SHIKSHANA PRASARAKA MANDALI'S

RAMNARAIN RUIA COLLEGE OF ARTS AND SCIENCE

MUMBAI 400 019

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

SUBMITTED TO NAAC

2011-12

1. **Kindly provides the details of the Institution**
- Name of Institution: - **Ramnarain Ruia College Arts & Science.**
- Year of Establishment of the Institution: -**1937**
- Address Line I: -　　　**L.N. Road**
- Address Line II: -　　　**Matunga – (East),**
- City/Town: -　　　　　**Matunga**
- State: -　　　　　　　**Maharashtra**
- Postal Code: -　　　　　**400 019**
- Email Address:-　　　　**principal@ruiacollege.edu**

2. **NAAC Accreditation/Reaccreditation Details**
- Year of Accreditation/ Reaccreditation:- **2007**
- Current Grade:- **A**
- CGPA:- **87.8**

3. **Institutional Status :- Affiliated Permanent**

4. **Contact Person Details**
- Name of Head of Institution:-　**Prof. Suhas Pednekar**.
- Contact Phone:-　　　　　**022-24143098/022-24143119**
- Email:-　　　　　　　　**principal@ruiacollege.edu**
- Website URL:-　　　　　**www.ruiacollege.edu**
- Name of IQAC Co-ordinator:-　**Dr. (Mrs) Urmila Moon**
- Email:-　　　　　　　　**urmilamoon@gmail.com**

Section I

This section related to institution goals, vision and mission, academic programmer and activities, strategies and action plants for institution building.

5. Number of academic programmes existing (Enter a Number ;0 for nil)

- Undergraduate (BA/B.Sc./B. Com. etc):- **37**
- Post Graduate (MA/M.Sc./M.Com etc.):- **20**
- Research Programmes (M. Phil/P/h D):- **10**
- Certificate Programmes:- **30**
- Professional Programmes:- **0**
- (B.Tech/M.Tech/B.Ed/M.Ed/ Medicine/Pharmacy/Paramedical/Nursing etc):**0**
- Other value added programmes:-**03**
- Any other programme offered (specify):- **0**

6. Details on Programme development (Enter a number; 0 for Nil)

- New Programmes added during the year: -   **03**
- New Programmes designed:-   **0**
- Programmes under revision:-**0**
- Interdepartmental Collaborative Programmes:- 0**3**
- Inter institutional Collaborative Programmes: **02**
- Number of review committee Recommendations implemented (Total):- **0**
- Number of NAAC peer team recommendations Implemented:- **06**
- Number of UGC/any other expert committee Recommendations implemented:- **02**
- Number of review Committee Recommendation under implementation:- **0**
- Number of NAAC peer team recommendations Under implementation:- **01**
- **Number of UGC/ any other expert committee Recommendations under implementation:- 02**

7. Faculty details (Enter a number , 0 for Nil)

- Total faculty strength Required as per norms for all programmes:- **138**
- Total faculty on rolls:- **122**
- Faculty added during the year:- **0**
- Faculty positions vacant **: 16**
- Faculty left during the year: 0**4**
- Total number of visiting faculty:- **38**
- Total number of guest faculty:-   **09**

8. **Qualification of Faculty**
   - PhD and Above:- **40**
   - M Phil:- **07**
   - Masters:- **122**
   - Any other (Specify):- **0**
9. **Faculty qualification improvement**
   - PhD awarded to existing faculty:- **04**
   - M Phil awarded to existing faculty:- **0**
   - Any other degree awarded to existing faculty:- **0**
10. **Administrative Staff Details (Enter a number; 0 for nil)**
    - Administrative staff (total sanctioned):- **107**
    - Administrative staff (Actual strength):- **107**
    - Added during the year of Reporting:- **0**
    - Left during the year:- **0**
    - Number of posts vacant:- **0**
11. **Technical Support Staff Details (Enter a number; 0 for nil)**
    - Technical Support Staff (Total sanctioned strength):- **02**
    - Technical Support Staff (Actual strength):- **02**
    - Added during the year:- **0**
    - Left during the year:- **0**
    - Number of posts vacant:- **0**

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.
It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. **Establishment details**
    - Year of establishment of IQAC: - **06/07/1999**

13. **Composition of IQAC (Enter a number; 0 for nil)**
    - Number of IQAC members:- **11**
    - Number of Alumni in IQAC:-   **02**
    - Number of Students in IQAC:- **0**
    - Number of Faculty in IQAC:-   **07**
    - Number of Administrative Staff in IQAC:-   **01**
    - Number of Technical Staff in IQAC:-   **01**
    - Number of Management Representatives:-   **01**
    - Number of External experts in IQAC:-   **01**
    - Number of any other stakeholder and community representatives:-**0**

14. **IQAC Meetings**
    - Number of IQAC meetings held during the year:- **08**

15. **Whether Calendar of activities of IQAC formulated for the academic year: yes**

16. **IQAC Plans for Development (Enter a number; 0 for nil)**
    - Number of academic Programmes proposed: **0**
    - Number of value added Programmes proposed:- **0**
    - Number of skill oriented Programmes proposed:- **01**
    - Number of faculty Competency and development programmes proposed:- **02**
    - Number of other staff development programmes proposed:- **01**

- Number of student mentoring programmes proposed:- **06**
- Number of co-currcular activities proposed:-**01**
- Number of inter departmental cooperative schemes proposed: **0**
- Number of community extension programmes proposed:- **01**
- Any other programmes proposed (specify):- **01**

17. IQAC Plans for development & implementation (Enter a number; 0 for nil)
- Number of academic programmes implemented:- **0**
- Number of value added programmes implemented:- **0**
- Number of skill oriented programmes implemented:- **04**
- Number of faculty competencyand development programmes implemented:- **02**
- Number of other staff development programmes implemented:- **01**
- Number of student mentoring programmes implemented:-**06**
- Number of co- curricular activities implemented:- **01**
- Number of inter departmental cooperative programmes implemented:- **0**
- Number of community extension programmes implemented:- **01**
- Any other programmes suggested that are implemented (specify):- **01**

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)
- Number of seminars/ conferences/ workshops organized by IQAC within the institution:- **02**
- Number of participants from the institution:- **40**
- Number of participants from outside:- **0**
- Number of external experts invited:- **04**
- Number of external conferences/ seminars/ workshops on institutional quality attended:- **01**
- Number of events conducted with IQAC of other institutions as celebrative programmes:- **0**

19. Did IQAC receive any funding from UGC during the year?
   NO

20. If the response to Qn. 18 is Yes, please provide the amount receive from UGC – (Input 0- if NA/NIL-) Ant other source including internal financial support from the management (Specify amount)

- Amount received from UGC:- **0**
- Amount received from any other source including the college management:- **1,93,130/-**

21. Any significant contribution made by IQAC on quality enhancement during current year (please provide details in bullet format)
Section III

- ICT in classroom: All classrooms are now converted to smart classrooms with Data Projector, Computer, Internet and Intranet (for access to College Sakai and Moodle servers)
- Moodle: The College has established a Sakai server on Intranet and Moodle server on Internet and intranet
- Staff development programmes: Training program for use of Moodle in regular teaching and for developing associated teaching material was organized with the help of experts from C-DAC, Mumbai. 'INFLIBNET' services are provided by the library for which orientation programme for teachers was conducted.
- Counseling center workshop: - Study Habits workshops were conducted for slow-learners.
- Google platform for teachers and teachers:
  Ruia college teacher's Google group is created and is used for exchanging prompt communication and also to support MIS.
- Google platform is being used for variety of purpose such as Google groups, Google Websites and Google Documents. Students' Groups of all classes i.e. FY, SY, TYBA/BSc and MSc Part I & II students exchange notices, study material and ideas.
- Departmental format / Personal Profile were prepared and utilized effectively for updating MIS.
- Annual Academic Audit of the departments conducted by the Principal annually and is used to provide feedback on the activities of the departments. Suggestions and decisions regarding scope for improvement, if any, are provided by the Principal.
- CCMS Centralized computerized Management system has been installed and is very effective in maintaining office and administration records, exam results, attendance, student data and faculty related information. The CCMS is also linked to the college website. The College website provides information on courses offered, department and research activities, faculty profile, circulars, gymkhana, library, examination, college news, and also provides access to online courses.

22. Academic Programmes
- Number of new academic programmes developed or designed by faculty:- **0**
- Number of faculty members involved in curriculum restructuring/ revision/ syllabus development:- **14**
- Number of programmes in which evaluation process reformation taken up and implemented:- **50**
- Number of active teaching days during the current academic year:- **237**
- Average percentage of attendance of students:- **80**
- Percentage of classes engaged by guest faculty and temporary teachers:- **38**
- Number of self financed programmes offered:- **15**
- Number of aided programmes offered:- **30**
- Number of programmes discontinued during the year:- **0**

23. Whether any systematic student feedback mechanism is in place?
    YES

24. Feedback Details (If answer to Question 20 is yes)
- Percentage of course where student feedback is taken:- **100**

25. Is feedback for improvement provided to the faculty?
    YES

26. Faculty Research, Projects, and Publication details for the year
- Number of major research projects undertaken during the year:- **04**
- Number of minor research projects undertaken during the year:- **09**
- Number of major ongoing projects:- **11**
- Number of minor ongoing projects:- **14**
- Number of major projects completed:- **01**
- Number of minor projects completed:- **01**
- Number of major project proposals submitted for external funding:- **02**
- Number of minor projects proposals submitted for external funding:- **09**
- Number of research publications in peer reviewed journals:- **68**
- Number of research publications in internationals peer reviewed journals:- **37**
- Number of research publications in nationals peer reviewed journals:- **30**
- Number of research papers accepted for publications in international peer reviewed journals:- **0**
- Number of research papers accepted for publications in national peer review journals:- **03**
- Average of impact factor of publications reported:- **0.933**
- Number of books published:- **20**
- Number of edited books (single authored) published:- 0**2**
- Number of books (coauthored) published:- **13**
- Number of conferences attended by faculty:- **77**
- Number of international conferences attended:- **24**
- Number of national conferences attended:- **55**
- Number of papers presented in conferences:- **57**
- Number of papers presented in international conferences:- **27**

- Number of papers presented in national conferences:- **30**
- Number of conferences organized by the institution:- **04**
- Number of faculty acted as experts resources persons:- **42**
- Number of faculty acted as expert's resources persons- international:- **07**
- Number of faculty acted as expert's resources persons- national:- **04**
- Number of collaborations with national institutions:- **01**
- Number of linkages created during the year:- **16**
- Total budget for research for current year as a percentage of total institution budgets:- **09**
- Amount of external research funding received in the year:- **8901980/-**
- Number of patents received in the year:- **0**
- Number of patents applied for in the year:- **0**
- Number of research awards/ recognitions received by faculty and research fellows of the institute in the year:- **10**
- Number of PhDs awarded during the year:- **04**
- Percentage of faculty members invited as external experts/ resources Persons/ reviewer/ references or any other significant research activities:- **51**

Section IV

This section deals with student mentoring and support system existing in the institution. This includes student activities, mentoring and opportunities for development and inclusive practices.

27. Student details and support mechanism
- The total intake of students for various courses (sanctioned):- **3802**
- Actual enrollment during the year:- **3089**
- Student dropout percentage during the year:- **02**
- Success percentage in the final examination across the courses:- **80**
- Number of academic distinction in the final examination and percentage:- **40**
- Number of students who got admitted to institution of national importance:- **0**
- Number of admitted to institutions abroad:- **08**
- Number of students qualified in UGC NET/SET:- **02**
- Number of students qualified GATE/ CAT/ other examination (specify):- **08**

28. Does student support mechanism exist for coaching for competitive examinations?
> **NO**

29. Student participation, if response is yes to Qn.27
- Number of student's participation:- **0**

30. Does student counseling and guidance service exist?
> **YES**

31. Student participation, if answer to Qn.29 is yes
- Number of student's participation:- **267**

32. Career Guidance
- Number of career guidance programmes organized:- **08**
- Percentage of students participated in career guidance programmes:- **530**

33. Is there provision for campus placement?
> **YES**

34. If yes to Qn. 32

- Number of students participated in campus selection programmes:- **571**
- Number of students selected for placement during the year:-**44**

35. Does gender sensitization program exist?
    YES

36. If Answer is Yes to Qn. 34
- Number of programmes organized:- **04**

37. Students activities
- Number of students participated in external cultural event:- **205**
- Number of prizes won by students in external cultural event:- **48**
- Number of cultural events conducted by the institute for the students:- **37**
- Number of students participated in international sports and games events:- **01**
- Number of students participated in national level sports and games events:- **15**
- Number of students participated in state level sports and games events:- **0**
- Number of students participated in university level sports and games events:- **221**
- Number of prizes won by students in international sports and games events:- **0**
- Number of prizes won by students in national level sports and games events:- **05**
- Number of prizes won by students in state level sports and games events:- **0**
- Number of prizes won by students in university level sports and games events:- **43**
- Number of sports and games events conducted by the institute for the students:- **09**

38. Composition of students
- Percentage of Scheduled Caste:- **12**
- Percentage of Scheduled Tribe:- **01**
- Percentage of other backward communities:- **12**
- Percentage of women students:- **69**
- Percentage of physically challenged:- **02**
- Percentage of rural students:- **0**
- Percentage of urban students:- **100**

39. Scholarships and Financial Support

- Number of students availing financial support from the institution:- **234**
- Amount disbursed as financial support from the institution:- **567651**
- Number of students awarded scholarship from the institution:- **182**
- Number of students received notable National/international achievements/recognition:- **08**

40. Student initiatives

- Number of community upliftment programmes initiated by students:- **07**
- Number of literary programmes initiated by students:- **28**
- Number of social action initiatives based on science / environment initiated by students:- **08**
- Number of student research initiatives:- **23**

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?
Yes

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?
Yes

43. Whether benchmarking is created for institutional quality management efforts?
Yes

44. If the answer to Question 42 is yes, please list the benchmarking in various areas of development in bullet format

- All classrooms converted to smart classrooms- ICT enabled classrooms to enhance teaching-learning process
- Installation of Moodle and Sakai servers to keep pace with global developments in teaching learning.
- Under DBT sponsored Star College Scheme, Ruia College received financial support of Rs. 66.00 lakhs for a period of three years, commencing from 2011. This is useful for conducting research extensively at the UG level.

45. Is a Management Information System (MIS) in place?
Yes

46.If answer to question 44 is Yes, please provide details of MIS applied to:- CCMS

Centralized computerized Management system has been installed and is very effective in maintaining office and administration records, exam results, attendance, student data and faculty related information. The CCMS is also linked to the college website. The College website provides information on courses offered, department and research activities, faculty profile, circulars, gymkhana, library, examination, college news, and also provides access to online courses.

1. Administrative procedures including finance: CCMS Centralized computerized Management system
2. Student admission: CCMS Centralized computerized Management system
3. Student records: CCMS Centralized computerized Management system
4. Evaluation and examination procedures: CCMS Centralized computerized Management system
5. Research administration: Departmental data.

6. Others: Identity card Print, OMR Scanner inputs interface with the help of CCMS Centralized computerized Management system

47. Existence of learning resource management
- Edatabase in library : **YES**
- ICT and smart class room: **YES**
- Elearningsources (eBooks, eJournals):- **YES**
- Production of teaching modules:- **YES**
- Interactive learning facilities:- **YES**

48. Internal resource mobilization: Kindly provide the amount contributed
- Research:- **8901980/-**
- Consultancy and training:- **41,82,405/-**
- Student contribution:- **0**
- Alumni contribution:- **10,00,000/-**
- Well-wishers:- **59,21,001/-**

49. Infrastructure and welfare spending: Please specify the amount
- Amount spent for infrastructure development:- **59,21,001/-**
- Amount spent for student welfare:- **5,67,651/-**
- Amount spent for staff welfare:- **1,50,000/-**

50. Is delegation of authority practiced?

Yes

51. Does grievance redressal cell exist?
- Faculty: **yes**
- Students: **yes**
- Staff: **yes**

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)
- Number of grievances received:- **0**
- Number of grievances resolved:- **0**

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

- Number of grievances received:- **0**
- Number of grievances resolved:- **0**

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

- Number of grievances received:- **0**
- Number of grievances resolved:- **0**

55. Has the institution conducted any SWOT analysis during the year?
Yes

56. The SWOT analysis was done by internal or by external agency
Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

Strengths

- Healthy Research Culture
- Strong support from Alumni
- Large number of subject combinations
  The college offers a large number of subject combinations (150 subject combinations for FYBA and 13 subject combinations for FYBSc), to help the students fulfill their aspirations and educational requirements. Along with MSc in Herbal Science, a Five Year Integrated MSc Course in Bioanalytical Sciences was started in 2010-11, keeping in mind the need and demand for such inter-disciplinary courses on the frontiers of Science.
- Strong Infrastructure support and facilities resulting in overall growth of students.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

Weaknesses

- **Inadequate Research in departments of social sciences and humanities**
- **Limited use of ICT among students**

- **Inadequate Laboratory facilities.**

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

- Skill development programmes for faculty to enhance teaching learning by using Moodle to keep pace with the global developments.

- Collaborations with external agencies and to expand linkages with industry and corporate sector.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

- To excel as a centre for higher learning and research with limited resources.

- Development of employable/professional skills among the students

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- College started M.Sc. (IT), PhD programmes in Life Science and in Sanskrit.
- Under DBT sponsored Star College Scheme Ruia College received financial support of Rs. 66.00 Lakhs for a period of three years, commencing from 2011.
- Chemistry department has established an Advanced Instrumentation Centre in the year 2011.
- College has upgraded its existing fragmented office management software to web based integrated software Centralised Computer Management System (CCMS) that integrates use of OMR scanners, interface with college website as well as learning management system Moodle.
- Ruia Library possesses Institutional Membership of Asiatic Library, American Library and British Council Library. It is also registered as the member of INFLIBNET 'N-LIST' project under which the Library provides to all Teaching Staff and Post Graduate students free access to more than 50000 e-resources including variety of e-journals & e-books.
- Classrooms have been converted into smart-classrooms to keep up with global practices in teaching learning methods.
- 'Ruia Minds' Research Journal released by Dr.Anil Kakodkar on 21st November 2011.

- Research Festival - Project based poster presentation was conducted to promote research culture among students on 21st January 2012.
- Samanvay : Integrated Departmental Festival was conducted by all departments.
- Under Student Exchange under OMG programme i.e. Ontario- Maharashtra- Goa Programme, two students from Queen's University, Canada visited Ruia College to study at the Center for Slum Studies. They also took courses in arts faculty departments. Josephine Haworth-Lee took courses in Departments of Economics and Philosophy for one semester along with Slum studies while Shreya Talwar took courses in Departments of History and Politics for two semesters along with Slum studies. Two students from Ruia College were selected under the same programme- Pooja Bhalerao from TYBSc Life Science at Western Ontario University, Canada (with a scholarship of $2500) for two semesters and Karishma Prabhu from TYBSc Chemistry at the Broke University, Canada for one semester. One more student, Priya Ramesh of TYBA Economics has been selected by the Western Ontario University, Canada (with a scholarship of $2500) for two semesters for the academic year 2012-2013. Further, one student from Canada is seeking admission in the Mass Media programme at Ruia College under the same facility.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below?)

- It has sensitized the institutional staff towards aspects of quality management and brought a change in the institutional culture focusing on quality development.
- It has been instrumental in introducing new methodologies into teaching-learning, student development and staff development as per the global requirements.
- Each question in the format of NAAC - AQAR and RAR Manual focuses on a distinguished quality parameter which is a clue for steps towards quality enhancement.