



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		RISHI DAYARAM AND SETH HASSARAM NATIONAL COLLEGE AND SETH WASSIAMULL ASSOMUL SCIENCE COLLEGE
Name of the head of the Institution		DINESH B. PANJWANI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+912226483544
Mobile no.		9820133693
Registered Email		rdnational1949@gmail.com
Alternate Email		principalrdn@gmail.com
Address		SMT JOTU KUNDNANI CHOWK OFF LINKING ROAD BANDRA WEST MUMBAI 400050
City/Town		MUMBAI
State/UT		Maharashtra

Pincode	400050																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	Self financed and grant-in-aid																								
Name of the IQAC co-ordinator/Director	Dr. Kiron Jathar																								
Phone no/Alternate Phone no.	+912226483544																								
Mobile no.	9967065969																								
Registered Email	iqac@rdnational.ac.in																								
Alternate Email	rdnational1949@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	http://rdnational.ac.in/Docs/naac/aqar1718.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://rdnational.ac.in/#!pages/NAAC/NAAC.html																								
5. Accrediation 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 Accrediation</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>85.75</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> <tr> <td>2</td> <td>B++</td> <td>2.89</td> <td>2018</td> <td>26-Sep-2018</td> <td>25-Sep-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	85.75	2004	03-May-2004	02-May-2009	2	B++	2.89	2018	26-Sep-2018	25-Sep-2023
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1	B++	85.75	2004	03-May-2004	02-May-2009																				
2	B++	2.89	2018	26-Sep-2018	25-Sep-2023																				
6. Date of Establishment of IQAC	15-Jun-2004																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Participation in NIRF Process	17-Nov-2018 1	5
Curriculum Intense Inter Collegiate Festivals	15-Dec-2018 17	1600
Citizen Science Activity -IIInd Bandra Bird Race	25-Jan-2019 2	103
Organized National Level Research Convention	09-Feb-2019 1	64
Hosted District Round of Avishkar Research Meet	29-Dec-2018 1	470
Inter Collegiate API Workshop	08-Aug-2018 1	20
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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
BOTANY , BIOTECHNOLOGY , CHEMISTRY , MATHEMATICS AND STATISTICS , PHYSICS , ZOOLOGY	DBT STAR COLLEGE SCHEME COLLEGE SCHEME	DEPARTMENT OF BIOTECHNOLOGY	2018 1096	8100000
Dr. Ravi Shukla	Minor Research Project	Univ.of Mumbai	2018 365	43000
Dr. Meghna B. Thakur	Minor Research Project	Univ. of Mumbai	2018 365	35000
Dr. Suchandra Dutta	Minor Research Project	Univ. of Mumbai	2018 365	30000
Dr. Mona Kejariwal	Minor Research Project	Univ. of Mumbai	2018 365	30000
Dr. Milind Kulkarni	Minor Research Project	Univ. of Mumbai	2018 365	45000
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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

6

year :	
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)
Collation and compilation of the data in the form of presentations as evidence for NAAC revisit.
Regular interaction with various departments, committees & NAAC steering committee to review preparedness of NAAC
Interaction with the Departments of B.A.F. & B.M.S. in organizing the National Level conference "Envisage"
Organization of one day workshop to deliberate revised accreditation framework of NAAC with Principals and IQAC coordinators. "
Planning and application for DBT Star College Scheme

View File

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year								
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>Strengthening the facility for effective teaching learning for undergraduate students</td> <td>Applied and received DBT-STAR College scheme for 3 academic years for 6 departments. The sanctioned grant amount was Rs 123 Lakhs.</td> </tr> <tr> <td>Scaling up of Research activities at Undergraduate and Post Graduate level</td> <td>76 students across the various streams enrolled for Honors project under guidance of 21 teaching faculties and participated in Avishkar Research convention organised by the University of Mumbai</td> </tr> <tr> <td colspan="2" style="text-align: center;">View File</td> </tr> </tbody> </table>	Plan of Action	Achivements/Outcomes	Strengthening the facility for effective teaching learning for undergraduate students	Applied and received DBT-STAR College scheme for 3 academic years for 6 departments. The sanctioned grant amount was Rs 123 Lakhs.	Scaling up of Research activities at Undergraduate and Post Graduate level	76 students across the various streams enrolled for Honors project under guidance of 21 teaching faculties and participated in Avishkar Research convention organised by the University of Mumbai	View File	
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Scaling up of Research activities at Undergraduate and Post Graduate level	76 students across the various streams enrolled for Honors project under guidance of 21 teaching faculties and participated in Avishkar Research convention organised by the University of Mumbai							
View File								

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
MANAGEMENT	14-Sep-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	10-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	22-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Following administrative operations are handled through MIS systems Identity and Library card Class Room Management Roll Call Management Attendance Entry Examination Result processing Admission Module Absenteeism Module Inventory Biometric attendance of Teaching NonTeaching staff. Late reporting for lecture and early departure before the last lecture by linking the college time table with staff attendance system Monthly and cumulative student attendance reports, incorporation of attendance in college examination form. Centralised data base which contains information of all students enrolled in college, information about students who opt for subject change or leave the college is updated. Inhouse centralised computer facility for generation of examination form, hall tickets, seating arrangement, block wise attendance sheets, blank marksheet, inventory, new and existing infrastructure facilities, chemical, glass apparatus and equipment. Generation of purchase order form.</p>

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

Affiliation with the University of Mumbai provides the syllabi, sessions required to complete units in accordance with the Board of Studies and the Academic Calendar, which serve as guidelines for Departments to plan before the commencement of semesters. College draws out an almanac of academic as well as extra curricular activities for the year in the Prospectus. Departments plan their workload, syllabi distribution and activities in consultation with the Principal. Departments also prepare course material, timetable and generate academic resources. Details of the actual lecture and the above mentioned material is carefully noted in a comprehensive Log Book of the Department as well as of each Teacher, which is regularly reviewed by the IQAC. Students enhance knowledge through audio visual resources, internet, practical internships, projects, field trips and guest lectures. For strengthening their theoretical base students undergo continuous evaluation through Class tests, Presentations, Open Book tests, Intensive coaching and Preliminary Examinations. Well equipped smart class rooms, audio-visual and other ICT facilities ensure interactive teaching through students' participation in group discussions, quizzes and seminars. The IQAC keenly monitors the progress in every sphere of the teaching learning process and acts as the bridge between Departments and the Principal as well as the Parents and the academic authorities.

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
Herbarium Management	Nil	05/11/2018	35	Employability	Herbarium Curation

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	SCIENCE : BOTANY	12/07/2018
No file uploaded.		

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
BA	Psychology	06/07/2018
BA	Hindi	23/06/2018
BA	English	06/07/2018
BA	History	06/07/2018
MA	Psychology	21/08/2018
BSc	Mathematics	12/06/2018
BSc	Physics	12/06/2018

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

	Certificate	Diploma Course
Number of Students	25	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Solid Waste Management	04/07/2018	77
No file uploaded.		

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	TYBMS INTERNSHIP FOR PROJECT WORK	46
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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
Feedback from various stakeholders through a well structured Questionnaire is obtained from time to time. The Feedback collected is analyzed statistically and data is compiled to regulate the feedback received from stakeholders. The Feedback on curriculum is obtained from the students primarily at the time of distribution of results. The feedback is obtained from Alumni Mentor groups at the departmental level during their visit to college. The feedback is also obtained from the alumnus groups during the Annual Graduate Ceremony. The feedback on curriculum is also collected during the academic year through tutor system of the college. The feedback is deliberated on and extensively used in framing the curriculum for bridge course, topics for student seminars, guest lectures, intensive coaching, designing of short term courses, topic selection for curriculum, intense intercollegiate program, industrial visit topic and other curriculum program. Feedback collected is used for improvement in hygiene facilities on the campus. This has led to outsourcing to an external agency. Feedback collected is also used for improvement in Library Services and administrative Office functioning.

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	MANAGEMENT STUDIES	138	1290	138
BA	REGULAR	276	500	203

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
2018	2845	345	41	3	23

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
73	65	214	18	Nil	9

[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)

Tutor (Mentor System) The institution since last two decades has practiced a system of mentoring called the Tutor System: A Teacher mentorship program wherein each group of students (30-40 students) is assigned a teacher mentor who counsels the students. At the beginning of the academic session, the Tutor committee prepares class-wise names of the mentors that are then communicated to the students and also displayed on the institution website. In the first meeting the tutor generates data of each student regarding his/ her personal information, socio – economic background and academic track record. The tutor builds a rapport with the tutor group. A team leader and a team of sub group leaders are assigned to the group. These leaders are in constant touch with the tutor and any message which has to be passed on to the group is conveyed to the group leaders. Tutor meets the students periodically to address their concerns. All the students are covered under this program. All activities like attendance, hall ticket distribution and distribution of results are done through tutor system. Parent –Teacher Meeting (PTM) are also conducted during the tutor meeting. Any specific concern or need about the student is conveyed to the parent. All the interactions of such students are kept confidential. Regular feedback is collected from the students during the tutor meeting and passed to the IQAC for further deliberation and action. Orientation Programme and Induction Session: At the onset of every new session, an induction session for the newly admitted first year students is organized. The session is aimed at informing students about the Vision and Mission, curriculum aspects, examination rules, career opportunities, extracurricular activities, role and the responsibility of students towards the community. The college has a special cell which counsel students belonging to deprived section of the society and make them aware about various social welfare schemes available and process to avail these facilities. Alumni Mentorship programs enable interactions with alumni to prepare the students for job opportunities, explore internship opportunities and to introduce them to wider career options. Special cell named outstation student's cell is created to guide any outstation and foreign students towards their administrative as well as personal difficulties. Guidance offered by the faculty members /mentors during admission process about specialized subjects during their curriculum career opportunities related to those courses. Guidance to students for Project works both at undergraduate and postgraduate levels. Skill development workshops, field visits, industrial visits, guest lectures, internships, subject related workshops are conducted by the institution every year for employability enhancement of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3190	73	1 : 44

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
52	41	11	Nil	26

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
2018	Dr. Kiron Jathar	Associate Professor	Prisal - Pharmaceutical Royal Internal Society
2018	Dr. Kiron Jathar	Associate Professor	BIOLEAGUES ,DUBAI INVITED AS KEYNOTE SPEAKER
2018	Dr. Suchandra Dutta	Assistant Professor	International Association of Plant Taxonomists , Slovakia, Europe (IAPT)
2018	Dr. Suchandra Dutta	Assistant Professor	Harvard University Herbaria Database with permanent ASA Botanist ID
2018	Dr. Ravi Shukla	Assistant Professor	International Institute of Social Studies Associateship
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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
BCom	2C00456	VI	09/05/2019	22/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is affiliated to University of Mumbai and follows the evaluation pattern framed by the University. To ensure transparency and consistency in internal assessment the measures adopted by the college are as follows: As per the University norms evaluation is scheduled only twice in a semester, a class test and a semester end exam. Hence the departments formulate, additional, evaluation (before, during and post curriculum delivery) process. Department designed evaluation process include pre and post aptitude

Bridge Course test, Open book test(s), preliminary examination. The college has a well constituted examination committee. This committee is a statutory body and is responsible for smooth conduct of examination and declaration of result. The evaluation blue print is prepared and in the beginning of the term by the internal and external examination committee. This blue print includes the schedule for internal evaluation and semester end examinations (Statutory). The semester wise tentative dates for pre- aptitude test, Open Book Tests (non-statutory). In addition to this, the Semester wise ATKT Exam schedule is also planned. The MIS software developed by the college carries out various tasks, such as, preparing examination blocks, generation of supervisors chart, preparation of examination supervisor's report and result Centralised assessment program (CAP) is implemented. A separate CAP room is created and a CAP in charge is appointed for the same. The internal examination is centralized. Hall tickets are distributed to all students before the commencement of examination. For Internal Class test, two sets of question papers are given. The students are given alternate sets of question papers during the examinations. All question papers are printed In-House, this helps in absolute confidentiality and cost saving. All results are printed in house and declared as per University rules As per the University rules, re-test is conducted for the students who remained absent for the class test due to reasons like representing the college in NSS, Sports and Cultural activities medical grounds and any other genuine reasons sanctioned by the Principal. The college has constituted Unfair Means Inquiry Committee to look into malpractices by the students during examination. A fast track grievance redressal system is set for any examination related grievances, i.e., unfair means, revaluation.

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

An Academic Calendar specifying the duration of the semester, holidays, the date of commencement and conclusion of semester and examination schedule is received from the affiliating University. An Academic calendar is prepared in the beginning of academic year which includes the details of the academic, co-curricular and extra-curricular activities. The academic calendar is a part of the prospectus given to the students during admission and is also made available on the institutional website. This calendar incorporates various important events and activities planned during the academic year viz. tentative schedule of the various examinations, industrial and field visits, different in-house activities/events like observance of founder's day, gratitude week, achievers day, days of national importance etc. Each department also prepares an academic calendar of the activities planned for the academic year. This ensures curriculum enrichment through related activities like Guest lectures, extension activities, industry academia interaction etc. The time lines for Centralized Assessment Process (CAP), due dates for submission of mark sheets, moderation and the declaration of results is prepared by the Examination Committee.

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://rdnational.ac.in/#!/pages/NAAC/NAAC.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
Nill	BA	Mass Media	111	110	99.10
Nill	BCom	Accountancy and Finance	66	59	89.39
Nill	BCom	Accountancy and Management	122	110	90.16
Nill	BA	Economics , History , Psychology , English	122	104	85.25
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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://rdnational.ac.in/#!/pages/NAAC/NAAC.html>

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
Total	Nill	Nill	403711	403711
Projects sponsored by the University	365	University of Mumbai	183000	183000
Students Research Projects (Other than compulsory by the University)	70	Institution	0.16	0.16
Any Other (Specify)	365	DM HARISH FOUNDATION	204000	204000
No file uploaded.				

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
IPR Patenting	Research Committee	29/06/2018

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
Dr. Suchandra Dutta	Recognized as a Botanist in the database of	Harvard University , USA . Ministry	Nill	For discovery of new plant species

	Harvard University Herbaria and Libraries and Recipient of permanent ASA Botanist ID. Plant Diccoveries a database of New Genera Species and New Records of the year 2018	of Environment and Forest and Climate change , Govt. of India Botanical Survey of India		
Dr. Suchandra Dutta	Nomination as a member on special committee on virtual attendance at the nomenclature section of International Botanical Congress	International Association of Plant Taxonomists , Slovakia Europe	Nil	For contribution on plant nomenclature research
Dr. Kiron R Jathar	Indias most prominent Pharma Award 2K19	Prisal- Pharmaceutical Royal International Society	Nil	Outstanding contribution to Pharma Research and Green Chemistry
Dr. Kiron R Jathar	Most impactful Health care Leaders (Global Listing)	World CSR Day and World Sustainability	Nil	Popularization and linking of Industry with Academia for Green Chemistry Research
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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
Institute Innovation Council , MHRD, GOI	Vidyasagar Principal Kundnani Innovation and Entrepreneurship Centre	Management	NIL	NIL	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
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0	0	0
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3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
CHEMISTRY	1

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)
National	NIL	Nil	0
International	BOTANY	2	0.6
No file uploaded.			

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
CHEMISTRY	1
POLITICAL SCIENCE	1
No file uploaded.	

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	NIL	NIL	2018	0	NIL	Nil
NIL	NIL	Nil	2019	0	NIL	Nil
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
Study of growth, secondary metabolites and glucosinolate content in Cardamine hirsute v/s Brassica juncea algae from lakes of Vasai region,	Rashmi P., Mona K.	Journal of Harminised Research 6(1): 20-27	2018	3	Nil	R.D. National College

Dist. Palghar, Maharashtra						
Development of water quality field testing kit - A modified H2S Strip test method for detection of hydrogen sulphide producing bacteria	Mona Kejariwal	Advances in Bioresearches 9(5):146-154	2018	3	Nil	R.D. National College
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	12	28	1	1
Resource persons	3	2	Nil	Nil
No file uploaded.				

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
Awareness Drive on substance and drug abuse through Street Play At Bandra Station to mark the International Day against Drug Abuse and Illicit Trafficking	National Service Scheme Unit in Collabotation with The Salaam Bombay Foundation , Mumbai	3	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
NIL	NIL	NIL	Nil

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 activities	Number of students participated in such activities
National Service Scheme	Organized by NSS unit in Collaboration with Ministry of Drinking Water and Sanitation, Government of India	Swachh Bharat Summer Internship organized by Swachh Bharat Mission (Gramin), Ministry of Drinking Water and Sanitation, Government of India	3	14
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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
Herbarium Development	30	Utha State University Herbarium	Nil
Study Exchange Program	4	Leibniz University, Hannover	30
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
Citizen Science Activity	Bird Race	D.M. Harish Foundation	25/01/2019	26/01/2019	106
Training and Development	Herbarium Establishment	VIVA College	23/01/2019	24/01/2019	49
Guest Lecture	ICMA as Career Option	Cost and amp Management Accountants of India	20/08/2018	20/08/2018	73
Lecture	Career	Growth	23/11/2018	23/11/2018	49

Option in Accountancy	Centre(I) Pvt. Ltd.		
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Department of BioTechnology ,Govt of India	02/04/2019	Strengthening of Life Sciences and BioTechnology Education and Training at UG Level under STAR College Scheme Teaching	600

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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
7900000	7720118

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Class rooms	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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
INHOUSE DEVELOPED PACKAGE LIBRARY	Fully	1.0	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	20228	1164760	316	77114	20544
Reference Books	48087	3408314	401	617714	48488	4026028
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	Nil
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	228	145	228	3	0	14	66	10	0
Added	39	26	39	0	0	3	10	0	0
Total	267	171	267	3	0	17	76	10	0

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

10 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
235000	232301	4890000	4885824

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)

<p>The college has a Policy and Procedure for usage and maintenance of physical and academic facilities within the campus. Purchase orders are issued for all outsourced purchases. Classroom scheduling, allocation and usage of classrooms are decided by Time-Table committee. Master time-table for classroom</p>

instructions is prepared to optimize utilization. Laboratory schedules are decided by the Head of Departments and optimum use of laboratories is taken care of. Library space facilities are extended to all students and staff. The schedule for library is decided by the librarian. Library study room will remain open for additional time during examinations. External users such as Faculty members, research scholars, students and support staff can use the library space with prior permission of the librarian. The Sports Facilities are allocated by Physical Director in consultation with Gymkhana committee and Principal. For computer LCD Projectors, in-house Laboratory Assistants are trained to carry out regular maintenance. They also attend to any computer related routine problems that occur. Audio amplifiers and speakers are operated by an internal support staff. They have been trained to carry out day-to-day repairs like plumbing, carpentry, etc. Space allocation for academic and Extension activities is done by the Office in Charge /Registrar of the College through a request form. College space may be allocated to external users on the basis of need and Principal's approval. Maintenance Policy: Routine cleaning, maintenance of classroom and physical space is performed regularly. The outsourced housekeeping agency ensures that the campus is kept clean. Classrooms and washrooms are scrubbed and washed post-working hours with disinfectants, at least thrice a day. Annual maintenance contracts are entered into for maintenance of some specialized equipments / instruments. For maintenance of IT infrastructure, In-House Laboratory Assistants look after replacement and repair requests. In-House Support staff has been trained to carry out day to day repairs like Plumbing, Carpentry, etc. If the problem is major, it is brought to the notice of the Principal. If maintenance/repair of equipment is necessary, Head of department takes care of this. For major maintenance and repair, external technicians are called by head of the department. Proper cost of repair and maintenance is taken from the technician and submitted to the Principal for approval. With necessary permissions from the Principal, the maintenance and repair of equipment is carried out, which includes moving them out of the premises. The potted plants and trees in the College campus are maintained by the Non-Teaching Staff. Each floor has floor peons to check the functioning of doors, windows, LCD projectors, etc. And to switch on/off all electrical points when required. Fire extinguishers have been installed at prominent places on each floor and in all laboratories. Pest control is performed on a regular basis.

<https://rdnational.ac.in/#!pages/NAAC/NAAC.html>

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	Government Scholarships and Free Ship for reserved category students	91	1270270
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
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 implementation	Number of students enrolled	Agencies involved
Personality Development	28/09/2018	75	Teach for India
Skill Development	08/03/2019	45	Edelwiss
Grooming Sessions	08/03/2019	85	Alumnus of the Institute
Personality Development	21/02/2019	90	Hindustan Times
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career in Banking	Nil	40	Nil	2
No file uploaded.					

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
Asian Paints , ICICI Prudential , Hindustan Times, Kotak Mahindra Bank, Centum Accuro	186	18	Tata Consultancy Services , Aditya Birla Fashions, Radio Mirch, Cap Gemini , Infosys, L T Infotech , Wipro, Deloitte,	229	50
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2018	3	B.Sc.	Chemistry	R.D. S.H. National College	M.Sc.
2018	7	B.Sc.	Physics	R.D. S.H. National College	M.Sc.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
MUMBAI UNIVERSITY INTER COLLEGIATE POWER LIFTING MEN AND WOMEN COMPETITION	UNIVERSITY	129
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	Nil	Nil	Nil	Nil
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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)

Students Council has been constituted as per University statute. The council consists of student representatives selected from each class on the basis of academic performance. They are called Class Representative. The Principal is the chair-person and the Council Secretary is elected on the basis of secret ballot amongst the Class Representatives. There are regular meetings of the council in which matters related to academics and extra-curricular activities

are discussed. Proper Students Council ensures creation of a friendly atmosphere devoid of ragging. The following academic and administrative bodies have student representatives: • House System • Honors Program • Student council • Tutor System • Gymkhana committee • Cultural and Fine -Art committee • Marathi Vangmay Mandal • NSS • Grievance Redressal Cell • Women Development cell • Placement Cell • Anti-Ragging and Anti-Drug Cell • Prospectus committee

ACADEMIC / ADMINISTRATIVE BODY ACTIVITY • Students' Council: To plan and conduct cultural activities in college and also for participating in other colleges. • College Women Development Cell: To create awareness among girl students about their rights and safety, to undertake health related issues and to organize programmes for their empowerment • N.S.S: To conduct activities for creating awareness about social issues like anti-dowry, anti-addiction, Thalassemia, AIDS, etc. To conduct programmes like Disaster Management, Blood Donation Camp, Tree Plantation, Save Energy, etc. • Gymkhana committee: To conduct indoor and outdoor games. • Magazine committee: To help in publishing magazine. • House committee: To organise various activities extra-curricular and co-curricular throughout the year. • Tutor committee: The student group leaders who act like a bridge between the Tutor and the students group. • Curriculum intense festivals: Students teams work for the conceptualization and organization of these festivals.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

Two

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)

Decentralization: The institution works to ensure that there is decentralization in the governance system and the administrative responsibilities are shared. The core committee consisting of the Principal, Vice Principal and the IQAC play an important role. The Principal has delegated functional authority to the Vice Principals to carry out day to day administration and any other work allotted. The Principal is responsible for execution of rules, regulations and any directive/guidelines of the University. The Principal along with the core committee takes policy decisions and the Vice Principals and the IQAC play an important role in coordinating and implementing them through the Head of Departments and conveners of various committees. The Head of departments are provided relative autonomy within the established framework. Departments are allowed to plan their teaching and curricular activities as per the prescribe curriculum and assessment evaluation system set by the University. The administration does not interfere in the day to day functioning of the departments. The Registrar interacts with the administrative staff and the non-teaching staff and delegates duties and responsibilities to

them. He/ She also review the functioning of the duties allotted. The college has various committees for co-curricular and extracurricular activities which are also given operational autonomy. These committees work under the guidance of their conveners. The Conveners delegate responsibilities to the student leaders as per the portfolio given. They are allowed to work within an operational framework of guidelines. Participative Management: At the highest level the Principal, the Teaching and the Non-Teaching staff representatives play a role in Local Management Committee meeting. The core committee is responsible for the overall functioning of all administrative activities. The Head of Departments and the staff members are responsible for smooth functioning of the academic plans and the different curricular, co-curricular and extracurricular activities of the department. IQAC is a link between the Principal and the staff. The Registrar along with the office staff is responsible for all administrative functions. The conveners of various co-curricular and extracurricular committees along with the members of the committees are responsible to conduct activities through the academic year with the help of students. The House committee is the bridge between the students and the staff members and helps in conduct of various activities throughout the year. All laboratories have an administrative structure in which the Lab Assistant and the Lab attendant look after the technical duties, lab securities and safety. They also help the Head of departments in maintaining stock registers and other records.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	<p>Uploading of exam related circulars, timetables and results on the institutional website. Centralized examination schedule and conduction of internal class Tests. Use of In -House MIS module for generation of: Hall Tickets, daily block wise seating arrangement, junior supervisor report, and attendance sheet examination form. Analysis of results course wise and class wise. Commencement of Centralized Assessment Process within three days of completion of first paper. All Teachers are required to finish the evaluation as per University guidelines. Verification of marks entered in the mark sheet by the CAP committee. Declaration of results within a week after submission of all mark sheets to the examination committee. Evaluation: Several innovative methods like multiple choice questions, projects, quizzes, problem-solving, tutorial, cross-words etc. used by faculty members as means of continuous evaluation.</p>
Curriculum Development	The College is affiliated to the

University of Mumbai and it is mandatory to follow the curriculum designed and approved by the respective Board of Studies of University of Mumbai. Contribution of faculty members: Contribution of faculty members directly or indirectly in the process of development of curriculum/revision of curriculum by being a part of the syllabus committee of the respective Board of Studies in the University of Mumbai. Contribution by Departments: Organization of workshops on syllabus revision in association with the Board of Studies to discuss and deliberate on the new Syllabus or syllabus revision. Panel discussion comprising the current teachers teaching the syllabus , ex-students , students currently pursuing the course , one or two industry experts and retired experts who have taught the subject for a long time are conducted to review the syllabus and making it relevant to suit the needs of the industry. Feedback from students on the curriculum is obtained and analysed and taken into consideration while formulating short term courses, guest lectures, syllabus etc. Introduction of short term Courses, the syllabus for which is drafted by our faculty members in contribution with experts.

Human Resource Management

The College follows the rules of UGC and Government of Maharashtra for recruitment in Aided and Unaided courses. Teachers fill self-appraisal and student feedback is also taken. All official matters are computerized with the in-house built software. The In-house expertise is utilized for maintenance of computers, Photography Videography. Printing of Question papers and grade cards are done in-house. Teachers are encouraged to pursue higher education, for this purpose, they are encouraged to avail leave under FDP. They are also encouraged to attend FIPs (faculty Improvement Programs) and to present papers in Conferences, Seminars, workshops for which they are given duty leave and the registration fees is also reimbursed. Concession in Tuition fees of wards of Non-teaching staff. Felicitation of teaching and Non-Teaching staff on Achievers day

<p>Teaching and Learning</p>	<p>Teachers are encouraged to attend Refresher / Orientation courses to upgrade their skills and subject knowledge. Teachers and students are encouraged to attend Seminars/Workshops at National/State level. The Library and its resources, internet facility, INFLIBNET are made available. In library Computer Wi-Fi access facility is available for the academic benefit of students. Question papers of various examinations are also made available on the library blog. Interactive learning is practiced with the use of e resources. Industrial Visits are organized by students that give them a practical perspective of the learning process adopted in the classrooms. Methods such as discussion, project preparation, presentation, demonstration/learning by doing and self-study are adopted by the college by which it tries to build in the students the skills required for overall development. Computer Practical and internet facility help the students in knowledge development and skill formation. Academic Mentorship in the form of the Tutor System and the coordination of Parent Teacher Meetings which are held periodically also enhance the teaching learning process.</p>
<p>Research and Development</p>	<p>Research committee frames and monitors research activities at various levels. A well-equipped library with Research Journals helps to build a scientific temperament. Recognized Research Laboratories for M.Sc. PhD in the subject of Chemistry. Research laboratories for the subject of Botany, Physics and Accountancy are in the process of getting recognized. Many faculty members have completed their doctorate degree and are recognized research guides of University of Mumbai. Research committee conducts programs to motivate the teachers and students to involve in active research. Staff members are encouraged to take Minor and Major Research projects. The Honors Program initiated in the year 1996 is an interdisciplinary research based activity for the student community.</p>
<p>Industry Interaction / Collaboration</p>	<p>A career fair is organized for the Third year students in which Lectures are organized to bridge the gap between</p>

Industry and Academia. The Placement cell arranges for campus interview for Graduate and Post Graduate students. Guest lecturers addressed by eminent industry experts renowned educationalist from reputed institution. Industrial visit by all faculties (aided and unaided) are organized Industrial experts are invited as visiting faculty from time to time. Association / Linkages with various industry, Government and Non Government organizations and Institute for the purpose of Internship, Industrial visits, projects and resource person in seminar / guest lectures.

Library, ICT and Physical Infrastructure / Instrumentation

Library: Fully automated In-house library software. Orientation sessions conducted by the library for all courses. Addition of text and reference books in the library to augment existing resources. Internet access for research purposes through INFLIBNET . Subscription to various e-journals Wi-Fi facility for students and staff for browsing learning resources. Resource centre with 5 in the library for browsing and research work. Information and Computer Technology: ICT method of teaching and learning is strengthened by addition of LCD projectors, laptops. Wi-Fi Connectivity in library departmental laboratories. Classrooms, Auditorium, Conference Room, Mini Conference Room, Departmental laboratories have projectors and other equipment. Physical Infrastructure/Instrumentation: Advanced instruments/equipment is added through the research grants obtained by faculty members. Physical infrastructure is up-graded by frequent renovations, based on the needs of various departments. Periodic maintenance of electrical equipment in class rooms, laboratories by support staff. Installation of Water Coolers on each floor and sanitary napkin machine in the Girls Common Room. Audio Visual equipments in BMM editing room. Gymkhana equipped with a treadmill, an exercise cycle and other exercising equipments. An entire set of weights dedicated to power lifting and weightlifting are also housed in the gymkhana. Maintenance of Multi-Purpose Outdoor Court. Maintenance of Computers

by staff, students and support staff through in-house internship program. Annual Maintenance contract for Air conditioners and specialized equipment.

Admission of Students

Admissions are conducted strictly as per the guidelines prescribed by the University of Mumbai. Reserved category seats are filled as per the guidelines of the parent University. Generation of master lists , merit list , status of students admitted and generation of M.I.S. reports, to check and cross check the admissions made and vacant seats. Centralized grievance mechanism regarding admissions through the Inward counter. Generation of admission form of students of second and third year classes which contains all the relevant information, thereby reducing the size of the form and efforts of form filling up by the students. Prospectus as well as E - Prospectus which contains detailed information of all the rules and regulations pertaining to the admission of students at different levels as well as in various courses conducted by the college. Timely display of all admission notice and merit lists. All details pertaining to admissions including the merit lists are displayed on the college website. Counselling of students by a Teachers Panel at the time of admissions for all years. Enquiry and Help desks set up during admissions.

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

E-governance area	Details
Planning and Development	Recording of attendance through Biometric system where faculty and non teaching staff have to record their attendance while entering and leaving the Campus. The Biometric system is linked with the time table of all faculty members including visiting faculty. Use of centralized In House Management Information system for Time Table, Student Attendance. Use of Social media platforms to showcase College activities and connect with the Alumni.
Student Admission and Support	Eligibility Report is generated for next year admission. Merit List is generated for F.Y. Classes. Assignment of Division and Roll No. Admission Form Generation of S.Y./T.Y. Classes. Admission Fees Entry is done on Daily

Basis. MIS is generated for Fees Collection on Daily Basis. Roll Call is generated Subject wise and Division Wise. Student Data is provided for ID Card and Library Card Generation. Fee Register is generated. Deficiency Report Generated Non refunded Fees report Generated Balance Fee Report as well as Reserved Category Report is generated. Admission Cancellation / NOC entry is done in the software. Entry of Refund of Fees is done. Day to Day Admission report is generated. Monthly Attendance Report Generated and black list prepared.

Examination

Hall Ticket for both internal and external exams for College examinations, generation of daily block wise seating arrangement, junior supervisor report, and attendance sheet through centralized in-house MIS System for both Internal and Semester end examinations. Generation of exam form which includes date wise time table, attendance for the given term and status of fees and mark sheet which contains roll number of only those students who have filled up the examination forms. Centralized in-house mechanism for printing of internal class test with two sets of question papers and semester end question papers. Eligibility report for Additional and A.T.K.T. examinations. All results and mark sheets are processed through a result module which is a part of centralized in-house MIS System and consolidated analysis of results program wise or course wise is generated. Unique serial numbers are assigned to each mark sheets.

Finance and Accounts

The In-house developed Management Information System has an accounting package with various modules as under Purchase Module which has reports on Purchase order of the item, Inward of the Item received, Billing of the item, and Outward of the item. Library Module for generation of stock, books billing, Newspaper billing and stock, Magazine, Journals Billing. Fee Module: Admission Fees Entry is done on Daily Basis. MIS is generated for Fees Collection on Daily Basis. Fee Register is generated. Deficiency Report Generated Non refunded Fees report Generated Balance Fee Report as well as Reserved Category

	Report is generated. Admission Cancellation / NOC entry is done in the software. Entry of Refund of Fees is done.
Administration	The institute has developed an In-House Centralized Management Information System through in which all administrative tasks are entered. All the computers in the College office and the Principal back Office are connected through LAN. Registration of students during admissions has helped us create an accessible student database.

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
2018	Dr. Meghna Basu Thakur	Registration fees for attending conference	Nill	2625
2018	Ms. Anjana Vijan	B. K. Shroff College towards Registration fees for seminar	Nill	1000
2018	Ms. Namrata Ajwani	Registration fees for IQAC Seminar at MMK College	Nill	500
2018	Dr. Suchandra Dutta	Registration fees for IQAC Seminar at MMK College	Nill	500
2018	Ms. Lata Sardesai	Registration fee at KC College	Nill	750
2018	Dr. Lalana Khot	Registration fee at KC College	Nill	750
2018	Dr. Lalana Khot	National Symposium on Facets of Life Sciences	Nill	600
2018	Ms. Lakshmi Iyer	National Conference in Anna Leela College	Nill	1000

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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)
2018	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	1	11/03/2019	15/12/2020	5
Refresher Course	1	08/10/2018	21/10/2018	14
Orientation Programme	1	03/12/2018	31/12/2018	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
Nil	7	Nil	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Advance amount is sanctioned by management to the new recruits till the regularization of their salary ,Timely disbursement of salary for the staff whenever there is a delay on receiving the salary grant , Medical camps organized by College for routine body check-up and eye checkup and a Doctor on call facility is also available , Contributory Common Room fund enables Teachers to interact and bond with each other in an informal setting over	Salary from Management, whenever there is delay from salary grants and for new recruits. Recruitment of kith-kin or near ones of the deceased staff member (on duty)as per the rule, Medical camps organized by College for routine body check-up and eye checkup , Doctor on call facility is also available, During festival time an interest free loan is made available to the support staff which is recovered on a monthly basis, Wards	Up to 100 fee waiver in tuition fees for needy and deserving student, Part payment facility also provided to needy student.

<p>lunch twice a year ,Special leave is granted on account of major illness and there is a provision for subsidized/free treatment for nearly terminal illness, Felicitation of Teaching staff on completion of 25 years of service, Felicitation of Teaching staff on obtaining Ph.D. and other merits.</p>	<p>of non-teaching staff are enrolled irrespective of merit and are given 50 concession in fees , Some retired staff are reappointed on roll on a consolidated salary, Felicitation of non - teaching staff on completion of 25 years of service</p>
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6.4 – Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is done by the administrative employees of the Institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit are submitted to the Principal. Yearly External Statutory audit is done by Chartered Accountant appointed by the Management on an annual basis. The College Office prepares the Cash Book and Bank Book on daily basis. The same is verified by the senior subordinates with supporting documents and vouchers. Internal Audit: The internal audit is a continuous process. The team verifies all payments, receipts, vouchers of the cash transactions, ledgers and cash book. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the Principal. External audit: The external auditor/agency appointed by the Management performs audit of the financial statements of the college. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The audited statement is duly signed by the authorities of the management and chartered accountant.

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
DICE ACCELERATION AND EDUTECH SERVICES PVT LTD	25000	Curriculum Intense Intercollegiate Festival : Illuminavi
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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	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

• Parents are required to be present during admissions of their wards. • Parents are cordially invited for Orientation Programme of their wards. • Regular Parent Teacher meetings are conducted by the departments. • The class teacher also meets the parents whenever necessary and the feedback from parents is taken during these meetings and given due consideration. • Parents are always invited for Annual Achievers day, Degree Distribution ceremony.

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

Non-Teaching staff are encouraged to enroll for the YCMOU courses conducted in the College campus Basic Computer literacy workshops on use of MS Office are organized for non-teaching staff. Basic English Proficiency courses organized for Non Teaching staff. Annual Health Check up camp organized by N.S.S. for the Non Teaching staff.

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

• Permission granted for Ph.D. Research Centre affiliated to University of Mumbai offering Ph.D. Degree in Botany. • Application for DBT STAR and DST FIST Grant to Government of India. • Participation in Atal Ranking of Institutions on Innovation Achievements (ARIIA)and the National Institutional Ranking Framework (NIRF). • Student's participation in the Avishkar Research Convention has increased. • Alumni support for mentoring, placement and for career support to current students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
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
2018	Intercollegiate API Workshop	08/08/2018	08/08/2018	08/08/2018	20
2018	Hosted District Round of Avishkar Research Meet	29/12/2018	29/12/2018	29/12/2018	470
2019	Organized National Level Research Convention	09/02/2019	09/02/2019	09/02/2019	64
2019	Citizen Science Activity 2nd	25/01/2019	25/01/2019	25/01/2019	103

Bandra Bird Race

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self Defence Training to Girls	08/08/2020	08/08/2020	26	Nil
Empowering Women through Sports	08/03/2019	08/03/2019	100	Nil
Gender Sensitization	08/03/2019	08/03/2019	40	5

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

Initiatives have been made by the institution in the areas of Water Efficiency, Energy Efficiency, Paper Waste Management, E-Waste Management and Canteen and Solid Waste Management. The following activities were conducted: 1. Bird Race – A Citizen Science Initiative conducted by the Nature Club on 25 26 January 2019 and Brought out a You-tube video on Birds around Bandra 2. Beach Cleaning Activity by BAF, BMS, BMM students. 3. Development of low cost user friendly water quality field testing kit designed to determine contamination within 16 hours and communicate the details to water testing lab, enabling pre-emptive action against water borne diseases in remote rural areas. 4. Conducted Tree census of the college Calculated ideal carbon sequestration by every 102 trees situated in the college campus. 5. Bring out a booklet on plants of National College with information about 150 species growing in the campus. 6. Electronic publication of Newsletter Neev to sensitize common public towards importance of nature. 7. On an experimental level two solar panels have been installed in the college by the Department of Physics connected in series with output of 160 watts per hour and storing capacity of 24 volts which supports lighting in the department. All CRT monitors in the campus has been replaced with LCD monitors and use of slim tubes, CFL bulbs, etc are practiced. Electrical appliances with higher power savings are only purchased. Energy saving is additionally ensured by students and staff by switching off the lights and fans when not in use. Awareness campaigns are also conducted regarding energy conservation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	Nil	Nil
Rest Rooms	No	Nil

Scribes for examination	Yes	Nil
Special skill development for differently abled students	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
2018	Nil	1	11/09/2018	5	Road Safety and Traffic Management Project during Ganpati festival	Road Safety	85

[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)
Code of Conduct for students	04/06/2018	The code of conduct is displayed on the notice board and also in the e prospectus. Staff members ensure that dress code is followed and the use of mobile phones is not allowed during academic activities.
Guidelines for Examinations Conduct	13/08/2018	Examination Committee has prepared the guidelines and distributed to all concerned faculty and support staff. All faculty members and support are provided with the duty chart. All faculty members are required to report to the Examination control room at least 30 minutes before the commencement of the examination. The Paper setters are also required to be present. The Chairpersons and Senior supervisors take

rounds to address any queries of the students and Junior Supervisors. The answer sheets are verified by the Senior Supervisors and sealed in Envelops and the record for the same is maintained in the register.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Gratitude Week	16/08/2018	24/08/2018	400
View File			

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

1. Green Landscaping with tree and plants. 2. Solid Waste Management 3. Water recycling plant 4. Energy conservation through LED tubes and Bulbs. 5. Electricity generated through Solar Panels in used in Physics Laboratory. 6. Collection of waste empty papers to prepare books. 6. Reuse of plastic bottles to propagate various vegetable plants.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

<https://rdnational.ac.in/#!pages/NAAC/NAAC.html>

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

A clean and healthy environment is one of the desired pre-requisites in any educational institution. Energy conservation: • Electricity generated by the solar panels installed by the Department of Physics is used in the MSc Physics Laboratory. • The use of LED bulbs in the corridors reduces energy consumption. The college is replacing the tube lights and bulbs with LED lights in a phased manner. • Single switch to put off all the lights and fans inside each classroom when the room is not occupied for lectures. • College has phased out cylinder gas usage to pipe gas in all its laboratories resulting in drastic reduction in consumption of energy. Water harvesting and water conservation • The college has in-house water recycling plant catering to the waste water recycle of Biotechnology, Botany and Zoology laboratories. There is a plant installed by Phytorid Technology patented by NEERI for treatment of waste water and recycling process of water. This recycled water is used to water the plants and trees in the campus • Water pipes and taps are regularly checked to avoid leakage and waste of water. Efforts for carbon neutrality: College makes efforts towards carbon neutrality by attaining to the following: • Department of Zoology has practiced vermicomposting to address its solid waste disposal problem to reduce organic biodegradable waste. • Efforts towards zero emission of Biowaste generated in college like leaf litter, degradable canteen waste, non-pathogenic biowaste from Biology Laboratories is degraded and composted through composting plant in the college. Manure thus generated is used in the

college garden. • Waste segregation to minimise emission: Waste generated in college is segregated and paper waste is given to approve paper recycling agency so that it doesn't add up to carbon generation. Plantation • Plantation is an ongoing activity inside the campus and on the outer boundary wall of the campus. This activity is largely implemented with the help of students and teachers for the campus of almost 1.5 acre of around 150 species of trees and plants . • The NSS cell develops "vegetable plants tray" for the adopted village and in its surroundings. • Plantation drives are an integral part of NSS activities and plantation is done in and areas located at fringes of Bandra. Hazardous waste management • Hazardous Chemical is autoclaved and then disposed in sewage. • Waste paper, polythene bags and other non - biodegradable are separated and sold to vendors before disposing of the organic waste. • Chemistry experiments are carried out in micro/semi micro scale to reduce the release of pollutants. Strong chemicals are neutralized before disposal . E-waste management : • E-waste is properly stored. Non-working computers, monitors and printers are discarded and scrapped on a systematic basis. • Damaged computers are used by the instructor in the practical sessions of the Courses conducted in Computer Science and Information Technology Departments o Waste compact discs are used by students for decoration and participation in competitions on 'Art from Waste'.

Provide the weblink of the institution

<https://rdnational.ac.in/#!home.html>

8.Future Plans of Actions for Next Academic Year

1. Technologically Enabled Secured Wi FI Campus. 2. To start an incubation cell to promote entrepreneurial activities among students. 3.To foster more engagement with Alumnus. 4. Planning for different type of audits. 5. Promote Industry - Academia linkages for placement opportunities for students. 6. Organization of National Level Seminar on Green Campus Initiatives 7. Introduction of skill based , value added courses.