



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	REENA MEHTA COLLEGE OF COMMERCE AND MANAGEMENT STUDIES
Name of the head of the Institution	Dr. Satinder Kaur Maheshinder Singh Gujral
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02228176264
Mobile no.	9892240385
Registered Email	drgujral@rmc.edu.in
Alternate Email	gujralsatinderkaur6@gmail.com
Address	Raj Florenza, C-Wing, Flat no 603, Vijay Park, Mira Road
City/Town	Thane
State/UT	Maharashtra

Pincode	401107																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Mrs Urmila Chauhan																		
Phone no/Alternate Phone no.	02228176266																		
Mobile no.	8108341953																		
Registered Email	enquiry@rmc.edu.in																		
Alternate Email	skgujral06@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://rmc.edu.in/wp-content/uploads/2020/12/AQAR-18-19.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://rmc.edu.in/academic-calendar/																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.41</td> <td>2017</td> <td>12-Sep-2017</td> <td>11-Sep-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.41	2017	12-Sep-2017	11-Sep-2022
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B	2.41	2017	12-Sep-2017	11-Sep-2022														
6. Date of Establishment of IQAC	15-Sep-2016																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration			Number of participants/ beneficiaries															

No Data Entered/Not Applicable!!!

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1) Emphasized on Teaching Learning. 2) To introduce new Value Added/ Skill development programmes. 3) Motivating the faculties to experiment new teaching, learning methods. 4) Principal continuously Mentors the faculties regarding Research activities. 5) Organised the Department Profiling presentation at the end of each semester and discussing the Departments based on their activities, academics and achievements throughout the year. 6) Joined hands with CASI , Global Certification Body , for the benefits of the students 7) To conduct Mega Job fair for the benefits of the students. 8) To Encourage students to participate in social activities.

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

Plan of Action	Achivements/Outcomes
Placements	Mega Job Fair is conducted for the

	regular as well as Alumni to get industry placements.
Feedback on Seminars , Workshops Conducted	Feedback on Seminars , Wokshops conducted is taken from the students attending the workshop and is analyzed by the Principal
Teachers Feedback from students	"Feedback on Teachers by Students was collected online, analyzed and by the Principal for further action"
Department Profiling Presentation	"As a part of Internal Academic Audit, IQAC organised the Department Profiling presentation and file verifications at the end of each semester "
Development of College Building	College management are working on development of College Building to 3rd floor
Improved Pass Percentage of the Students	Remedial Lectures conducted for weak students
Attendance of Students : Regular Parent Teacher Meetings	Attendance of Students has Improved.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Local Committee	11-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	22-Oct-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Staffing Information, Academic Institute, Details of courses conducted by College, Total approved Seats and their details.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college being affiliated to University of Mumbai adheres to the curriculum designed and prescribed by the University. But, towards the framing of this curriculum senior faculty from the college make their contributions as members of Board of Studies/Various Faculties of the University or by sharing their inputs with the members of Board of Studies/Faculties in their respective subjects. The college aims to develop and deploy various plans for effective implementation of the curriculum in which the steps taken in the beginning of the academic year are: Each department conducts departmental meetings where work load distribution among the staff is prepared. A 'Schedule of Work' is prepared following the Academic Calendar issued by the affiliating university and the college. Students are made aware of the academic plans through the College Prospectus, Time Table, Relevant Notices as well as in the classrooms by their respective teachers. Teaching plans are prepared by the teachers of all faculties in view of the abilities of the slow learners, the average students and the advanced learners. Time Tables are prepared for all classes of the respective programmes. All the teachers follow the teaching schedule as per the time table. Class Tests are a prominent feature of the academic plans of the college. The plans are implemented by the teachers through innovative and participative teaching methods. Class tests, Class seminars, Class presentation, Home assignments and examinations are the means through which the progress of the students is observed. The subject teachers arrange study tours, field visits and practical sessions whenever required for enhancing the fundamental concepts and knowledge of the respective subjects. The college always supports and organize study tours, guest lectures/extension lectures, group discussions and industrial visits etc. for students to understand the curriculum more effectively. Departments use modern teaching aids, ICT devices for effective curriculum delivery. The college provide (Conference Hall, and Internet enabled Computer Labs) and well equipped library. The heads of departments strictly adhere to the academic calendar and incase the syllabus is not covered within the stipulated time, compensatory classes are held to complete the syllabus. The IQAC monitors the feedback of the students regarding the same which helps in incorporating remedial measures.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Accountancy	26/06/2019
MCom	Management	26/06/2019
MCom	E-Commerce	26/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	50	2

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Marketing, Finance and HRM	120
BCom	Banking and Insurance	48
BCom	Accounting and finance	93
BA (Journalism)	BMM Mass Media	68
BSc	Information Technology	60
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Evaluation is an integral part of the education. Although there are various methods of teachers' evaluation, students' feedback is considered as the most effective and reliable method. A structured feedback was obtained from the students by the end of the session that will help the teachers not only to identify what they have done but will also help to identify the areas of improvement. The aim of this feedback was to improve the quality of teaching. Data was collected on various parameters as given in the Feedback Performa and was analysed using the descriptive statistics i.e. calculating mean scores and preparing bar graphs on the basis of that. Teachers were pointed out by the college principal who needed improvement in different areas.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accountancy, Management and E-Commerce	180	100	40
BSc	Information Technology	60	100	60
BA (Journalism)	Mass Media	120	200	90
BMS	HRM, Finance, Marketing	180	400	180
BA	Arts	120	150	30
BCom	Accounting And Finance	180	200	90
BCom	Banking and Insurance	120	200	26
BCom	Commerce	480	580	400

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1760	40	31	4	27

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	20	10	10	Null	4

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

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

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

As the students are from varied educational and economic background and also many students are from rural areas. Therefore, the students mentoring system has been devised to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method for mitigating cases of those students who are vulnerable to drop-out from studies. Students are categorized based on the streams of studies. They are divided into the groups of 25 each. Each group is assigned a teacher-mentor who would perform mentoring duties. A Mentoring Format with the guidelines of IQAC has been prepared to ensure uniformity. ? Mentors maintain and update the Mentoring Format which contains space for entering particulars and performance of students. ? After collecting all necessary information, Mentors are expected to offer guidance and counselling, as and when required. ? It is the practice of Mentors to meet students individually

or in groups. ? In isolated cases parents are called for counselling/special meetings with the Principal at the suggestion of the Mentor. ? If a student is identified as having weakness in particular subject, it is the duty of the Mentor to apprise the concerned subject teacher. ? This institutional practice of Mentoring System has been designed and renders service to students of varied academic economic backgrounds.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1760	31	1:57

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	31	Nil	4	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Dr Satinder Kaur Gujral	Principal(in-charge)	National Talent Search Award
2020	Dr. Satinder Kaur Gujral	Principal(in-charge)	Most Ideal Principal Award

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	Nil	2ndTerm	19/11/2019	30/04/2020
MCom	Nil	1st Term	15/06/2019	03/11/2019
BA	Nil	1st Term	15/06/2019	03/11/2019
BA	Nil	2nd Term	19/11/2019	30/04/2020
BCom	Nil	1st Term	15/06/2019	03/11/2019
BCom	Nil	2nd Term	19/11/2019	30/04/2020
BSc	Nil	1st term	15/06/2019	03/11/2019
BSc	Nil	2nd Term	19/11/2019	30/04/2020

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

There are two levels at which the internal assessment is carried out at the college: Postgraduate and Under-graduate. Following the examination pattern prescribed by the University of Mumbai . All post graduate departments conduct Continuous Internal Evaluation for 25 marks for every paper in each semester. This system of evaluation includes attendance,, assignments, book review, presentations, class seminar, class tests and surprise test etc. The students

are well informed in advance about this system of evaluation. The schedule of internal evaluation varies from department to department and is schedule as per the norms. The continuous internal evaluation conducted by post graduate departments provides excellent opportunities to the students to not only showcase their learning but also to develop their skills such as academic writing, research culture and public speaking etc. It also enhances their participation in classroom activities and improves the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement.

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

The academic calendar of the college, is displayed on the college website gives general details about the important days/events and activities to be observed., preparation for youth festival, different departmental activities, PTM, Industrial visits, Educational Tours/Excursions and University Semester Exams. All departments adhere to the broad guidelines as contained in the academic calendar. Internal examinations are held according to the time table announced in advance through notices circulated in the classrooms and displayed on the notice Boards. The affiliating university prescribes the overall framework of time as far as examination timetable is concerned. The departments conduct all the continuous internal evaluations required as per the norms. within the broad framework.

2.6 – Student Performance and Learning Outcomes

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

<http://rmc.edu.in/under-graduate-degree/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Information Technology	55	55	100
Nill	BMS	HRM, Marketing & Finance	112	111	99.10
Nill	BA (Journalism)	Mass Media	82	82	100
Nill	BCom	Accounting & Finance	91	91	100
Nill	BCom	Banking & Insurance	48	47	97.91
Nill	BCom	Commerce And Accountancy	229	219	95.63

[View File](#)

2.7 – Student Satisfaction Survey

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

https://docs.google.com/forms/d/e/1FAIpOLSerrx94BEfvtyk7JaJfstogIuvU1zh4XmeGL5LQgV7uRyXW7Q/viewform?usp=pp_url

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	Nil	University Of Mumbai	45000	45000
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual property Rights and Gender Equality	Reena Mehta College of Arts Science Commerce And Management studies	23/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
----- ----- --	----- -----	----- -----	Nil	----- ----- ---
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
----- ----- -----	----- ----- -----	----- -----	----- -----	----- -----	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Commerce	2	6.35
International	Commerce	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
Accounting	1
BMS	1
BMM	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
----- -----	----- -----	----- -----	Nil	0	----- ----- -----	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	15	Nil	10
Presented papers	1	5	1	Nil
Resource persons	1	2	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Start up	IQAC Department	10	60

awareness			
Mutual Fund Awareness	IQAC Department	10	100
Health Awareness Camp	WDC	10	100
Blood Donation Camp	NSS Unit	4	48
Seminar on Women Empowerment	IQAC Department	50	100
Downloading SwachhtaMAHUA	NSS Unit	10	150
Freedom from drugs	NSS Unit	2	35
Tree Plantation	NSS Unit	3	29
Walkathon	NSS Unit	2	20
International Yoga Day	NSS Unit	10	100
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
-----	-----	-----	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Red Cross	Blood Donaion Camp	4	48
Swachh Bharat Abhiyan	NSS	Cleanliness Drive	10	150
Health Check-up	WDC	Body Check Up	10	100
Awareness on Hygiene and life Cycle of Female	WDC	workshop	5	200
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme	Students	Nill	Nill

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1300000	1345000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Bar code System (MIS)	Partially	MIS	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	20189	2700454	1000	100000	21189
Reference Books	1216	523927	100	20000	1316	543927
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	7	9600	3	1000	10	10600
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	Nill	Nill	Nill	Nill	Nill	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	75	2	0	2	2	2	10	50	5
Added	5	0	0	1	0	0	2	0	0
Total	80	2	0	3	2	2	12	50	5

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities

75000	200000	1500000	1525000
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4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance and upkeep of the campus and facilities within it is our regular feature even if the funds are not allocated and all such matters are managed by the governing body through the maintenance supervisor with his team constituted of Hardware Technician, Electrician, Plumber, Painter, Carpenter etc. However the minor faults are dealt with by this team and experts are also called for major faults. This team looks after the regular maintenance of civil work such as furniture repairs, masonry and plaster works, whitewash, carpentry, plumbing and housekeeping With the help of sweeper cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratories, Auditorium and Common Rooms are maintained properly. They are well equipped with required tools and supplies for this purpose. The campus maintenance is monitored through surveillance cameras. Optimum working conditions of all properties/equipment on the campus like maintenance of Generators, Air Conditioners, CCTV Cameras and Water Purifiers is ensured through contractual technicians.

<https://rmc.edu.in/procedures-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Waive Off Fees	50	1000000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Communication Skills Personality Development	Nil	150	Bushra Madam
Android Workshop	Nil	60	Skill Development
Group Discussion	Nil	100	Mrs. Urmila Chauhan
Personal Interview	Nil	75	Mr. Rahul Mukherjee

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	Carrier Guidance	200	Nil	Nil	Nil
2019	UPSC Workshop	300	10	1	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	25	BCOM/BMS/B AF/BBI	Commerce & Management Studies	University Of Mumbai	MCOM (Management)
2019	25	BMS	Management Studies	University Of Mumbai	MCOM (Management)
2019	3	BCOM	Banking Insurance	University of Mumbai	MCOM
2019	1	BCOM	Banking & Insurance	University Of Mumbai	Law
2019	5	BCOM	Accountancy/Commerce	University Of Mumbai	MCOM (Accountancy)
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	2
SLET	Nil

GATE	1
GMAT	Nil
CAT	1
GRE	Nil
TOFEL	Nil
Civil Services	1
No file uploaded.	

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

Activity	Level	Number of Participants
Mridang	Inter-Collegiate	500
Bank Nationalization Day	Inter-Collegiate	100
B.Com	Intra	60
Sports	Inter-Collegiate	100
Accounting Carnival	Intra	40
Cine Mela	Intra	100
Marketing	Intra	32
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a student council from academic year 2015-16. The members of the student councils are as follows: Rank holder students of each class as a class representative, NCC representative, NSS representative, sport representatives and cultural representatives. These representatives elect the President and Secretary of the student council. The student representatives are also nominated by the Principal on following committees such as. IQAC, Anti ragging committee, student grievance redressal cell, Annual College Magazine, College Canteen Committee, Library and Examination Committee etc. Students undertake various activities like cleanliness campaigns, blood donation, campaign for saving electricity and water and against substance abuses- tobacco, alcohol and drugs. NSS, NCC and YRC also assign different responsibilities to students. Student council also helps to maintain routine discipline in the college and during functions. It is the council member's responsibility to report the teacher in-charge of the student council about any indiscipline happened in any activity or department/class/campus. They help the college authorities in organizing and managing various curricular and co-curricular activities in the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

100

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Reena Mehta College Of Arts Science Commerce Management Studies organized Alumni Meet , under the guidance of Principal, Dr. Satinder Kaur Gujral and the untiring support of the college management. Alumni from 2003 were invited and more than 150 pass out students graced the occasion with their presence. The alumni were positively thrilled to witness the college development both academically and in terms of the infrastructure. Various games and competitions were organised and the participation proved that 'age is just a number' and the women are still very young at heart. While alumni meet provides a podium to interact reminisce, it also gives an opportunity to renew and build new contacts which are really important in this era. Some of the alumni had even given performances. the College authorities were surprised to see the performance of alumni.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

There are various levels at which decentralization happens. The Management takes major policy decisions finance, infrastructure, recruitments and tie-ups etc. They also discuss matters related to teaching and non-teaching staff and the college budget. The Principal is assisted in the day to day functioning by the Senior faculty members, various committees formed for the smooth functioning of the institution and the administrative/office staff. Decisions taken at these levels are implemented with participation from various stakeholders. To illustrate this, the process of preparation of the Annual Plan of action and its implementation are described as under: The Principal in consultation with the Senior Faculty members prepares the outline of the perspective plan in April for the subsequent year. This includes inputs received throughout the year from students, parents, staff members and heads of departments and a host of other issues requiring attention. This is then routed through IQAC of the college which after deliberating on the inputs from the Principal and after incorporating its own suggestions prepares the detailed Plan of Action for the subsequent year. The plan is then submitted to the Management for approval and guidance. At the beginning of the new academic year, the IQAC reviews the Plan of Action approved by the management. The Principal along with the Senior Faculty takes timely decision regarding the implementation of the Plan of Action assisted by different committees, where possible press persons are invited to cover the events organised on the campus, the reports of which are printed in the local newspapers thus enabling the college to reach out to a wide community. The reports of all the activities are printed in the college magazine and annual report of the affiliating University. A copy of the magazine is sent to the management, some alumni and the well wishers of the college who provide their valuable feedback which again becomes one of the sources for preparing the plan for next academic year.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college being affiliated to University Of Mumbai, Mumbai adheres to the curriculum designed and prescribed by the university. The heads of departments strictly adhere to the academic calendar and in case the syllabus is not covered within the stipulated time, compensatory classes are held to complete the syllabus. The IQAC monitors the feedback of the students regarding the same which helps in incorporating remedial measures.
Teaching and Learning	The review of the academic results, the mutual sharing among the faculty and the regular feedback from the students enable the teachers to improve their teaching strategies. Modern teaching aids and tools like computers, LCD projectors and Internet etc. are used to make learning experience more interesting, stimulating and retentive. The technologies and facilities like well equipped laboratories and Library, computer labs with Broadband and Wi-Fi facility are used by the faculty for effective teaching A close watch is kept at the learner's progress so that she remains alert. When she performs well, she is given incentive in the form of prizes and fee concession. This keeps the spirit of healthy competition alive among the students
Examination and Evaluation	Oral and written class tests are scheduled by teachers at their own end at the end of chapter or units. Oral and written class tests are scheduled by teachers at their own end at the end of chapter or units. Internal assessment is awarded on the basis of criteria given by the university along with the syllabus. The students and the faculty are made aware of the evaluation process through announcements in the classes and notices put up on the notice board.
Research and Development	To motivate the faculty for academic advancements by way of which a few staff members have completed their PhD and some are perusing. IQAC promotes

the participations of the teachers in Seminars/Conferences by way of which staff members present papers in National/International Seminar organised by different institutions. Many of the faculty member have got numerous papers published in National/International Journals besides authoring books in their respective fields. Research facilities for the students: Internet facility, reference books for the required period and facility of e-resources like INFLIBNET are available.

Library, ICT and Physical Infrastructure / Instrumentation

Library is computerized with MICM Software that enables maintenance and access of stock and issuance. And return of books. The Institute facilitates extensive use of ICT resources i.e. use of computer aided teaching/learning/material by its staff and students. E-Learning facilities like INFLIBNET and DELNET are also available. Online Database of Catalogue can be accessed through OPAC. The whole campus is Wi-fi enabled .

Human Resource Management

Participative managements exists as the institution understands that substantial value can be created by sharing ideas among employees and the same is practiced through : Committee approach to management . The college has various committee/cells comprising of convener and faculty members team which monitors and manages different academic and non-academic responsibilities. Decisions are taken on the basis of feedback from informal interaction from all stakeholders. Faculty members are motivated to acquire additional qualification.

Industry Interaction / Collaboration

The students from Dept. of Commerce and IT departments visit industry as per the requirement of the curriculum/or acquaint the students with the latest advancements taking place in the industry. Different industries are invited in the campus through Job Fair.

Admission of Students

Admissions of students are taken on the basis of list prepared by the Admission Committee keeping in mind the intake strength as mentioned in the prospectus following the eligibility criteria laid down by the university. Admission to M.Com is open to the

student who satisfies minimum eligibility conditions as laid down by the university. During the session 18-19 1860 students were enrolled in all courses.

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

E-governance area	Details
Planning and Development	Every possible effort is made to apply e-governance in different areas of operation like Administration, Finance Accounts, Student Admission and Support and Examination which reduces labour cost and paper cost and helps in retrieval of information whenever required.
Administration	The college tries its best to keep in touch with the latest tools of administration for example college staff uses the technology for administration purpose such as use of Smartphone with inbuilt social apps like Gmail and WhatsApp through which they share the notes to students and forward the topic of assignments etc. It also helps to provide the brief notice of any event to be happened on college. The college has Biometric attendance for Teaching, Non-Teaching and Support Staff. The college campus is equipped with CCTV cameras at every place of need.
Finance and Accounts	The college conducts regular audit of annual books of accounts. The administrative office keeps the all financial records separately as per the events and transactions made for. The administrative office maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	The admission process is online as well as off line . Students can take the admission by filling form through our software Academia.rmc.edu.in.
Examination	Student Examination share is paid to the University as per the norms. Internal and external Exams are conducted by the college s per the Examination rules provided by the University.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2020	Mrs. Rinkle Solanki	Syllabus Revision Workshop	University of Mumbai	1000
2019	Dr. Satinder Kaur Gujral	Refresher Course	HRDC University Of Mumbai	1000
2019	Mrs Swati Saigal	International Conference	University Of Mumbai	2000
2019	Mrs Urmila Chauhan	Faculty Development Programme	University of Mumbai	3000
2019	Dr Satinder Kaur Gujral	National Conference	Shri Ram college of commerce and science	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	A lecture on 'How to write a research paper and how to start writing a dissertation'	NA	Nil	Nil	100	Nil
2019	A lecture on Intellectual property rights and Gender Equality	NA	Nil	Nil	100	Nil
View File						

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

Title of the professional	Number of teachers who attended	From Date	To date	Duration
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development programme				
Refresher Course	1	05/03/2019	26/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	25	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Fee concession to the children of teaching staff. The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. ? Advances/Loan facilities to carry out family responsibilities like arrangement for weddings, purchase of house/vehicle etc. are provided through a very easy mechanism</p>	<p>Summer and winter uniform to all the support staff and gift in cash for Diwali celebration is also given to the support staff. ? Fee concession to the children of non-teaching staff and free education to the children of support staff is provided. ? Free Bus facility is provided for the employees.</p>	<p>Fee concession to the students belonging to low income group and discount on fee on the basis of merit is provided to the students. ? There is a provision of paying fee in easy instalments. ? In addition to Group Insurance for students health facility during the stay in the college is provided. Book bank facility is also available for the students belonging to weaker sections of the society. ? Extra coaching is provided for slow and advance learners within the college time which is free of cost. ? Provision of coaching for competitive exams is there only for aspirants.</p>

6.4 – Financial Management and Resource Mobilization

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

<p>Management conducts internal and External Audit regularly The management engages a chartered accountant who conducts internal audit regularly/annually. The internal audit is up to date. It has been completed on this financial year March 2020. No significant objections were raised by the auditors. Some minor mistakes were found which were sorted out at the same time by Internal Auditor. The Financial Auditor was of University of Mumbai also visited the college to check the amount paid for Affiliation of courses running by the college.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	-----

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	An External AAA team was constituted by the college Principal.	Yes	Head of Departments
Administrative	Yes	An External AAA team was constituted by the college Principal	Yes	Management (Governing Body of the College)

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

A healthy interaction with the parents is facilitated through PTMs where they can freely interact with the tutorial group in-charge and other faculty members and can give their suggestions. On the basis of which changes in different systems are made after discussing with the Principal. Suggestion box has also been put up for this purpose and the suggestions are taken into consideration. The parents are also invited on the Orientation day along with the students to create awareness regarding the pattern of UG course and PG Course

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

Training on Art of Serving to the Guest. (Given by Dr. Seema Bhalerao Faculty of Hotel Management) An awareness program about one time Plastic was organized for the support staff.

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

Regular meetings if IQAC are conducted. Timely and regular submission of AQAR.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Conductiong regular meetings of AQAr	Nil	Nil	Nil	15
2019	Submission	Nil	Nil	Nil	15

	Of AQAR				
2020	Academic Administrative Audit Conducted	07/03/2020	Nil	Nil	100
2019	Feedback from all stakeholders collected analyzed and used for improvements	30/11/2019	01/11/2019	05/12/2020	600
2019	Student Satisfaction Survey Conducted	Nil	01/11/2019	05/12/2020	600
2020	Seminar on Swayam	10/01/2020	10/01/2020	Nil	200
2019	Lecture on Stress Management	Nil	Nil	Nil	100
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An interactive session on Gender Issues rights and duties	Nil	Nil	100	50
Workshop on Self defense	Nil	Nil	50	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
5.00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	100
Provision for lift	Yes	100
Ramp/Rails	Yes	50
Braille Software/facilities	No	Nil

Rest Rooms	Yes	10
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	Nil	Nil	Nil	Nil	Nil	Nil
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	02/12/2019	See Annexure

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Founders Day celebration	16/09/2019	16/09/2019	400
Garba Celebration in the campus	09/10/2019	09/10/2019	900
Diwali Puja	Nil	Nil	100
Peer learning is being practiced in the classes	Nil	Nil	600
Yoga celebration Day	Nil	Nil	200
Teachers Day Celebration	05/09/2019	05/09/2019	100
Joy Of Giving	Nil	Nil	600
Voter awareness Day	Nil	Nil	50
Womens Day celebration	Nil	Nil	158
Blood Donation Camp	Nil	Nil	102
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation programme is conducted by NSS Unit. Initiatives are taken to make the campus plastic free. Drug awareness workshop was conducted for students in the college Auditorium. With the help of Police department.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Media Activities:- It is sphere of the most interesting and creative involvements. College not only promotes but also encourages students to come forward to implement their innovative ideas. Students are involved in various kinds of media-based activities and every year some new additions are experienced in regular media practices. During academic year 2019-2020 students came up with RMC Times (Paper) in which all the events conducted by college are captured and similarly all the activities conducted are highlighted on social media. IT Students are involved in all activities to prepare the flyers and content for the concern activity. **Social Activity:-** College has been consistently involved in taking initiatives in delivering honorary services in varied ways to help the needy ones of the society. College organizes Health check up camp for all the Staff and Students. During 2019 Health check-up was conducted by Wockhardt Hospital . Besides this college through its Women Development cell conducts Girls oriented seminars to educate the girls.

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

<https://rmc.edu.in/best-practices/>

7.3 – Institutional Distinctiveness

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

? The college displays the mission and vision on the boards, website, Prospectus and in the orientation programs. The students are mentored, nurtured and rewarded for better performance. ? The academic progress of the students is continuously monitored by the performance assessment in Internal as well as External exams. ? The college is dedicated to make teaching and learning more effective for the students . ? Earn while learn method is also adopted by the student.(College Provides Placement). ? Students and faculties are motivated to participate in organizing, attending seminars/workshops/conferences and present papers. ? The college obtains the feedbacks from the students on teaching and Learning, infrastructural facilities and student support services. Feedback from the teachers, parents and alumni is also obtained to provide excellence . ? Academic and Administrative Audit has been done. The suggestions given by the academic and administrative audit team will help us improve quality in these areas. ? The college fulfils its social responsibility towards the community through its best practices like 'Joy of Giving', 'Save Environment', to all the UG and PG students. ? For inculcating a sound value system among students, they are involved in blood donation camps, environment cleanliness, public health education and creating awareness in public on social issues through NSS activities. ? Counselor is available to guide and counsel the students .

Provide the weblink of the institution

<https://rmc.edu.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

To apply for BSc Data Science and BSc (Hospitality Studies). To start with Language Lab for UG students. To arrange more Skill Based Programmes for students.

