

SEVA SADAN'S R. K. TALREJA COLLEGE OF ARTS, SCIENCE AND COMMERCE-  
ULHASNAGAR-3

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**



**ACADEMIC YEAR 2018-19**

**Address:**

**Near Shivaji Chowk, Ulhasnagar-3, District Thane, Maharashtra  
Tel. No. 0251-2730297; Fax: 0251-2701079;  
Website: [www.ssrkt.edu.in](http://www.ssrkt.edu.in) E-mail: [principal@ssrkt.edu.in](mailto:principal@ssrkt.edu.in)**

## Part – A

### Data of the Institution

1. Name of the Institution: **R.K. Talreja College of Arts, Science and Commerce, Ulhasnagar-3**

- Name of the Head of the institution : **Dr. Geetha S. Menon**
- Designation: **Associate Professor**
- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: **0251 2730927**
- Mobile no.: **9821347020**
- Registered e-mail: [\*\*principal@ssrkt.edu.in\*\*](mailto:principal@ssrkt.edu.in)
- Alternate e-mail : [\*\*principalrkt@yahoo.com\*\*](mailto:principalrkt@yahoo.com)
- Address : **Near Shivaji Chowk, Ulhasnagar-3, District Thane, Maharashtra**
- City/Town : **Ulhasnagar-3**
- State/UT : **Maharashtra State**
- Pin Code : **421003**

2. Institutional status:

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify): **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **University of Mumbai, Mumbai**
- Name of the IQAC Co-ordinator : **Dr. Ajai Kumar Singh**
- Phone no. : **Nil**
- Alternate phone no. **Nil**
- Mobile: **9545828532**
- IQAC e-mail address: [iqacrkt@gmail.com](mailto:iqacrkt@gmail.com)
- Alternate Email address: [iqac@ssrkt.edu.in](mailto:iqac@ssrkt.edu.in)

**3. Website address:**

Web-link of the AQAR: (Previous Academic Year):

[http://www.ssrkt.edu.in/uploads/AQAR\\_2017-18.pdf](http://www.ssrkt.edu.in/uploads/AQAR_2017-18.pdf)

**4. Whether Academic Calendar prepared during the year? Yes**

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: <http://www.ssrkt.edu.in/uploads/academic-calendar/2018-2019.pdf>

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
<b>1<sup>st</sup></b>	<b>B+</b>	<b>78.15</b>	<b>2004</b>	<b>03.05.2004 to 02.05.2009</b>
<b>2<sup>nd</sup></b>	<b>B</b>	<b>2.87</b>	<b>2016</b>	<b>25.05.2016 to 24.05.2021</b>

**6. Date of Establishment of IQAC: 30/11/2010**

**7. Internal Quality Assurance System**

7.1 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
<b>NET/SET lecture series and orientation</b>	<b>09- Oct-2018 7 days</b>	<b>18</b>
<b>Performance appraisal of Teachers and Feedback on Curriculum by Students</b>	<b>03-Jan-2019 30 days</b>	<b>1500</b>
<b>Social responsibility initiatives taken</b>	<b>27-Aug-2018 12 days</b>	<b>135</b>
<b>Career and Job Fair</b>	<b>08-Feb- 2019 02 days</b>	<b>950</b>
<b>Gender sensitization / empowerment activities initiated</b>	<b>21-Jan-2019 04 days</b>	<b>294</b>

<b>Format for data collection of departmental and committee activities</b>	<b>08-Nov-2018 2 days</b>	<b>48</b>
<b>11 interactive boards were installed in classrooms and laboratories (Daily use)</b>	<b>29-Oct-2018 4 days</b>	<b>970</b>
<b>Introducing ICT based teaching learning process by providing hands on training for teaching staff</b>	<b>16-Feb-2019 1 days</b>	<b>37</b>
<b>Attendance monitoring and interaction between Parent</b>	<b>25-Aug-2018 4 days</b>	<b>1500</b>

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
<b>Nil</b>				

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

\*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....Yes/No **Yes**

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

If yes, mention the amount: Year:

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

- **Training for teaching staff for ICT based teaching learning process provided.**
- **Performance appraisal of teachers and feedback on curriculum by students taken.**
- **NET/SET lecture series and orientation conducted.**
- **Initiated career and Job Fair.**
- **Gender sensitization and social responsibility initiatives taken.**

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

Plan of Action	Achievements/Outcomes
<b>Compiling and uploading the AQARs</b>	<b>Uploaded successfully</b>
<b>Skill based imparting of learning</b>	<b>Programmes initiated through various departments and committees</b>

<b>Gender sensitization and social responsibility initiatives taken</b>	<b>Programmes initiated through various departments and committees</b>
<b>Formats for data collection of departments and committee activities</b>	<b>Formats distributed and information collected</b>
<b>Installation of ICT based tools for teaching</b>	<b>Installed 11 interactive boards in lecture rooms and Labs</b>
<b>Attendance Monitoring System</b>	<b>Conducted Meeting and undertaking obtained from students and parents</b>
<b>Holding Career and Job Fair</b>	<b>Conducted through Students Placement Committee on 08-02-2019 and 09-02-2019. 950 students attended</b>
<b>Performance appraisal of teachers and feedback on curriculum by students</b>	<b>Initiated the process and completed and analyzed. Started on 03-01-2019 completed on 02-02-2019</b>
<b>Preparatory lecture series for teachers and PG students appearing NET/SET exam</b>	<b>NET/SET lecture series conducted for Teachers and PG students from 09-10-2018 to 16-10-2018. 18 participants benefitted</b>
<b>Training of teaching staff for ICT based learning process</b>	<b>Training was conducted on 16th February 2019. 37 participants benefitted</b>

14. Whether the AQAR was placed before statutory body? No

Name of the Statutory body: Management Secretary Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

No

Date:

16. Whether institutional data submitted to AISHE: Yes/No: **Yes** Year: **2018**

Date of Submission: 31.12.2018

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)

**MIS of R.K. Talreja College of Arts, Science Commerce comprises of three components namely hardware, software and database. Principal, Vice Principal, Registrar, IQAC coordinator and Exam Chairperson can access data generated by MIS. MIS is backed by LAN, uninterrupted internet and wifi. Vuniya Infotech Pvt. Ltd. developed the system to smoothen the admission process. The office management software includes admission software and exam software. Admission software ensures generation of the following. 1. Online admission form 2. Fee reports 3. DD reports 4. Fee receipts 5. Outstanding fee reports 6. Segregation of students on the basis of cast, gender and division 7. I cards 8. GR enrollment register Exam soft ware generates the following. 1. Hall ticket 2. Seating arrangements 3. Block wise mark list 4. Subject wise report 5. Grade cards 6. Results report in pdf format 7. Subsequent class eligibility report 8. Pass/ fail report All admission and**

**exam related information is provided to students by exercising bulk SMS facility. College uploads all results on website. College is using Maharashtra government e-Sevarth software for online salary calculation of teaching and nonteaching staff.**

## **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**

- Being affiliated, all courses offered by the college, followed the syllabi prescribed by the University of Mumbai. During the academic year 2018-19, the teachers, however have participated as convener/ member/ resource person in the development of the syllabi. Some teachers were also the part of curriculum related workshops organized by the colleges in association of the BoS of the subject.
- At the beginning of the academic year; the syllabus was distributed amongst teaching faculties by respective Head of the Departments, so as to ease the teaching staff to plan teaching and other related activities. As per the teaching plan each teacher ensured the completion of the entire syllabus within the time allocated. During teaching-learning processes, teachers took the help of suggested reference books as listed in the syllabi and other online resources for their respective subjects/courses. Modern teaching tools like LCD projectors, Smart boards, PowerPoint presentations, and others like videos, animations were used by the faculties to make the classroom teaching and learning more effective and interactive. To strengthen the syllabus and to make it more interesting and applicable in day-to-day life, it was supplemented with co-curricular, extracurricular, and extension activities including talks and workshops.
- Most of the departments organized industrial visits, field visits, and excursions to supplement theoretical knowledge taught. The college has the Nature club to sensitize, motivate and educate students and staff about the importance of the environment, its conservation, and related issues.
- The prospectus with all details including courses, departments, teachers, fee structure, scholarship, free-ship, etc. was provided to students at the entry-level. College also used e-portals for sending information to students regarding the admission dates, the opening of the college.
- College conducted orientation programs for newly admitted students to introduce about the college campus (to adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration), various sections (academic and administrative) and also about the activities of the committees functional in college. During the orientation program students were also introduced to CBCS, examination pattern, marking scheme, and ATKT examination.
- To supplement the teaching-learning, faculty members involved students in project-based activities and for that college and department concerned provided all necessary help. Some of the teachers also conducted activities to enhance the research aptitude and attitude of the students.
- To fulfill the shortage of teachers and to strengthen teaching-learning activities, the college appointed total 20 faculties in various departments on a contract/ clock-hour/temporary basis.

##### **1.1.2 Certificate/ Diploma Courses introduced during the Academic year**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

## 1.2 Academic Flexibility

### 1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

### 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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Bachelor of Arts	English, Hindi, Marathi, Sindhi, History, Economics	English, Hindi, Marathi, History, Economics	Mumbai University adopted CBCS for all UG & PG courses in 2011-12 and implemented the upgraded regulation to all institutions including affiliated colleges in the year 2012-13.	-	-
Bachelor of Science	Physics, Chemistry, Botany, Zoology, Microbiology, Mathematics	Botany, Zoology, Microbiology	Mumbai university adopted CBCS for all UG & PG courses in 2011-12 and implemented the upgraded regulation to all institutions including affiliated colleges in the year 2012-13.	-	-
Bachelor of Commerce	B. Com	M. Com	Mumbai university adopted CBCS for all UG & PG courses in 2011-12 and implemented the upgraded regulation to all institutions including affiliated colleges in the year 2012-13.	-	-
Already adopted (mention the year) 2012-13					

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

	Certificate	Diploma Courses
No of Students	-	-

## 1.3 Curriculum Enrichment

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

Life skills programmes were conducted by some of the departments of the college. Department of Botany and Zoology, for instance together organized two day hands on training programme on Pearl culture, Mushroom culture, Stevia, Azola and Spirulina culture for all life science students. About 60 students participated in the aforesaid programme. They learnt skills of pearl culture process, starting from mounting/ inserting of nucleus in bivalves up to the harvesting of pearl. Some of the students started doing pearl culture in ponds available in their locality.

Value added courses	Date of introduction	Number of students enrolled
Pearl culture, Mushroom culture, Stevia, Culture of Azolla and Spirulina plants	25.03.2019	60

Ethical Hacking and Digital Marketing	19.01.2019	100
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### 1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Swachch Bharat Abhiyan	241
Health And Hygiene	241
Industrial visit to Parle biscuit production unit in Ambnarnath	47
Visit to monetary museum, RBI	35
Study tour to Maharashtra Nature park, Sion	56
Kala Ghoda arts festival	9
Visit to Kanheri caves and Sanjay Gandhi National Park	42
Study tour to National Association for Blind India (NABI) and ITI Polytechnic, Ambernath	47
Visit to Matheran	16
Visit to Rajiv Gandhi Zoological Park and Wild Life Sanctuary, Pune	44
Visit to Kamshet, Lonawala	28
Visit to Bondla Wild life sanctuary, Goa	30
Visit to Bhandup Pumping station, Mumbai	54

### 1.4 Feedback System

#### 1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	No

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

- The college collected feedback on curriculum from the students at the end of academic year.
- To achieve the task, feedback forms were printed out and distributed to every department. Every department distributed feedback forms to its students and collected when it was completely filled and signed by the students. The departments finally submitted these feedback forms to the IQAC for further analysis.
- The IQAC took the initiatives in this regard and monitored each and every aspect of feedback collection. The feedback collected was analyzed.
- The feedback form was comprised of 5 parts, viz., Time sense, Subject command, Use of teaching aids, Helping attitude and Class control, which were common to all students of Arts, Science and Commerce. From Science students, additionally, the feedback was obtained regarding practical work. Though Time Sense category got 4.25 grades, i.e., just above very good, in order to improvise IQAC decided to plan scheduled assignments and class tests in the next academic year, so as to prepare students for exams in a better way. Subject Command category fetched 4.5 grades, making it reach close to excellent. Faculties were encouraged to involve more life-experiencing examples to make topics and subtopics more interesting and henceforth to bring students more close to the subject.
- Since several syllabi got revised last year, to make the literature available to the students, several books were purchased and e-books were provided by the teaching staff. The whole objective of this policy was the effective implementation of the Curriculum

### CRITERION II -TEACHING-LEARNING AND EVALUATION

#### 2.1 Student Enrolment and Profile

##### 2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
FYBCOM	960	2286	938

SYBCOM	840	712	712
TYBCOM	720	545	545
FYBA	360	369	198
SYBA	360	101	101
TYBA	120	85	85
FYBSC	120	583	118
SYBSC	120	83	83
TYBSC	120	72	72
M.A. – I	600	As applications for admission of students at entry level (First year of PG programmes in Science) are invited by the University of Mumbai, the college has no data regarding number of applicants applied for the PG courses. The college starts after receiving data of short-listed students. The college gives the admission as per the guidelines made by the University of Mumbai.	81
M.A. – II	600		56
M.COM – I	30		26
M.COM – II	30		23
M.SC – I	120		94
M.SC – II	120	94	94
PHD IN SCIENCE	MICROBIOLOGY	-	04
	BOTANY	-	04
PHD IN ARTS	HINDI	-	01
<b>TOTAL (A)</b>			<b>3213</b>
FYBSC CS	60		24
SYBSC CS	60		15
TYBSC CS	60		24
FYBSC IT	60	446	60
SYBSC IT	60	49	49
TYBSC IT	60	52	52
FYBAF	60	467	59
SYBAF	60	57	57
TYBAF	60	60	60
FYBBI	60	312	47
SYBBI	60	47	47
TYBBI	60	60	60
FYBFM	60	62	39

SYBFM	60	28	28
TYBFM	60	19	19
FYBMS	60	398	59
SYBMS	60	50	50
TYBMS	60	51	51
<b>TOTAL (B)</b>			<b>800</b>
<b>TOTAL (A + B)</b>			<b>4013</b>

## 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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
<b>2018-2019</b>	<b>3605</b>	<b>400</b>	<b>70</b>	-	<b>25</b>

## 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
<b>70</b>	<b>25</b>	Projector, Smart boards, Audio Visual aids, CDs, DVDs, online portals such google meet, Google classrooms, whatsapp, emails, Shodhganga, INFLIBNET, etc	<b>52</b>	<b>11</b>	You Tube, Digital White Board, Virtual White Board, Chromes, Excel Sheets, Use of Audio-visual aids.

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

- Majority of the students belong to lower income group (children of migrants, labourers, auto rickshaw drivers etc.). They take up employment to support the family and self education and are sole earning member of the family. This hampers the attendance of such students.
- To mitigate the regularity of the attendance, mentoring is one of the significant activities adopted by the teachers for the benefit of the students at personal level.
- For the students of vernacular medium, special care in terms of explaining the concept in local/common language (Hindi/Marathi) adhering to flexible medium of instructions.

- Flexible medium of instruction helps the students to understand the subject with ease and indirectly even overcome the fear of English language.
- Due to comfort in usage of language students take initiative in asking doubts in related subjects and actively participate in the class.
- The teachers undertake mentoring with providence. They enable students by providing notes, question banks, assignments etc via physical as well as virtual means.
- The students are motivated by teachers to express their views about various concepts and aspects related to their subjects.
- Interactive sessions enhance not only the understanding of the subject but also gives them the necessary clarity. This arouses curiosity among the students during learning process which in turn builds up their confidence and knowledge.
- The understanding and expression of the subjects is reflected in the periodical tests conducted by teachers. This also is the significant part of mentoring.
- Counseling sessions are organised before and after the semester examinations. This helps in giving them the idea of their present performance and to improve themselves in a better way.
- Revision and Remedial coaching is done for the students in need by identifying slow and scholastically backward students.
- Advanced learners in the peer group are motivated to support and guide the academically weaker students.

An approximate mentor: mentee ratio of 1: 57.3 is followed for 4013 enrolled student population.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
4013	70	1 : 57

## 2.4 Teacher Profile and Quality

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

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD
<b>81</b>	<b>70</b>	<b>11</b>	<b>0</b>	<b>17</b>

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2018-19	Dr. Ajai Kumar Singh	Assistant Professor	Leading educationalist of India Award, FFI, New Delhi. (National.)

## 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
TYBA	3A00146	SEM VI	04/05/2019	12/07/2019
TYBSC	1S00146	SEM VI	10/05/2019	12/06/2019
TYBCOM	2C00146	SEM VI	18/04/2019	25/05/2019
TYBAF	2C00456	SEM VI	12/05/2019	27/06/2019
TYBBI	2C00346	SEM VI	12/05/2019	26/06/2019
TYBFM	2C00256	SEM VI	12/05/2019	17/06/2019
TYBMS	2M00156	SEM VI	12/05/2019	19/06/2019
TYBSC IT	1S00256	SEM VI	17/05/2019	24/06/2019
TYBSC CS	1S00156	SEM VI	03/05/2019	12/06/2019
M.COM	2C00534	SEM IV	03/06/2019	29/08/2019
M.A.	3A00534	SEM IV	03/06/2019	29/08/2019
M.SC	1S01124	SEM IV	03/06/2019	31/08/2019

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

- The institute being affiliated to University of Mumbai follows the examination pattern prescribed by the University of Mumbai.
- The revised Under Graduate syllabi pattern was implemented from 2016-17, where the internal evaluation was only retained for Foundation Course at First year and Second year. There is a provision of 25 marks internal evaluation in Foundation Course and projects at MCom (Accounts), MA and MSc level. There are projects even at TYBA (Marathi, English, Hindi, Economics and History) for two papers, 20 marks each.
- The college undertakes projects pertaining to society, environment, nature and finance at Under Graduate (Foundation Course) and Post Graduate level.
- Marathi department organised activities like Book Review for language skill enhancement and periodical tests to assist the advanced and slow learner students for academic growth.
- Awareness about nature, environment, gender, health, hygiene, social enlightenment etc. is brought about by Science Association, Nature Club, NSS organised activities.
- Department of Political Science conducts Mock Parliament to harness political thinking of young minds and understand the Legislation of Indian Parliament.
- All these activities aimed at better understanding of the academic subjects by the students using practical and experiential learning.
- Marathi, Hindi, History, Botany, Microbiology, Zoology, Commerce departments invited guest speakers from different fields for in-depth understanding of the syllabi being taught.
- The debates, essay writing organised by the Planning Forum enable the students to correlate contemporary issues with the ongoing teaching learning process in the classroom.
- Remedial coaching was done for the slow learners and working students.

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

- Seva Sadan's R.K.Talreja college of Arts, Science and Commerce had Institutional academic calendar for the academic year 2018-19. It was prepared as per the guidelines given by the University of Mumbai.
- The academic calendar provided a planned week/ month wise schedule of activities for the academic year 2018-19.
- Various activities and all examinations of Under Graduate and Post Graduate programmes, projects and assignments, committee activities etc. were complied as per the academic calendar.

- The academic calendar provided a system for all the activities which ensured fulfillment of objectives mentioned in the academic year 2018-19.

## 2.6 Student Performance and Learning Outcomes

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

[http://www.ssrkt.edu.in/uploads/course\\_outcome\\_and\\_programme\\_outcome.pdf](http://www.ssrkt.edu.in/uploads/course_outcome_and_programme_outcome.pdf)

### 2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
2C00145	TYBCOM SEM VI	545	387	71
3A00145	TYBA SEM VI	85	61	72
1S00145	TYBSC SEM VI	100	83	83
1S00255	TYBSC IT SEM VI	52	52	100
1S00155	TYBSC CS SEM VI	28	26	92.85
2C00455	TYBAF SEM VI	66	58	87.87
2C00345	TYBBI SEM VI	63	61	96.82
2C00255	TYBFM SEM VI	19	13	68.42
2M00155	TYBMS SEM VI	51	23	45.09
2C00534	MCOM SEM IV	94	73	77.65
3A00534	MA SEM IV	53	48	90
IS01124	MSc SEM IV	24	21	87.5

## 2.7 Student Satisfaction Survey

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

[http://www.ssrkt.edu.in/uploads/Student\\_Satisfaction\\_Survey\\_2018\\_19\\_ENGLISH.pdf](http://www.ssrkt.edu.in/uploads/Student_Satisfaction_Survey_2018_19_ENGLISH.pdf)  
[http://www.ssrkt.edu.in/uploads/Student\\_Satisfaction\\_Survey\\_2018\\_19\\_HINDI.pdf](http://www.ssrkt.edu.in/uploads/Student_Satisfaction_Survey_2018_19_HINDI.pdf)

## 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 organizations**

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University/ College	1 year	Mumbai University	60,000.00	24000.00

Students Research Projects (other than compulsory by the College)	--	--	--	--
International Projects	--	--	--	--
Any other(Specify)	--	--	--	--
Total	1 year	Mumbai University	60,000.00	24000.00

### 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(s)
--	--	--

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
--	--	--	--	--

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

Incubation Centre	Name	Sponsored by
--	--	--

Name of the Start-up	Nature of Start-up	Date of commencement
--	--	--

### 3.3 Research Publications and Awards

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

State	National	International
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#### 3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	No. of Ph. Ds awarded
--	--

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

	Department	No. of Publication	Average Impact Factor, if any
	English		
National	Microbiology, Zoology, Botany, Political Science, Hindi, Marathi	07 in UGC approved journals 09 in Peer reviewed journals	Not available
International	English, Microbiology, Zoology, History Botany	06 in UGC approved journals 17 in Peer reviewed journals	Not available

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

Department	No. of publication
Hindi, Marathi, Botany, Computer Science , Zoology, Accountancy	2 Chapter & 23 Books

**3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index.**

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Na+ and Cl- induce differential physiological, biochemical responses and metabolite modulations in vitro in contrasting salt-tolerant soybean genotypes	Shelke DB, Nikalje GC, Chambhar MR, Zaware BN, Suprasanna P, Nikam TD	3 Biotech	2019	05	R. K. Talreja College of Arts, Science and Commerce, Ulhasnagar-3	04
Coping With Metal Toxicity – Cues From Halophytes	Nikalje GC, Suprasanna P	Frontiers in plant science	2018	34	R. K. Talreja College of Arts, Science and Commerce, Ulhasnagar-3	24

**3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
--	--	--	--	--	--	--

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars	0	02	0	33
Workshops	0	19	0	

Conference	02	01	0	
Presented papers	07	04	05	0
Resource Persons	--	--	--	3+15 (Talk+ resource)

### 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 co-ordinated such activities	Number of students participated in such activities
Donate Blood Save Life/ Rotary Club of Ulhasnagar	NSS unit and Rotary club of Ulhasnagar	6	83
Blood Donation/ Chidanand Charitable Trust, Blood Bank, Dombivli	NSS unit and Chidanand Charitable trust	3	60

#### 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	No. of Students Benefited
--	--	--	--

#### 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 coordinated such activities	Number of students Participated in such activities
Swachh Bharat	NSS Unit of college/Central hospital, Railway Station and village	Cleaning of Central hospital, Railway Station and village	04	241
Blood donation camp	NSS unit, Students Council, WDC and Alumni association of College/Central Hospital	Blood donation camp	01	51
Tree plantation	NSS unit and Central hospital, Ulhasnagar	Tree Plantation Drive	4	30
Tree plantation	NSS unit and Local police dept	District Level Tree Plantation Program at Nandivli, Dombivli	3	5
Ganapati Visarjan	NCC and Traffic Police Ulhasnagar	Traffic Control	1	20

Rasta Surksha Jagrukta Mohim	NCC and Traffic Police Ulhasnagar	Rasta Surksha Jagrukta Mohim	1	25
Pulse Polio Program	NCC and Ulhasnagar Municipal corporation	Pulse Polio Program	1	27
HOW to be a Smart Investor	NSS Unit and Bombay stock exchange	HOW to be a Smart Investor/ The Consumer guidance Society of India	6	120

### 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
--	--	--	--

#### 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-To)	Participant
Educational visit	Visit	ACTREX	06.12.2018-07.12.2018	--
Training	NIUS programme	Homi Bhabha centre for science education	--	--
Lab visit	Industry	Shalina laboratories, Jejuri, Pune	25.02.2019	35
Training	Induction technical training	I Future technologies private ltd	25.06.2018	07
Internship	Internship	I Future technologies private ltd	26.08.2018	63
Internship	Internship	Coppergate	20.02.2019-04.07.2019	--

#### 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 and Activities	Number of students/teachers participated under MoUs
--	--	--	--

### 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
35,00,000.00	41,16,733.00

##### 4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2+2 Acres	-----
Class rooms	51	7

Laboratories	17	-----
Seminar Halls	3	-----
Classrooms with LCD facilities	Projector facility available	-----
Classrooms with Wi-Fi/ LAN	51	1
Seminar halls with ICT facilities	2	-----
Video Centre	---	-----
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	5	1
Value of the equipment purchased during the year (Rs. in Lakhs)	120.24 lakhs	35,65,237.00
Others	89.23 lakhs	5,51,496.00

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL (Software For University Library)	Fully Automated	2.0	2009

### 4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	114586	12719697	1888	487297	116474	13206994
Reference Books	162	210835	35	100382	197	311217
e-Books	N-List		N-List		N-List	
Journals	-	-	25	38550	25	38550
e-Journals	N-List		N-List		N-List	
Digital Database	N-List		N-List	5900	N-List	5900
CD & Video	NB-1557	35960	37	1157	1594	35960
Library automation	2 ILMS 1 In-house 1 SOUL	---- 27573(Aug 2005)	-----	-----	2	27573
Weeding (Hard Soft)	---	---	---	---	---	---
Others (specify)						
1. Book Bank	4196	625410	Nil	Nil	4196	625410
2. Thesis, Dissertations	41	---	22	---	63	---
3. Gifted Donated Books	4043	710389	252	51778	4295	762168
4. Bound Volumes	1302	---	226	---	1528	---
5. Magazines	-	-	54	74803	54	74803
6. Newspaper			20	42159	20	42159

## 4.3 IT Infrastructure

### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	163	2+1	8	(library)1	-	1+1	-	100 1 mbps 100 mbps 8 mbps 8 mbps 8 mbps 10 mbps 50 mbps 24 mbps	1.Biometric - COSEC 2.Relion - payroll software 3. Tally-accounting software 4.Vanya software(For Fees)
Added	43	Both aided labs upgraded with technology	All eight connections continued	4 (Botany, physics, zoology, microbiology lab)	-	-	4 departments upgraded with smart board	Note- Aforesaid plans continued for this year also.	1.All four software continued in year 18-19 2. Fixed Asset software. 3. Installed 3 DVR, 10 Bullet camera & 2 Dome camera at different places 4. One Canon printer, Six UPS, One Inverter and One Samsung refrigerator were added in departments/ college. 5. A few classrooms upgraded with smart board
Total	206	3	8	5	-	2	4	309	

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

.....100..... 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
----	----

**4.3.4 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
----	----	-----	-----

**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
97 lakh	11096393.00	95	9901007.80

**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 well established policies for the maintenance and utilization of its physical and academic support facilities including classrooms, auditorium, laboratories, computers libraries, gymkhana and sports ground.
- Each classroom has been given a unique identity in terms of specific number and this enables the students for easy identification and also to locate whether it is situated on 1st, 2nd and/or 3rd floor of the college building.
- At first day of college re-opening, the classrooms were allotted to conduct lectures as per the time table of the subject concerned. The classrooms were taken care by the classroom attendants. The attendants took all responsibility start from opening up to the closing of classrooms and also kept everything in order which is required for smooth conduct of lecture. Any shortfall in the classrooms was notified by the attendants and improvements initiatives were taken by the Principal.
- The college at present has two well equipped (audio-visual systems) auditoriums to facilitate the conduct of events/activities in the college campus. The responsibility of these auditorium remains with Principal's office. The person who was supposed to use the auditorium informed the Principal's office in advance. Principal's office maintained a log book to record everything related to use of auditorium.
- Laboratory attendants, the caretakers ensured that everything in laboratory was in order and the equipments have been kept properly and were functional. The practicals/experiments whenever conducted were mentioned in laboratory's logbook in advance so that the necessary requirements (preparation of chemicals, checking of instruments/equipments etc) could be made ready by the attendant. Physics department of the college on its own behalf had the facility to repair and maintain the instruments through the teaching and non-teaching staff members. The outside person, if wanted to use the equipment, first wrote a letter to concerned Head of the Department for permission. The maintenance of equipments was done on annual basis through proper channel and by following the policies framed out by the college for the purpose.
- Library of the college is well known in Thane district in terms of having good number of books/ reference books, space and other related physical infrastructures. Library provided membership to all students on roll and issued a library card with barcode facility. Library has various sections each with a library person/attendant to

help the students in searching/providing the book(s). Books were issued for total 07 days and students had been asked to return on or before the expiry of this period. Library had common computer and internet facility for both students and teachers. It was mandatory for both students and teachers to enter their details in logbook kept for the purpose before and after the use of computer facility. The work of library is mostly computer and software based hence their maintenance is done regularly following the policies laid down by the college.

- The gymkhana had facilities for both boys and girls separately and follows strictly the policies of the institution for its functioning.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

#### 5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Students' Aid Fund (SAF)	23	34590
Financial support from other sources			
a) National	1) VJNT 2) SJD 3) Tribal 4)Rajarshi Shikshan Shulka	129 182 12 62  TOTAL 385	414465 632796 79180 151600  TOTAL 1278041
b) International	--		--

#### 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 enrolled	Agencies involved
1)Wheebox Employability Skill Test	21/01/19	113	SWADISHA(Ministry of labour & employment under (UNDP-United Nations Development Program.
2) Advanced Excel	08/01/19	83	I Future, Kalyan
3) Resume/ Group Discussion/Personal Interview	08-09/02/19	53	R. K.Talreja College
4) How to improve Employability	08/02/19	169	Pradeep Godbole
5) Prezi & Powtoon	08-09/02/19	126 + 90	Brightwayz
6) Statistical Analysis using SASS	09/02/19	68	Sunil Bhatia
7) Workshop on Animation		80+60	
8) What are the media options and job opportunities in advertising, sales	08-09/02/19	37	Maya Academy of Advanced Cinematics (MAAC)

promotion and direct sale and services. Career in Media			Maya Academy of Advanced Cenematics (MAAC)
9) Concept and Functioning of Capital Market	09/02/19	111	R. K. Talreja College
10) Seminar on Career in MBA	09/02/19	121	Brightways
11) Editing of CV/Resume/ Personal Interview and Group Discussion Sessions for TCS Co	21/08/2018	53	R. K. Talreja College
12) Group Discussion /Personal Interview for ICICI Prudential	03/01/2019	44	R. K. Talreja College
13) Aptitude Testing for INFOSYS	03/01/2019	06	R. K. Talreja College

### 5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	CET(MBA) free coaching		---		
	How to prepare for UPSC/ MPSC		219		
	Preparation strategies for UPSC/MPSC/CAPF/RBI/ NET/SET	35	---		

### 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year.

- The mechanism to redress the grievances received was adopted during the year. Suggestion and complaint boxes were placed in the prominent places within the campus. Students were expected to drop their grievances in the box. Students Council and Women Development Cell were given the responsibility to address these complaints; however, no grievances were received.
- To prevent Sexual harassment Internal Complaint Cell (ICC) was initiated and formation of ICC was as per the guidelines of State Women Commission (SWC) or Maharashtra Mahila Ayog.

➤ Discipline Committee was given responsibility of addressing the ragging cases, if any.

Total grievances received	No. of grievances red	Average number of days for grievance redressal
0	0	0

## 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
1. Kotak Bank, ICICI bank, Vodafone by MYVIZO	139	21 +35 +01	1. Capgemini Tech services India LTD	12	03
2. Centum Accuro Global Solutions	15	01	2. Tata Consultancy Services	06	03
3 ICICI Prudential	103	20	3. INFOSYS India LTD	06	03
			4. TCS (Ignite)	04	01

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme Admitted to
2018-19	113*+91** =204 * students have been admitted in various PG programmes in the RKT college  ** students have been admitted in various institutions outside RKT college	B.Sc.-07 B. Com.-64 B.A.- 42  B. Com. -72	Microbiology -03 Botany -03 Zoology-01 Commerce-64 Economics-10 English-04 Hindi-11 History-15 Marathi -02  Commerce	R. K. Talreja College, UNR          University of	M.Sc, M. Com. and MA          M. Com.

Percent of student progression in higher education -  
**(16.14%)**

Mumbai (IDOL),  
SST College,  
Priti Academy,  
P D Karkhanis,  
Siddharth College,  
Kamaladevi College,  
S R Abhang College,  
L D Sonawane College,  
SICES College,  
St. Paul College,  
Matoshree College,  
Model College,  
G R Patil College,  
SHM College,  
Alumuri Ratnamal  
Institute,  
Adarsh College,  
DT Kalani College,  
Oriental Institute of  
Management,  
Saket Institute of  
Management,  
Pillai Institute of  
Management Studies  
and Research,  
G D International  
College of Management  
K C College of  
Engineering and  
Management Studies  
VPMS TMC Law  
College,  
K C Law College,  
NARI Gursahani Law  
College  
Birla College,  
P D Karkhanis,  
Utkarsh College,  
SST College,  
CKT College  
University of Mumbai

MBA

LLB

		B. A.- 05	Economics- 01 History- 03 Hindi- 01	P. D. Karkhanis, SST College, Utkarsh College, CKT College	M. A.
		B. Sc.- 14	Mathematics- 02 Zoology- 01 Botany- 02 Chemistry- 04 Physics- 02 IT- 01	University of Mumbai, Birla College, CKT College, CHM College, Institute of Science, IIT Indore, SK Somaiya College, Siddharth College, Gurunanak Khalsa College	M. Sc. M. Sc. M. Sc. M. Sc. M. Sc. M. Sc.

**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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	428954
SET		
SLET		
GATE	01	MA19S42050689
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
1. Mehendi competition	Intra-Collegiate competition	34
2. Nail Art	Intra-Collegiate competition	9
3. Umbrella Painting	Intra-Collegiate Competition	15
4. Friendship Band making	Intra-Collegiate Competition	41

5. Sports Rugby	Maharashtra Inter-District State Rugby Championship All India and South Asia Rugby XVS Championship Participation	1
6. Hammer Throw	Inter-Collegiate University of Mumbai(3 <sup>rd</sup> place	1
7. Box Cricket	Inter- Collegiate competition (Runner-up)	11
8. Volley ball	Inter-Collegiate competition ( 1 <sup>st</sup> Place)	10
9. Fashion Show	Inter-Collegiate Competition (2 <sup>nd</sup> Place)	18
10. Group Dance	Inter-Collegiate competition (2 <sup>nd</sup> Place)	4
11. Solo Dance	Inter-Collegiate competition (1 <sup>st</sup> Place)	1
12. T-shirt Painting	Inter-Collegiate competition (1 <sup>st</sup> Place)	1
13. Rangoli	Inter-Collegiate competition (2 <sup>nd</sup> Place)	1
14. Singing	Inter-Collegiate competition (Runner up)	1
15. Cooking without fire	Inter-Collegiate competition (2 <sup>nd</sup> Place)	1
16. Scientific Rangoli Competition	Intra-Collegiate Competition	16
17. Pahaka Competition	Intra-Collegiate Competition	10
18. Elocution Competition – Forum of Free Enterprise	Intra-Collegiate Competition	40
19. Essay Competition	Intra- Collegiate Competition	42
20. Poster Making Competition on Women Empowerment	Intra-Collegiate Competition	22
21. Essay Competition	Intra-Collegiate Competition	49
22. Debate Competition	Intra-Collegiate Competition	12
23. Poster Making	Inter-Collegiate Competition (3 <sup>rd</sup> Prize)	1
24. Essay Writing Competition	All India Essay Writing Competition (Bagged State Level Prize, 1 <sup>st</sup> Place in Maharashtra)	6
25. Poster Poetry Competition	Intra-Collegiate Competition	8
26. Slogan Competition in Marathi	Intra-Collegiate Competition	5
27. Handwriting Competition in Marathi	Intra-Collegiate Competition	32
28. Essay Competition in Marathi	Intra-Collegiate Competition	16

29. Poetry Recitation	Intra-Collegiate Competition	14
30. Self Composed Poems	Intra-Collegiate Competition	5
31. Presenting Pieces from selected plays	Intra-Collegiate Competition	8
32. Singing Competition	Intra-Collegiate Competition	13
33. Fancy dress Competition depicting Marathi Culture	Intra-Collegiate Competition	11
34. Lagori	Inter-Collegiate Competition	8
35. Solo/ light Singing	Inter-Collegiate Competition	3
36. Mehendi	Inter-Collegiate Competition	3
37. Beg-Borrow-Steal	Inter-Collegiate Competition	1

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID member	Name of the student
2018-19	Junior National Rugby Sevens Championship Winner	National	Rugby	---	1834530	Pankaj Singh

### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/ committees of the institution (maximum 500 words)

- Student's representation on various academic and administrative bodies/committees is reflected in participation of students and the help rendered by students Council volunteers in conducting variety of programmes in association and committees.
- Cultural program 'Expressions' was conducted by the students group under the guidance of teachers. All the tasks for managing the events for three days, the three weeks preparation, strategy for event sequence, from arrangements to conducting of program including invitation, thanking letters, bouquets, escort of guests, arranging mementos and all the related arrangements, including vouchers were handled and managed by the students showing their aptitude. Students of this group also coordinated with other colleges and designed the programs for intercollegiate competitions.
- Marathi Bhasha Pandharavada', a program of 15 days as per the guidelines by the state of Maharashtra with the perspective of preserving the culture of Maharashtra, was organised by the college from 1st January to 15th January. Student volunteers showed their enthusiasm in participation and rendered help in conducting the program successfully.
- Student volunteers of Gymkhana came up with novel ideas of engaging students in various sports activities under the guidance of sports instructors and gymkhana members from teaching staff. These students helped in the day to day activities going on in gymkhana by taking care of the equipments, materials and different sports items issued to them and the team. Gymkhana representative helped in scheduling of various intra-collegiate

competitions and kept track of intercollegiate competitions to be held in various colleges during the year. Annual sports prize distribution was also an event where students were exposed to various tasks to handle, for conducting of event and they fulfilled this with zeal and responsibilities.

- NSS and NCC volunteers took up various social responsibilities as a part of their regular course and also helped the various committees by taking up special responsibilities such as taking care of discipline, preparation of banners, spreading awareness of the issues of social, educational, cultural and political significance. NSS unit along with student support conducted residential camps, blood donation camps, cleanliness drive, voter's awareness program etc. Independence Day and Republic day was celebrated in the institution with great enthusiasm by the performance of NCC students. They also displayed their talents and awards achieved during the year.
- Student volunteers along with the help of Alumni took interest in preparation for Mock parliament which first was conducted at college level and later showcased in intercollegiate competition.
- All the programmes were conducted at various levels included students from various department right from the step of framing of notice till the implementation and conduct of the program. This all was under the guidance and supervision of teachers from concerned departments or committees.

## **5.4 Alumni Engagement**

### **5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words)**

- Yes.
- Alumni association as a unit was formed and registered in the year 2015 under Seva Sadan, the trust of R. K. Talreja College of Arts, Science and Commerce, Ulhasnagar. Since then the association has taken several initiatives involvements of alumni in activities and function of the college. In the NSS Camps for example the Alumni form the senior volunteer group, rendering the help in organizing the camp events for a week in smooth manner. They also volunteered in providing help in kind like food and as leaders. The Alumni actively took part in the Cultural fest "Expressions:" and also the current students in scheduling the events. They guided the participants for Mr and Miss RKT Competitions held every year.
- Our institution being minority with Sindhi language, Alumni contributed towards the Sindhi Association program in terms of choreographing the dance, skits that were later performed in various other Sindhi institutions as a part of inter-collegiate event. They won several prizes in such activities.
- Alumni took initiative in conducting placement cell events specifically in guiding sessions and conducting courses pertaining to job skills. Alumni played a significant role in college's committees/associations programs, cultural, gymkhana, NSS, NCC events etc. No mechanism was developed to assign the student a position his/her role, all the students were treated as volunteers. As per seniority and experience, the job was taken up by them as leaders or members. This involvement helped in developing leadership skills, camaraderie and self reliance in the present students. It also helped in strengthening the bonds between all the stakeholders, enhancing team building, sensitivity and awareness towards society.

<b>5.4.2 No. of enrolled Alumni:</b>
300
<b>5.4.3 Alumni contribution during the year (in Rupees) :</b>
Nil
<b>5.3.4 Meetings/activities organized by Alumni Association :</b>
<ol style="list-style-type: none"> <li>1. Alumni association meeting held on 23<sup>rd</sup> February 2019.</li> <li>2. Cloths donation drive at Murbad.</li> <li>3. Clean drive on Worli beach.</li> <li>4. Clean drive at Koliwada beach after Ganapati Visarjan Festival.</li> <li>5. Visit to Kamaladham Vridha Asharam.</li> <li>6. Independence day celebration</li> <li>7. Health check programme (CPR demonstration)</li> <li>8. Blood donation drive.</li> <li>9. Donation of books, stationary, notebooks, toys, clothes etc to Adivashi Pada, Shahapur.</li> </ol>
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
<b>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</b>
<p>A. Principal of the college takes decisions for smooth functioning of various academic and administrative sections of the college. In beginning of the academic year, several committees involving faculty members and students were formed to take care of and to create better environment for teaching-learning and other co-curricular and extracurricular activities in the college campus. Some of the academic and administrative committees are listed here-</p> <ol style="list-style-type: none"> <li>1. Admission committee- takes responsibility of admission of students at every level (First year, Second year and Third year of BA, BSc and BCom)</li> <li>2. Library committee-Makes policy for upgradation of library in terms of having more infrastructures, books (text/reference books), online learning tools, journals/periodical subscription etc.</li> <li>3. Attendance committee-collects attendance of students for every individual teacher, analyses and displays the list of students who do not fulfill the university norms.</li> <li>4. Discipline committee-takes measures to maintain the discipline during the programme/events and/or in college campus as whole.</li> <li>5. Science association and Nature club- organized various activities including scientific concept based RANGOLI, POSTER and PPTs making, NATURE PHOTOGRAPHY, NATURE TRAIL etc, for holistic development of students especially the science students.</li> <li>6. Arts Circle- organized various activities for overall development of social sciences students.</li> <li>7. Placement cell- works for strengthening the students in terms of providing soft skills (resume writing, appearing for competitive exams, appearing for interview etc). It also invites company/organization for campus placements.</li> </ol> <p>For activities/events/programmes in the college campus, the convenor/chairperson of the committee concerned informs the Principal and Management of the college in advance for financial and administrative support.</p>

B. The college under its banner runs unaided/self financed courses leading to bachelor degree in Accounting and Finance (AF), Business and Insurance (BI), Finance and Management (FM), Management Studies (MS), Computer Science (CS) and Information Technology (IT). To facilitate all these courses in college campus and to take care of, the Management and Principal of the college has appointed In-charge/ Coordinator for these courses. In-charge/ Coordinators initiate the processes of admission at every level (FY, SY and TY) and are free to adopt any mechanism for betterment of the students.

**6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:**

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):**

❖ **Curriculum Development**

- Being an affiliated college, it strictly follows the syllabi framed by the University of Mumbai, Mumbai for its all courses. The syllabi were further strengthened by organizing curricular, co-curricular and extracurricular activities/ events by departments and committees of the college. During organization of group activities, participation of most of the stakeholders was ensured in order to maximize the impacts of such activities/events.
- Some of the faculty members were actively involved in syllabus making committees of the Mumbai University through the Board of Studies and/or syllabus development committees of the University. The faculty members were also the part of curriculum related workshops organized by the neighboring colleges/institutions and BoS of the University in the subjects.

❖ **Teaching and Learning**

- Several improvement strategies were adopted during teaching and learning processes.
  - Use of smart boards
  - Poster/Model
  - Role play
  - Videos
  - Surprise test
  - Quiz
  - Debate
  - Group discussion
  - Visits
  - PPTs
  - Rangoli
  - Assignments/Projects
- Some of the teachers followed flip-learning method, i.e., the posting of lecture topics in student's WhatsApp group in advance for their reference.

❖ **Examination and Evaluation**

- The college has set up an examination committee for smooth conduct of examinations under the guidelines of University of Mumbai.
- To facilitate the same, the examination committee takes several initiatives including making of time table (for FY and SY level examinations only) dissemination of information regarding allotment of supervision duties to teachers via online (through whatsapp) and offline (through displaying list of supervisors with duties on staff notice board). The committee gives the liberty to teacher supervisors to adjust duties with others, if possible on mutual understanding. Examination committee announces the dates for semester end examinations of FY and SY classes as the examinations of TY, MSc, MA and M.Com are taken care by affiliating university. Evaluation of FY and SY classes is offline while that of TY, MSc, MA and M.Com is online. Offline evaluation is done in college campus

only and the teachers are not allowed to carry the answer scripts outside the campus.

#### ❖ **Research and Development**

RDC (Research Development Cell) of the College monitors each and every aspect of research. The RDC has taken several initiatives to encourage faculty members to do the research and keep themselves updated about ongoing research in their subject area.

Some of these were-

- Encouraging faculty members to submit research proposals to different funding organizations.
- Organizing invited lectures by eminent researchers from industries, research laboratories and other academic institutions.
- Providing lab and internet facilities to do in house research.
- Encouraging collaborative research activities within the institution.
- Encouraging students to solve real life problems through research.
- Sanctioning of duty leave to attend conferences / workshop/ seminar, viva voce etc.
- Establishing linkages with institutions/ organizations for training and R&D.
- Sharing information about ongoing scientific events like conferences, seminars etc.
- Sharing of information- individual contribution for faculty who are currently pursuing research.

#### ❖ **Library, ICT and Physical Infrastructure / Instrumentation**

- Library facility has been provided to the students at College and some Departmental level.
- College library in one of the best libraries in Thane district with good number of reference and text books, journals, magazines etc.
- Departmental library enables the students to access the books instantly during routine lectures and practicals, if any.
- College library provide INFLIBNET, N-List and SODHGANGA facility to expand the knowledge of both students and faculties.
- A separate room with computer and internet facility has been set up in college library for research students and faculty members.
- Bar code facility is developed for issuing the books.
- College library has started “Mobile library” facility for needy peoples residing in surrounding villages.
- Xerox facility is available in library for the students and teachers who need copy of the reading materials on the spot.

#### ❖ **Human Resource Management**

The college manages its human resources according to the policies laid down by Central and State Governments, University Grants Commission and University of Mumbai. The college assigns the duties to the people appointed for the purpose. The college takes the initiatives to upgrade the teaching and non-teaching staff members with advance technology knowledge available in the field. The college encourages the staff members to participate in training and other similar programmes in order to enhance their skills and knowledge. For the same, college sanctions leaves in advance and also provides financial support wherever feasible. The teacher having expertise also assist our office staff in finalizing the documents related to placements, salary, pay commission etc.

#### ❖ **Industry Interaction / Collaboration**

The college through the departments and also as a whole initiates the process of interaction and collaboration with the industries and other organizations. The Department of Microbiology for instance sends their students to the industry with the purpose to enhance the knowledge and skills required in the field. Other departments such as Zoology, Botany, History etc organize visits to institutions/industry to enrich the knowledge and skills of the students. The placement cell of the college, under convenorship of Prof. Neelam Kapoor, Department of Physics is doing more in this direction. The cell invites industries/organizations of the region for imparting knowledge and skills (Soft skills) to the students of all streams (Arts, Science and Commerce) throughout the year.

#### ❖ **Admission of Students**

Admissions at both UG and PG level is done as per the guidelines of Mumbai University, Mumbai. To facilitate the admission process, the College has set up an Admission Committee that takes efforts in simplifying the process of

admission start from doing publicity in and outside of college campus up to the final admission. The admission of students is through offline and online mode. The applicants, at entry level (FY of UG and PG both) register themselves on both college and university portal, takes the printout of same and reach to college to initiate offline admission process. The admission in SY and TY of UG and final year of PG is totally internal and is given to the students on the basis of students' preference and/or marks obtained in previous class. Despite being a minority institution, the reservation rules regarding the admission are strictly followed. The college gives relief to financially weaker students in paying the admission fee in installments. The new entrants are helped by the teacher counselors and students volunteers throughout the admission process.

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

❖ **Planning and Development**

The college has well developed e-governance system in planning and development matters. To facilitate the same the college has its own domain in the name of [www.ssrkt.edu.in](http://www.ssrkt.edu.in) and has created an online centralized system for taking care of all functional units including the departments of the college. Management of the college whenever feel necessary for framing policies invites opinion of Principal, Vice-Principals and HoDs through online modes (e-mails, Google docs etc) and also ask for Power point presentations (PPTs).

❖ **Administration**

Every unit and subunit of administrative office is well equipped with computer and internet facility. Most of administrative works are being done using software and online tools.

❖ **Finance and Accounts**

Finance and account section of the college has its own software "Tally software" to facilitate the smooth and efficient working.

❖ **Student Admission and Support**

Admission process involves the use of computer and internet facility. The student applicants apply online for admission at entry level (first year of UG and PG both). Admission at higher level (SY and TY of UG and final year of PG) is done online using software designed for the purpose. Some faculty members have developed softwares for improving admission process. Technical assistance was given to the students for the corrections to be made in the online admission forms.

❖ **Examination**

Exam committee of the college used e-portals for issuing hall tickets and declaring the results. Exams forms were filled through online portal.

**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
--	--	--	--	--

**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	Dates (from-to)	No. of participants (Teaching staff)	No. of partici pants (Non- teachi ng staff)
--	--	--	--	--	--

**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	Date and Duration (from – to)
FDP	01	14.01.2019 to 19.01.2019
	01	22.10.2018 to 24.10.2018
Orientation	02	16.08.2018 to 12.09.2018

**6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):**

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0	20 (contract)	0	0

**6.3.5 Welfare schemes for**

Teaching	<ol style="list-style-type: none"> <li>Promote self development</li> <li>Co-operative Credit Society</li> <li>Loan facility through credit societies</li> <li>Provident Fund.</li> <li>DCPS to staff recruited after 2005.</li> <li>Welfare Committee felicitate the retiring teachers.</li> <li>Insurance Premium facility under Salary Saving Scheme.</li> <li>Financial help against salary to those newly recruited teachers who do not get salary in beginning months of appointments.</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>Co-operative Credit Society.</li> <li>loan facility through credit societies</li> <li>Provident Fund.</li> <li>DCPS to staff recruited after 2005.</li> <li>Welfare Committee felicitate the retiring non-teaching staff.</li> <li>Insurance Premium facility under Salary Saving Scheme.</li> <li>Financial help against salary to those newly recruited non teaching staff who do not get salary in beginning months of appointments.</li> </ol>
Students	<ol style="list-style-type: none"> <li>Group Insurance for both UG and PG students.</li> <li>Special diet to sport persons, NCC cadets, etc. during their training period and also during tournaments and campus adventures.</li> <li>Arranging Health check up camp and Blood donation Camp.</li> <li>Counselling centre gives emotional support to lead a purposeful life.</li> <li>Fee waivers, Fee concessions, staggered fee payment facility, etc .are offered to students.</li> <li>Accidental benefit scheme.</li> <li>Students are given easy access to computer</li> </ol>

**6.4 Financial Management and Resource Mobilization**

**6.4.1 Institution conducts internal and external financial audits regularly (within 100 words each)**

Internal and external financial audits are done by the college office/management on regular basis. The college/management has appointed an auditor for the purpose. The account section of the college is well equipped with advance software(s) for easy calculation of income and expenditure of the college.

**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/ Grants received in Rs.	Purpose
--	--	--

**6.4.3 Total corpus fund generated Nil**

**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		No	
Administrative	No		No	

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

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

- Use of MS Office (Word, Excel and PPTs) in routine office work.
- Repair and maintenance of basic laboratory instruments.
- Handling and use of smart classrooms.

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

- To have more linkages/collaborations with industry and academic organization.
- To strengthen the syllabus and to enhance the skills and knowledge of the students, the committees and departments were asked to organize group activities, extension activities and outreach activities.
- To incorporate more ICT tools in routine teaching – learning processes.
- Self Appraisal form was developed for the teachers and it was made mandatory for all teachers to submit duly filled self appraisal form at the end of academic year.
- To resolve the water scarcity in college campus, rain water harvesting was initiated. For the purpose, provision was made in garden of the college.

**6.5.5**

- a. Submission of Data for AISHE portal : (Yes /No) Yes
- b. Participation in NIRF : (Yes /No) No
- c. ISO Certification : (Yes /No) No
- d. NBA or any other quality audit : (Yes /No) No

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from---- to-- ----)	Number of participants
2018-19				
1	Attendance monitoring and interaction between Parent –Teachers	25/08/2018	4 days	1500
2	Introducing ICT based teaching learning process by providing hands on training for teaching staff.	16/02/2019	1 day	37
3	11 interactive boards were installed in classrooms and laboratories.	29/10/2018	4 days	970

4	Format for data collection of departmental and committee activities.	08/11/2018	2 days	48
5	Gender sensitization/ empowerment activities initiated	21/01/2019	4 days	294
6	Career and Job Fair.	08/02/2019	2 days	950
7	Social responsibility initiatives taken	27/08/2018 to	12 days	12
8	Performance appraisal of Teachers and Feedback on Curriculum by Students	30/01/2019	30 days	1500
9	NET and SET lecture series and orientation	09/10/2018	7	18

## 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-to)	Participants	
		Female	Male
A survey on Hemoglobin count and Nutrition check for women was conducted.	26/02/2019	35	14
Blood donation camp was arranged.		18	49
Talk on “Protection of Women from Sexual Harassment at Work Place”.	18/01/2019	Male-42 and Female- 107	
Poster-making Competition on "Women Empowerment".	06/03/2019	Male-08 and Female- 14	
1. An Essay Writing competition was held on: a. Sexual Harassment against Women at Work Place b. Gender Inequality: A Culture that has Dominated the Entire Human Civilization c. Women Empowerment: Yesterday, Today and Tomorrow d. Women's Challenges and Issues in the Modern World	07/03/2019	Male-13 and Female- 37	
2. Theme-based Dance "Save Girl Child"	08/03/2019	Male-2 and Female- 5	
3. A Street Play on "Women's Issues"	08/03/2019	Male-12 and Female- 6	
4. A Debate Competition on "Is Reservation for Women a Tool for Women Empowerment?"	08/03/2019	Male-3 and Female- 9	

#### 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

1. Green initiative is continued by the constant use of Solar panels installed in the campus. Solar energy generated meets 25 % of electricity demand.
2. 10-15 % of LPG usage is reduced owing to the Bio gas usage.
3. Two “Tree plantation” programmes were organized during the academic year 2018-19. First plantation drive was carried out at Central Hospital, Ulhasnagar-3 on 26th July 2018. Second plantation was done at Nandivali Village in association with Police Dept. which was a District level Tree Plantation program held on 25th August 2018.
4. Under Swachh Bharat Abhiyan several cleanliness drives were carried out. NSS volunteers performed cleanliness drives at
  - i. Ulhasnagar station on 22/07/2018
  - ii. Central Hospital Ulhasnagar on 25/07/2018
  - iii. College premises on 27/07/2018.
  - iv. Karavale village, Posri village on 11/08/2018
  - v. Ganpati Visarjan Cleanliness Drive on 23/09/2018
5. Anti-plastic awareness rally and street play was organized by NSS volunteers on 08/09/2018 to encourage people to minimize the use of plastic which causes harm to nature.
6. Rainwater is a potential source of potable water which is well managed by the college. Rainwater was harvested and used to recharge the bawari present in our campus.
7. All the laboratories in college are well designed for cross ventilation and illumination by natural light to reduce electricity consumption. Energy saving is additionally ensured by students and staff by switching off the lights and fans when not in use.
8. Bio composting was done and the compost was utilized in College garden.
9. Segregation of dry and wet waste was practiced.

### 7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	01
Provision for lift	No	--
Ramp/ Rails	Yes	01
Braille Software/facilities	No	--
Rest Rooms	No	--
Scribes for examination	No	--
Special skill development for differently abled students	No	--
Any other similar facility	Yes	01
i. In our College Library a dedicated staff member is present who provides reading assistance to blind students. ii. For physically handicapped students provisions were made to arrange books at the library basement.		

### 7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

2018-19	10	1	30/07/2018 ( one day)	“DONATE BLOOD, SAVE LIFE” in association with Rotary Club of Ulhasnagar	Blood was donated to fulfill the requirement of blood deficiency in Blood Bank and to save the life of needy people in the area.	82
	1	1	26/02/2019 ( one day)	BLOOD DONATION Association in association with Chidanand Charitable Trust, Blood Bank, Dombivli	Blood was donated to fulfill the requirement of blood deficiency in Blood Bank and to save the life of needy people in the area.	51
	1	1	26/07/2018	Tree plantation drive at Central Hospital, Ulhasnagar-3	As Central Hospital is situated in the center of City and on the main road the trees were planted to make the air cleaner and to reduce sound pollution.	33
	1	1	25/08/2018	District Level Tree Plantation Program at Nandivali Village in association with Police Dept.	Local people were encouraged for tree plantation and protection of the plants as well as environment.	05
	1	1	07/08/2018	Workshop on	Students	120

				‘How to be a Smart Investor’ in association with Consumer Guidance Society of India, Bombay Stock Exchange & N.S.S. Unit of our college	were educated about the various kinds of investments which they can do along with their studies to get monetary benefits.	
	1	1	-	Traffic control along with Traffic Police by NCC cadets during Ganpati Visarjan	Local traffic management to prevent traffic jams and facilitation of Ganpati Idol visarjan without chaos.	20
	1	1		“RASTA SURAKSHA JAGRUKTA MUHIM” in Association with Ulhasnagar traffic Police	Being in the vicinity of Kalyan-Badlapur highway, the local traffic police takes the help of NCC students for conducting programs to encourage local public for following various safety rules.	22
	1	1		Pulse Polio Program along with Ulhasnagar Municipal Corporation	Helping the Municipal Corporation to conduct the pulse polio program	21

					with ease.	
	1	1	25 <sup>th</sup> and 26 <sup>th</sup> March 2019 , two day	Hands on training cum workshop on Pearl Culture, Stevia culture, Spirulina and Azolla farming	To develop entrepreneur ship among the students	60
	1	1	8/02/2019 & 09/02/2019	Intercollegiat e Career and Job fair	Opportunity was provided to students of neighboring colleges to acquire skills and training workshop along with job interviews.	1450

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Code of conduct for teachers , students and Non-teaching staff	Unpublished	College strictly follows the code of conduct made by UGC for the teachers and students. For non-teaching staff the college has developed code of conduct with the consent of local governing body. Students code of conduct is popularized through the college prospectus. During the Orientation program emphasis was made on the code of conduct and its strict implementation and to be followed by the students in the campus. To facilitate the code of conduct in various stake

		holders, the college organizes events and also has the provision to monitor the same.
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### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to ----- )	Number of participants
Yoga Camp	21/06/2018	21
Swami Vivekanand Birth Anniversary Celebration	12-01-2019	40
Visit to NABI (National Association for Blind in India) ITI Polytechnic, Ambernath	04/09/2018	47 students 04 teachers
Shapath on voting Introduction to new voting machine Rally on election to vote	25/01/2019	300
Donation drive for Kerala floods	27/08/2018 to 1/09/2018	Teaching, Nonteaching staff and students
A talk on 'History of Dalit theatre'	04/01/2019	43
A tribute to the CRPF who were martyred at Pulwama, and donation drive.	14/02/2019	Teaching, Nonteaching staff and students
Donation drive in association of Team Parivartan, Kalyan-421301, for underprivileged people in "Shahpur Adivasi Pada"	02/01/2019 to 06/01/2019 (5 days)	Teaching, Nonteaching staff and students
Visit to Aadhar Ashram Badlapur (Center for Mentally Challenged)	28 April 2019	24

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

1. Appliance with lower stars are upgraded with higher stars for energy saving
2. Regular checking of electrical appliances in laboratory to reduce unwanted power consumption
3. Tube lights were replaced by LED lights to reduce power consumption.
4. Use of plastic in any form is strictly prohibited in campus
5. Waste management is done by segregating dry and wet materials
6. Biogas plant supplies to Microbiology Department.
7. Rainwater harvesting facility is present in the campus.
8. Solar panels are in continuous use.

### 7.2 Best Practices

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

1. Library extension programme: Mobile Library
2. Career and job fail

### **7.3 Institutional Distinctiveness**

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

Since the establishment of R. K. Talreja College under Seva Sadan Trust in the year 1961 our college is always working for the welfare of society. Being a minority Institute, we are bound to fill 50% seats of minority & remaining seats are allocated to other students. There is no binding on our institute to follow Government reservation policy applicable to other institutes. Yet the admission policy of our institute has been very liberal and is framed in such a manner that it follows the reservation policy framed by the Government to help the underprivileged section of our society. Under the aegis of this policy several students seek admission to our college under various categories apart from minority status. Students are admitted as per the quotas prescribed by Government rule on merit basis.

During the recruitment of teaching and Non-teaching staff of our college we always prioritize eligibility and quality instead of promoting recruitment only based on linguistic minority.

Keeping our goals in mind we always work in the field of overall development (academic, co- curricular and extra-curricular development) of students. By the organization of several extension activities, we imbibe social and moral responsibilities in them. We empower our students by providing them various platforms to showcase their talent and enhance their skills by learning. By means of workshops and invited talks we bridge the gap between academics and industries.

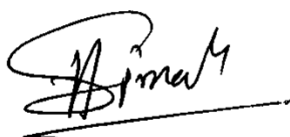
## 8. Future Plans of action for next academic year (500 words)

The college has following plans for the next academic year 2019-20.

1. The teachers will be encouraged for technology mediated teaching-learning processes. To achieve this, the teachers will be trained first and then will be asked to incorporate more technology tools including apps/software, animation, video etc in routine lectures and practicals. This approach will not only enhance the learning ability of the students but will also make the topics and subtopics very easy and interesting for them.
2. More skill related/value added programmes will be organized to enhance the learning capability of the learners and also to strengthen their soft skills. The learners will be identified on the basis of their skills learned and will be assigned the tasks during the activities/events in the college.
3. The committees and departments will be asked to organize more co-curricular, extracurricular, extension and outreach activities for overall development of the learners.
4. The college will work more for alternative source of energy. The capacity of biogas production will be expanded to cover more laboratories/units of the college.
5. A plant folder having details (scientific name, local name, uses and roll in cleanliness of campus) about the plants available in college garden will be made. This will enhance the knowledge of students and also will sensitize them for plantation.
6. To sensitize students towards animal diversity sustained by urban habitat and their role as ecological indicators. This will create awareness amongst the students about the importance of animals and their number in ecosystem balance.

Name: Dr. Ajai K Singh

Name: Dr. Geetha S Menon



Signature of the Coordinator, IQAC

Signature of the Chairman, IQAC

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## Annexure I

### Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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