided for certain sports activities
- The Audio Visual room and the Auditorium facilities are provided with a pre booking system in place.

Maintenance

- Requisition for major works and repairs are sent to the Management who then carry out the same on a priority basis
- Standard Operating Procedures are followed in the maintenance of every facility right from drinking water, CCTV, fire extinguishers etc.
- The Housekeeping, Gardener and Security services hired by the college assist in keeping the college clean, green and safe
- IT support services are hired for administrative, admission, examination work
- Overhead tanks and Drinking water tanks are periodically cleaned.
- Cleanliness of the college campus is maintained through duly appointed Housekeeping personnel.
- Strict schedules for cleaning corridors, Laboratories, pathways etc are adhered to.
- Washrooms are cleaned regularly and time schedules are displayed.
- Garden is maintained and a processing of organic waste for compost is also available

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
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	
6	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
7	
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	A. All of the above
File Description	Documents
Link to institutional website	http://ratnamcollege.edu.in/?attachment_id=3844 , http://ratnamcollege.edu.in/?attachment_id=3850
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	
1455	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1455	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	
12	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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	
24	
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

9

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at 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)

Students are key stakeholders in the Institutional growth. We have Students' Council which is formed with the students including CRs from all the classes. The activities of the council starts with selection of General Secretary. The G.S also represents the student community in IQAC. Student Council of our college is involved in various activities like the Library Orientation Day, Leadership Training, Praja Foundation Internship. Also involved in various Festivities like Ganesh Chaturti celebrations, World Peace Day, Christmas, Onam,, National Days - Independence Day,

Republic Day, Maharashtra Day and even Kargil Day. Student Representations are evidently seen in National Service Scheme, Lifelong Learning & Extension. Students are also appointed as Office Bearers as Class Representatives, Student Council Member, Sports Incharge, Cultural Secretary, Volunteers and Academic Leaders. Students are also involved in Collaborative Teaching Learning process through Learn from your peers . Students are active members in Speakers Club, Sparrow Club, Nature Club and conduct of Academic Fest

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

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

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

18

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

5.4 - Alumni Engagement

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

Ratnamites Students have always actively participated in various events/ activities of the college. They have mentored current students for Career, for preparation of Competitive Examinations and Counselling at various forums. They have visited as Judge for various In house College competitions. They have been Active

Orators and acted as Resource Persons for various Seminars, Workshops and Guest Lectures.

Department of Commerce, English and Botany always have active Alumnis as Guest Speakers

Department of Zoology Alumnus actively participate in Department activities like Virtual Tours

File Description	Documents
Paste link for additional information	http://ratnamcollege.edu.in/?attachment_id=3848
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: To become an autonomous institution which will be a trend setter in the field of higher education having strong national and international linkages. **Mission:** The College aims at inclusive education with emphasis on holistic development of the students by providing quality education and preparing them to contribute to social development. The Vision and Mission of the College guides the Governance and administration in terms of developing strategies that are appropriate to cater to the target group. Towards inclusiveness and holistic development of students, the College endeavors to align the teaching-learning process and enrichment programs in a manner that is appropriate for all types of learners coming from different socio-economic strata, academic backgrounds/levels and diverse competence. The College emphasizes tremendously on values like discipline, empathy and responsibility through various activities and

initiatives to imbibe the sense of conscientious citizenship amongst its students. The College draws the Annual Plan in a bottom up approach, where all the HODs and committee convenors are free to decide about the various events and activities. The Teachers are represented on decision making bodies like CDC, IQAC, Staff Council and other committees.

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

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

During the Pandemic, the Leadership led decision making was highly decentralised and participative in order to ensure appropriate practices suitable to each department/faculty. Each department/faculty Head took decisions on the online platform to be used for taking lectures, the time table, conduct of activities and evaluation & assessments. However the IQAC co-ordinated these decisions to ensure some extent of cohesiveness. The convenors of various committees also took decisions about the common activities/events to be conducted by coordinating with the Heads of Departments. Each of the Science departments also decided the software and simulations to be used for practicals. The Principal was more like a catalyst stimulating appropriate decisions at various levels so that the teaching- learning and other processes of the College was smoothly conducted. Regular online meetings with Heads of Departments and Convenors was conducted by the Principal for proper coordination.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Despite the pandemic, the College went ahead with implementing the introduction of 2 new programs ie- MCom in Management and

Ph.D in Commerce as per the perspective plan. LIC for M.Com was conducted in March 2021.

College applied for Ph.D. in commerce in September 2020 (Application sent to University to be uploaded)

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://ratnamcollege.edu.in/criteria3.1.3/6.2.1.pdf
Upload any additional information	No File Uploaded

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

The Organogram of the College not only depicts the hierarchical structure of roles and line of authority and responsibility but also includes the newly formed 5 Institutional wings constituted as a part of the Remodeling project initiated by the Management under the Leadership Of Founder- President Dr. R Varadarajan. The 5 Institutional wings were constituted keeping in mind the 5 critical functional areas in an educational institution. This new introduction in the organogram has helped to streamline strategic planning and implementation of policies and procedures.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://ratnamcollege.edu.in/criteria3.1.3/6.2.2.jpeg
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

1. Monetary assistance (Rs. 1 lakh) towards medical treatment for staff, Mrs. Pushpa Iyer was given.

2. Staff blessed with child or got married were given a monetary token of blessing.- Sheetal Barge (office staff) had got married.

File Description	Documents
Paste link for additional information	:https://drive.google.com/file/d/1tSS5AcWoF3oEEV4Xq38N70DTD9XWAE5z/view?usp=sharing
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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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**

01

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	No File Uploaded
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**

14

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

The performance of teaching staff is evaluated through lesson observations by IQAC, informal and formal feedback from students. The reports of the lesson observations and feedback are shared with respective teachers for improvement. Results of students in the subject are also a means of evaluating teacher performance. For staff in Self financing programs, annual review of performance is done by the head of the Department to decide about continuity and increments. CAS is also implemented as applicable for eligible staff. Non teaching staff promotion is done on the basis of seniority as per University rules.

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

The Statutory audit for the financial year 2020-21 was conducted on 23/9/21, 24/9/21, 28/9/21 & 29/9/21 by external auditor Ashok & Rao .

The Internal audit of the finance department is done by a team as designated by the management. This team audits enrolment fees, the fee arrears, bill registers, purchases, dead stock register and other finance details. This audit was done on 6/1/21, 7/1/21 and 8/1/21.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers**

during the year (INR in Lakhs)

0.25

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

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

Mobilization of funds for various events and activities of the College is done by way of sponsorships from external agencies and alumni members as and when needed. The College also constantly applies for various grants from Government and non government bodies. This year there was minimal need for mobilizing funds for such activities/events as all of them were conducted online. However the College mobilized funds from alumni to help few needy students towards the fee payment.

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

The IQAC contributed in institutionalizing the Remodeling Project initiated by the Management which focussed mainly on maintaining and enhancing quality in the teaching- learning and evaluation process in the online mode. The 8 key points for academic excellence namely : Daily Teaching with Subject Handbook, Weekly revision Program, Month end workshops, term end seminars, subject museum, learning centers and subject fest were diligently implemented. Digitisation of documents/records were also initiated to provide online access

File Description	Documents
Paste link for additional information	Nil
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

The biggest strength of the College is the Teaching-Learning Process. In all the three cycles the Peer team has always commended this factor. The IQAC very diligently has practices in place to review the teaching -learning process annually and takes necessary steps to improve this. 2020-2021 was a historical year where the pandemic had forced educational institutions to switch to online mode of teaching. The IQAC of the College very proactively and seamlessly initiated this transition right in the month of April, when the teachers started taking revision and remedial classes for TY students through zoom/Google Meet. Later by June the IQAC conducted training programs for teachers to not only use the online platform to teach but also to create and share resources. Feedback was taken from staff and students to understand the transition and plug in problem areas. Then later in the year the Subject Handbooks were introduced as a step towards academic excellence. Subject handbooks are prepared by each staff for all the papers taught. These handbooks give details of lecture wise units to be taught, teaching methodology, resources to be used, students' activities to be conducted and evaluation methods.

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

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

B. Any 3 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://ratnamcollege.edu.in/IQAC%20Minutes%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Issues related to gender, inclusion and environment are dealt with as per the guidelines of University of Mumbai

Gender sensitization:

Faculty members create awareness among students, of all classes, particularly girl students about the procedure for lodging complaints, if any, against sexual harassment and ragging at the Women Development Cell (WDC)/ Anti Ragging Cell / Grievance Redressal Cell.

Provision of a drop-box for inviting suggestions, or complaints about any kind of abuse in the campus. • Organizing interactive sessions on gender sensitization and issues relating to female health, hygiene, reproductive issues and related matters.

NSS organises area based programmes such as publicity on Gender Justice, Women Empowerment and Importance of Girl Child.

Students of Lifelong Learning and Extension(LLE) perform street play on gender equality at work place and undertake SWS project-Survey of Women`s Status in the nearby areas. • MUSE (The Movie Club) screens films which deal with gender issues

File Description	Documents
Annual gender sensitization action plan	http://ratnamcollege.edu.in/criteria7/7.1.1%20-Gender%20Sensitization%20action%20plan.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	http://ratnamcollege.edu.in/criteria7/7.1.1Specific%20facilities%20provided%20for%20women.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	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>One of the issues of concern being addressed universally is the Global Warming and Climate Change. To safeguard our mother earth, global warming is to be restricted below 20 degree Celcius.It is the need of the hour to be conscientious citizens and contribute towards this global cause. All stakeholders especially students need to be sensitized towards Environment Consciousness. It has been adopted as one of the Best Practices of our institution to take up initiatives, however small, and contribute towards Green Environment.</p> <p>The College has signed an MOU with Stree Mukti Sanghatana, Mumbai based NGO for 'Zero Waste Campus Project'</p> <p>One of the initiatives is MOU with the NGO Happie Foundation for</p>	

recycling of Multilayered Plastic waste as a part of Safai Bank of India Project (Program by Mumbai Sustainability Centre)

<http://ratnamcollege.edu.in/criteria7/7.1.3%20Photos-SWM%20unit.pdf>

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://ratnamcollege.edu.in/criteria7/7.1.3%20Photos-SWM%20unit.pdf
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File

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).

The College has students from diverse socio-economic, cultural and academic backgrounds. The College is committed to the cause of inclusive education by facilitating learning and holistic development of students by providing effective resources and environment. Many of them are even first generation graduates. Teaching methods used are in line with differential learning abilities. Classroom teaching is supplemented with modern technology. Students centric teaching methods are adopted to ensure effective learning by students. Seminars/ workshops, guest lectures, group discussions, assignments, projects

Teacher mentor and subject teachers monitor students' progression in academics and conduct remedial teaching for academically weak students. The Counsellor also provides Psycho- Social Support (PSS) to the students by addressing them in the class in groups and also through one-to one interactions. This has led to improvement in learning outcomes and very low dropout rate.

The College seriously believes in carrying out its Institutional Social Responsibility with commitment. It has brought about social changes through its institutional processes and has also brought about considerable changes in the economic conditions of the families to which our students belong and progressive cultural changes in the neighborhood community.

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

To be truly successful ,one also needs to be conscientious citizen. College's singularity lies in its unapologetic insistence on discipline as top priority; the key to academic excellence and character building that informs the tone and tenor of all areas of campus life. College lays lot of emphasis on organizing value added programmes for students aswell as staff. Right from the year of its inception College celebrates National Days of importance with great zeal and fervour. Students' Council takes the lead in organizing these programmes. Department of Political Science celebrates Constitution Day . Department of Sociology organizes visits to Old Age home/ Orphanage. Appropriate themes are selected during Class Day Celebration to imbued the moral values required to be dutiful citizens. Leadership training programmes are conducted for student class representatives to teach the importance of team work ,discipline, empathy , vision/goal etc

Extension activities are promoted by the institution through the dynamic and popular NSS and LLE units. The activities carried out by these units not only inculcate value systems among students but also contribute to national development.University of Mumbai and other stake holders.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

A. All of the above

**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**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Ratnamites are endowed with all- round growth and well-groomed personality through various enrichment activities to be reckoned as assets by the society. Along with a strong emphasis on teaching-learning process, other events are planned in such a way to facilitate holistic development of students through activities based around National / International days of importance, India's rich and varied culture , responsibilities towards the society, responsibilities towards the environment, nurturing biodiversity in the campus and so on. All the activities are well structured and maximum participation is ensured . In spite of the difficult situation due to pandemic and the lockdown, our College took efforts to conduct activities through online platform . Students' Council , Committees and Subject Departments organized various events to commemorate days of importance with overwhelming participation from Students and Staff as well

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.

Our College has adopted Continual 3-Tier Training Programme as one of the Best Practices for our Primary stakeholders - Students, Staff and Parents. It was felt that for the benefit of students, the staff should be upgraded through training programs and, very importantly, parents, too, should be trained for effective parenting of adolescent children. Parental support is very essential for their ward to do well both academically and socially. Continual training programmes thus aim at holistic development of not only our primary stakeholders ie students but also their parents who play key role in providing the required support system. Staff Training help teachers to keep themselves upgraded and move ahead with time and technology

To be truly successful, one also needs to be conscientious citizen. College lays lot of emphasis on organizing value-added programmes. One of the best practices is to sensitize students towards Environment Consciousness. One of the major concerns being addressed universally is the Global Warming & Climate Change. To safeguard our Mother Earth, global warming is to be restricted below 20C. It is, therefore, the need of the hour to be conscientious citizens and contribute towards this global cause.

The college is taking its small steps forward through this Best Practice to make each stakeholder a responsible human being and contribute towards Green Environment.

Weblink: <http://ratnamcollege.edu.in/criteria2/bp.pdf>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The effective Teaching-Learning process is the strength of our College. Right from its inception the College follows well planned Teaching-Learning , Testing and Retesting methods to cater to needs of students belonging to diverse socio-economic ,cultural and academic backgrounds. The success of its adopted process is well justified by the performance of its students in University examination and any other field which they choose to pursue.

The year 2020-21 is special as in view of the pandemic and the lockdown thereby, the College had to plan and adopt strategies which ensured that students are provided with the best possible learning environment through the online mode not only for the delivery of prescribed curriculum but also all enrichment activities for their holistic development.

Our College initiated Remodelling Project 2020-22 under the visionary guidance of our Founder-President, the first teacher of NES-SVB Educational Group. One of the key components of the Remodelling Project for the best results through academic excellence is 8 Key Points, which focusses on student-centric teaching -learning and revision -centric methods. Based on the modules provided,each department adopted interactive Teaching-Learning methods through virtual Learning Centres,Virtual Subject Museums, Virtual field trips,wherever possible.Students were encouraged to participate in online conferences ,interact with International faculties through online Guest Lectures conducted.

The Remodelling Project gave new dimensions to Academic & Administrative set ups and is being continually evolved to further strengthen the working system of the College and thereby benefit all its stakeholders

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

To initiate the process for the Autonomous Status

To develop the Ph.D Centre (Commerce)

To apply for new courses as per the perspective plan of our College

To develop and implement the modules of 8 Key Point component of Remodelling Project 2020-22 aimed at best results through academic excellence

To further upgrade and add on to the available ICT tools and other academic resources

To upgrade the software for Admission to facilitate the online process

To emphasize on the digitalization of old and new records