Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**Reena Mehta College of Arts, Science, Commerce and Management Studies**
Name of the head of the Institution	**Dr. Satinder Kaur Gujral**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02228176264**
Mobile no.	**9892240385**
Registered Email	**enquiry@rmc.edu.in**
Alternate Email	**drgujral@rmc.edu.in**
Address	**150 Ft, Road opposite Maxus Mall, Bhayander West, Thane 401101**
City/Town	**Bhayander**
State/UT	**Maharashtra**
Pincode	**401101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Urmila Chauhan**
Phone no/Alternate Phone no.	**02228176264**
Mobile no.	**8108341953**
Registered Email	**urmilachauhan@rmc.edu.in**
Alternate Email	**urmilamehra.rbsm15@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://rmc.edu.in/

4. Whether Academic Calendar prepared during the year

No

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.41**	**2017**	**12-Sep-2017**	**11-Sep-2022**

6. Date of Establishment of IQAC

01-Jun-2015

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
SEMINAR ON STOCK BROKING FINANCIAL MARKET	**17-Jun-2017** **1**	**103**
HOW TO BE A SMART INVESTER AND HOW TO MANAGE MONEY	**14-Jul-2017** **1**	**344**

SEMINAR ON PERSONALITY DEVELOPMENT AND CAMPUS TO CORPORATE JOURNE	17-Jul-2017 1	48
National Conference on Management of Change Issues and Challenges	11-Jul-2017 1	11

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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!!!				
No Files Uploaded !!!				

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 :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
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. Introducing new programs for student academic professional growth (BA) 2. To initiate placement or career guidance activities for the students . 3. To initiate Remedial coaching for weaker students 4. To initiate National Conferences for faculties and students . 5. To arrange Industrial or Participative and Experiential learning

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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
1. To organize more number of National International workshops and seminars for faculties	Conducted National, International and institutional level Seminars.
2. To conduct more number of extension activities.	Blood donation camp, Visit to orphanage, Swachh Bharat Abhiyaan week, self -defence training for the girl child- To arouse social consciousness of the students by providing them opportunities to work with and among the people
3. Motivate faculty members and students to pursue interest in research.	Faculty members have published their Research articles in prominent listed journals.
4. To increase the pass percentage	Remedial lecture for weaker students have been conducted.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
MANAGEMENT	10-Jun-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	08-Feb-2018

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Institute has a partial management information system (MIS) that reports information in a hierarchical order from lower to higher level. The colleges library is partially automated. Tally software is installed in the account department. For the admission system to operate well, MICM software is used.

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

Department Coordinators submits a syllabus plan at the beginning of the semester to the Principal. 2) An academic calendar is prepared in advance and published in the college website in accordance with the University of Mumbai. 3) Every department submits an activity calendar for the month which they try and adhere to. The activities enhance and supplement the syllabus plan 4) The progress of the department is maintained through regular Internal Exams, Class tests, Presentations and Semester end exams. 5) The principal conducts regular meeting with the coordinators and faculty members. 6) Time tables are prepared well in advance and made available before the commencement of each semester. 7) Syllabus Completion sheet is signed by the Students every week which is finally signed by the Principal. 8) The Principal interacts with the students on Regular basis and communicate with them if they have any complaints. 9) Suggestion Boxes are kept on each floor for the students through which the Principal come to know if the students have grievances. 10) Women Development Cell is formed for the girl Students where in The Principal is also a member of it. The grievances of the student is taken care of and many activities are also conducted under this cell. 11) All the classrooms are ITC compatible. This makes for interactive classroom sessions 12) The College also subscribes to E-journals, INFLIBNET. A record of the students using the numerous library facilities is maintained by the Librarian 13) Guest Lectures, Field Visits, Seminars & workshops are conducted by different Departments for the students to enhance the Practical knowledge of the students. 14) Project work is compulsory for the students in the last semester according to University of Mumbai Curriculum. 15) Departmental meetings are taken by different Departments to discuss on various aspects like Students attendance, preparation of departmental files in accordance with NAAC

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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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
Nill	NA	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

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
NA	Nill	0

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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	Finance/ HR/ Marketing	259
BCom	Accounting & Finance	234
BCom	Banking & Insurance	161
BSc	Information Technology	51
BA	Multimedia and Mass Communication	202
BCom	IT/ EXPORT	603

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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
We have offline Feedback System. Student Feedback System is collected on various Criteria such as learning environment of the college, canteen facility, counselling department, sports facility, Library facility and infrastructural facilities and is analyzed by the Principal. Teachers Feedback is covers teaching learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas, use of ICT in teaching methodologies, interactive teaching and students involvement in learning. we have individual teacher feedback system which is then analyzed by the Principal The college regularly organizes parent teacher meetings. Suggestions given by the parents are duly taken note of. Parents can meet with the Principal and the faculty by prior appointment. The grievances and suggestions are heard and appropriate action is taken. Mentoring is done to ensure student progress and to help in building bridges between the college and the community. Alumni Feedback is obtained during the Alumni Meet or Convocation Ceremony and the final year students are asked to fill an Exit Form. The college alumni members are in varied fields and make suggestions about the curriculum keeping the present industry scenario in mind.

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
BMS	HR/ Marketing/ Finance	120	250	120
BCom	Accounting & Finance	120	180	113
BA	Multimedia & Mass Communication	120	120	98
BCom	Banking & Insurance	60	75	55
BSc	Information Technology	60	85	59
BCom	IT/Export	360	540	360
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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
2017	1911	0	35	0	0

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
36	36	8	8	20	0
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All students in the College are mentored by the faculty with each teacher including the Heads of Departments. Fixed number of students allotted to the mentor. All students initially provide their basic information and any other relevant information which affects their attendance or performance on a daily basis. The mentor then conducts two to three meetings with the mentee in a year monitoring their academic performance and helping the mentee through psychological problems if any. Mentees detected with any problems are referred to the counsellor of the College. On a case to case basis, parents/guardians are called and the mentee problems are sorted out. Mentees are also guided to focus on their weaker areas in subjects and encouraged to visit the library, refer journals and use social media in an academic and creative manner.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio

1911	36	1:53

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
36	36	0	36	1

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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is affiliated to University of Mumbai . As a result, the College had implemented the University system. According to it, students in the first, second, and third year of the BCOM have 100 marks semester end examination but all other courses used a 75:25 pattern. Hence, internal examination of 25 marks was conducted for all the professional courses as per rule of University of Mumbai. In order to assure ongoing internal assessment and prepare them for university-level exams, we also regularly conduct assessments. Additionally, through various committees and groups in the College, several departments had held power point presentations, case studies, quizzes, essay writing, elocution, etc.

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

The College is affiliated to The University of Mumbai and follows its pattern. The college had created an academic calendar for the academic year 2017–2018. The College adhered to the same for calculation of number of teaching days, completion of the syllabus, conduct of examination and other academic activities along with co-curricular activities, extra-curricular activities and social outreach programmes. Following the academic calendar made it very easy to arrange internal exams, presentations, field trips, guest lectures, semester-ending exams, etc. The college level exam results were announced on time and according to the schedule provided. Following the academic calendar made it very easy to arrange internal exams, presentations, field trips, guest lectures, semester-ending exams and also in the admission process.

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)

https://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
RMCBCOM	BCom	Nill	281	169	64.14
RMCBMS	BMS	Nill	66	43	65.15
RMCBAMMC/BMM	BA	Multimedia & Mass Communication	57	29	50.88
RMCBAF	BCom	Accounting & Finance	62	42	67.74
RMCBBI	BCom	Banking & Insurance	52	36	69.23
RMCBSCIT	BSc	Information Technology	49	34	69.39

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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://rmc.edu.in/student-satisfaction-survey/

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
Nill	0	0	0	0

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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
RISK MANAGEMENT AND BASEL RECORD	BCOM, BMS, BBI, BAF	18/02/2017
SEMINAR ON STOCK BROKING FINANCIAL MARKET	Accounting and FInance and BMS (Finance)	07/06/2017
SEMINAR ON ETHICAL HACKING	BSc IT	22/06/2017
HOW TO BE A SMART INVESTER AND HOW TO	BCOM, BMS, BBI, BScIT, BMM, BAF	14/07/2017

MANAGE MONEY		
SEMINAR ON PERSONALITY DEVELOPMENT AND CAMPUS TO CORPORATE JOURNEY	BCOM, BMS, BBI, BScIT, BMM, BAF	17/07/2017
SEMINAR ON SHARE BROKING AND FINANCIAL MARKET	BCOM, BMS, BBI, BScIT, BMM, BAF	28/07/2017
WORKSHOP ON CHANGE MANAGEMENT	BCOM, BMS, BBI, BScIT, BMM, BAF	31/07/2017
NATIONAL CONFERENCE ON MANAGEMNT OF CHANGE ISSUE AND CHALLENGES	BCOM, BMS, BBI, BScIT, BMM, BAF	23/08/2017
SEMINAR ON CAREER GUIDANCE BY ICA	BCOM, BMS, BBI, BScIT, BMM, BAF	12/09/2017
SEMINAR ON CAREER LAUNCHER	BCOM, BMS, BBI, BScIT, BMM, BAF	19/09/2017
SEMINAR ON I QUIT TOBACO CAMPAIGN	BCOM, BMS, BBI, BScIT, BMM, BAF	27/11/2017
SEMINAR ON CAREER LAUNCHER	BCOM, BMS, BBI, BScIT, BMM, BAF	22/12/2017
WORKSHOP FOR REVISED SYLLABUS OF SYBMS SYBAF	BCOM, BMS, BBI, BScIT, BMM, BAF	28/06/2017
SEMINAR ON CAREER GUIDANCE	BCOM, BMS, BBI, BScIT, BMM, BAF	12/02/2018

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
NA	NA	NA	Nill	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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	0

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)
Nill	NA	Nill	Nill

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	7

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

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

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
Presented papers	23	16	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SOCIAL EVENT (DONATION DRIVE) AT ANMOL BALGRAH	NSS	5	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7521	188737	725	166129	8246	354866
Reference Books	581	58060	12	12128	593	70188
e-Books	0	0	0	0	0	0
Journals	11	12000	0	0	11	12000
Digital Database	0	0	0	0	0	0
CD & Video	50	558	5	300	55	858
Others(specify)	7	1800	4	4906	11	6706
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	73	2	2	3	2	6	0	0	0
Added	2	0	1	0	0	0	0	0	0
Total	75	2	3	3	2	6	0	0	0

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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites

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

The college has its own Auditorium/Seminar hall with infrastructure like Stage, chairs and Tables, Amplifier, Podium, lights and fans with proper ventilation. 2) Playground the College has a big playground of its own with facilities for playing Cricket, Football, Basketball, KhoKho, Kabaddi, BadMinton etc. 3) Gymnasium – The College has well equipped Gymkhana in which Carom, TableTennis, Chess are made available for the students. It has a Gymnasium for Physical Exercise for the students and the staff. 4) Cafeteria The College has a Cafeteria for the students and the staff. It remains open from 7.30 am to 5.00 pm on all working days. It provides tea, coffee, cold drinks, snacks lunch etc. at a reasonable rate and of excellent quality. 5) Health centre – The College is equipped with a firstaid box containing Medicines and a Doctor is also available on call basis and other necessary materials to meet the requirement of the students and the staff incase of emergency. The faculty members have been trained to deal with emergency cases at the college level whenever is necessary. 6) Facilities like RO Drinking water on every floor 7) Xerox and stationary shop is also available in college premises for students and staff 8) facilities like Lift, Ramp, washroom, for speciallyabled person

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	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

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
Soft Skill Training programme	04/02/2017	Nill	Nill
SEMINAR ON CAREER GUIDANCE BY ICA	12/09/2017	251	Nill
WORKSHOP FOR REVISED SYLLABUS OF SYBMS SYBAF	28/06/2017	Nill	Nill
MARK IT	01/01/2017	10	Nill
ACCOUNT CARNIVAL	12/03/2017	8	Nill
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	SEMINAR ON CAREER GUIDANCE	Nill	76	Nill	0
2017	SEMINAR ON SHARE BROKING AND FINANCIAL MARKET	Nill	151	Nill	0
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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
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	Nill	Nill	Nill	Nill
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
MARK IT	College	10

ACCOUNT CARNIVAL	College	8
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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)

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Principal, Heads of departments, committee in charges as well as support staff are involved to prepare, coordinate, supervise and evaluate plans and manage college resources keeping pace with the vision and mission of the college. The Institution has a structure which provides independency to various Departments and committees to make sure that Decentralized system is been followed. Under the supervision of Principal, Heads of the Departments are given academic autonomy to prepare Academic Calendar, Time table designing, allotment of Projects, Intercollegiate/ Intracollegiate events , Workshops, Seminars and Guest Lectures in their respective Departments. Various committees are formed and a Convenor is designated from the faculties itself. The convenor has the autonomy to conduct various relevant activities in their departments. The Head Clerk is responsible for delegating responsibility to various non teaching faculties in accordance with the college authorities. In Cultural Committee, we have Student representative (General Secretary, Joint Secretary, Contingent leader, Assistant Contingent leader) who are nominated by the Cultural Committee members. The students in coordination with the Cultural head take all the decisions to conduct various events in the college and participate in other college. The Institute fosters Participative management at all level.

College prospectus, Brochure Preparation, Organization of National and International Conferences and other acivities are done in coordination with the Principal and other Faculty Members. The Media team headed by the Social Media head is handled by the students for Pre event, during event post event communication.

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 is affiliated to the University of Mumbai and hence, the curriculum prescribed by the University is followed.
Teaching and Learning	Regular meetings of the departments are held to monitor syllabus plan and completion. Use of ICT techniques is adopted to make learning more interesting .Relevant PPT and video presentations are shown to the students. Other teaching techniques like field visits, expert lectures, competitions, role play, case study technique are adopted .Projects are given to students so as to provide exposure to students . Staff and students are encouraged to update their knowledge by participating in seminars /conferences /workshops and training programmes.
Examination and Evaluation	The institution follows and conducts examinations as per the rules prescribed by the University. Continuous evaluation of students is done by giving class test, projects, internal examination. • Regular notices and information is provided to the staff for assessment of answer books to enable declaration of results on time.
Research and Development	National and International Conferences are conducted in our college for Students as well as the faculty members to promote research activity in the institution.
Library, ICT and Physical Infrastructure / Instrumentation	HOD's and Faculties recommend new books in the library and order is further placed by the Librarian. Library is automated with MICM software. The institution has a centralised IT department that looks into upgradation of ICT facilities in the college. The college has planned phase wise upgradation of ICT

	facilities
Human Resource Management	Recruitment process is conducted as per the norms of the University of Mumbai as and when there is a vacancy. Once the appointment is made, necessary formalities and procedure is being followed for approval of the staff. Staff are constantly encouraged to attend workshops/seminars/orientation/refresher courses .Two way communication and continuous interaction of staff with Principal and Management is held for smooth functioning of the institution. Celebrations of festivals, one day picnic and other occasions are held to keep staff motivated.
Industry Interaction / Collaboration	Companies were invited for campus placements and summer internships for students. Industrial visits and Field trips are organized to have an industry academia interface
Admission of Students	Once results are declared the college issues notice regarding admission dates and the details are also displayed on the website .The admission process is conducted as per the norms of the University of Mumbai. Prospectus is issued to the students wherein all details of admission procedure is mentioned. Admission Committee helps in the counselling of the students and in the admission process and feedback is taken from the students

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

E-governace area	Details
Planning and Development	MICM Net Solution Software which consisits of many modules is used by our Admin Staff to make the process easier. We are using this software in the Library, Printing of Results , ID card Printing, and sending messages to parents and students. MIS is also used in to accumulate data of staff , salary structure etc.
Administration	Students Admission and Examination related information is uploaded on University of Mumbai through MKCL Portal.
Finance and Accounts	Tally is also used by the Finance Accounts Department
Student Admission and Support	Admission Application form is filled by the students on the site of University of Mumbai prior taking admission in the college. Merit list is

	prepared and uploaded by fully computerized system.
Examination	The College follows the University Timetable for the FY, SY and TY Examination. The results are prepared using inhouse software.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

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)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Digital Transformations with SAAP – Prepare and Lead Succeeding in the Corporate World – Journey of Life	1	08/12/2017	08/12/2017	1
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	35	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

	No Data Entered/Not Applicable !!!	

6.4 – Financial Management and Resource Mobilization

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

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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**	**Nill**	**Yes**	**Examination head**
Administrative	**Yes**	**Nill**	**Yes**	**Governing Body**

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

College conducts Parents Teacher meet twice in a year wherein the parents meet the Head of Departments as well as the Faculties to know the progress of their ward. 2. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority. 3. If a student is irregular, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority. 4. The Parents are also invited in the Orientation Day of the College with the students to create awareness regarding the pattern of 3year degree course, examination pattern, the rules of discipline and facilities offered by the college and other relevant details. 5. The queries of parents related to the career is also resolved. Parents opinion on Syllabus of the Programme is taken. Suggestions of the parents are also taken into consideration.

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

NIL

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

Faculties and students are encouraged to participate in Research related activities. Faculties are also motivated to attend short term courses, seminars and conferences. Separate rooms has been allocated for NAAC, DLLE and WDC for the proper functioning of the Departments. ICT enabled Classroom has been constructed.

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!				

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
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	10

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
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
1) Tree plantation program is conducted by NSS unit. 2) Initiatives are taken to make the campus Plastic free. 3) Initiatives are taken to make use of less paper 4) Tobacco smoking, chewing of panmasalas and gutka is prohibited in the college campus 5) Change of old CFL Tube lights into LED Bulbs

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
Social Activities- Reena Mehta College has been consistently involved in taking initiatives in delivering honorary services in varied ways to help the needy ones of the society. The college has its separate NSS and DLLE departments wherein member students participate in different social activities like tree plantation, blood donation, Swatch Bharat Abhiyan, creating awareness for traffic rules, harmful effects of drug consumption, ban on plastics, etc. Besides this College through its Women development Cell conducts female-oriented seminars to educate the girls' students and other females associated with the College about following the right way to lead a healthy life and to protect themselves. Every individual department from self-finance courses also motivate the students to inculcate the habit to serve society by giving them enormous opportunities to participate in social welfare activities. Media Activities- This is another sphere of the most interesting and creative involvements. Reena Mehta College not only promotes but also encourages students to come forward to implement their innovative ideas. Students of the college are involved in various kinds of media-based activities and every year some new additions are experienced in regular media practices. All the events of the college like seminars, workshops, guest lectures, co-curricular activities are highlighted on social media. Programs organized and conducted by the College go live on Instagram and Facebook. During College Fest "Mridang" the program can be seen live 247. Students also capture the programs by clicking candid pictures and videos to upload them on social media. Students from the IT department handle social media and prepare the content by themselves to upload after approval. Many more media-related activities have been included as a part of the curriculum which College finds necessary for the overall upliftment and development of the students.

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
Our vision: is to develop the knowledge, skills and character of our students that will help us in creating and sustaining an environment, conducive favourable enough to achieve academic professional excellence. Our mission: is to built up students ethically strong, academically proficient and culturally aware to serve the society at large, and thereby to motivate them in order to bring about social harmony enhance their quality level bring on a holistic development.

Provide the weblink of the institution
https://rmc.edu.in/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

1. To increase the number of classrooms. 2. To organize more number of Seminars

and workshops for the faculties 3. To encourage faculties to publish research papers. 4. To conduct seminars on Gender Equity IPR. 5. To provide guidance to students on Competitive Examination and Career Counselling. 6. To provide capability enhancement and development schemes and value added courses for the students