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Ramnarain Ruia Autonomous College
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Actions taken report 2019-20

In the Academic year 2019-20, IQAC comprised of 25 members, representing various stake-holders as per the NAAC guidelines. A multipronged strategy was designed by IQAC in Academic and Administrative activities for the promotion of quality.

In this academic year, IQAC conducted 4 official meetings. Plan of action was prepared in the first meeting and reviewed progress of the plans implemented in the subsequent meetings. Plan of action was carried out directly by IQAC and also suggestions were given to Departments / non- departmental Associations/ committees for various activities. Following are the activities carried out by IQAC in the academic year 2019-20.

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	Decisions	Action taken
	Curricular aspect	
	To undertake a workshop on 'Curriculum Design and Development"	• IQAC organized an online workshop on Learning outcomes: A quality perspective on 27th May 2020. 117 teachers participated
	To conduct an Induction programme for the newly appointed teachers	• An Induction programme was conducted for the newly appointed teachers (19 permanent and 14 full time temporary teachers) on 17th , 18th of September and 9th of October 2019. The areas for the Induction programme was selected based on the UGC quality mandate. Feedback also was collected from the participants at the end of the session for each resource person separately. After analysis, based on the feedback the areas for the continuation of the Induction programme will be planned.
	To conduct an Internal Academic Audit	• An Internal Academic Audit was conducted by IQAC from 10th to 12th October 2019.
	Teaching, Learning and Evaluation	
	To organise training for innovations in teaching-learning process(FDP)	• Organised a short term course on e-content development from 19th November to25th November 2019, under RUSA in association with UGC HRD Centre, University of Mumbai • 3 training **sessions on Moodle** was organised by CS-IT department for the Ruia faculty in the month of April 2020(20/4/2020, 27/4/2020, 30/4/2020)

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		• Teachers underwent several online FDPs, workshops, trainings in their respective domain, in online teaching techniques and in areas of Assessment and Accreditation
		• IQAC organised a session on '**Emotional literacy and interpersonal skill'** on 22nd January 2020. 78 teachers participated in this session. • IQAC initiated a training session on **'Leadership'** for teachers on 27th January 2020. Five more sessions will be conducted in the coming months. 34 teachers participated in this training session • A webinar series on Covid-19 organised by various departments for Students in the month of May2020 • Webinars were also organised by all departments in the entire month of May to connect students to the institution and also for the productive utilization of lockdown period.(63 Webinars) • A session on Awareness about Covid-19 to Teaching faculty was conducted on 12th March 2020
	To enhance internship among UG/PG courses	• All PG departments have introduced internship either in the 3rd or 4th semester in their syllabus which is passed in the BoS of all PG departments from the academic year
	Research Innovation and Extension	
	To organise training on URKUND (Anti-plagiarism software) web training	• Organised a web training session on URKUND and registered all research guides and also departmental heads. Research guides have already started using the software for their Ph D students. The project proposal and the final project report submitted by the students of Post graduation was also checked for similarity using Urkund software from this Academic year.

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To conduct common course work for newly registered Ph D students	• Guidelines regarding common course work(Credit based) will be prepared by Research Dean. Fee structure for the course work will be approved in the next finance committee meeting. Course work will commence from June 2020.
To organise a seminar on Research	• IQAC and Library jointly organised an online National Seminar on 21st May on **'Research Writing and Enhancing Visibility"**.1910 people participated.
To organise activities for students on IPR	• IPR Cell and IQAC jointly organised a two days Seminar on **"Introduction to Intellectual Property Rights'** for the students of PG, Ph D and faculty- 6th and 7th March 2020-103 students • participated.
To strengthen the activities of RCIIE	• RCIIE took an online survey to narrow down the area of student interest and 265 students gave feedback on it. Based on the feedback analysis the cell planned the activities. On 11th December 2019, Ruia Student Council in collaboration with RCIIE organised 'Mehfil-e-Mauj' which was an entrepreneurship fair where students showcased their business skills. • RCIIE also organised a Budding Digital Workshop

Infrastructure and Learning Resources	
To carry forward the infrastructure development as proposed under the RUSA grant	• On going

Student support and progression	
To conduct Induction programme for the students as per the UGC guidelines	• To conduct Induction programme for the students as per the UGC guidelines Induction Program was organized for FY, SY, TY and also for M.Sc part I&II students on 8th, 9th, 10 th July 2019 and 30th August 2019.College has collaborated with 'Round Glass Foundation' for the same.
To initiate activities to promote Swach Bharat Abhiyaan	• To promote **Swach Bharat Abhiyaan**, Students council in collaboration with the NSS and NCC units of the College organised a cleaning drive on 1st October 2019. IQAC has planned to internalise and institutionalise this activity. • Students council in collaboration with the NSS and NCC units initiated **Fit Ruia** activity on behalf of Fit India Initiative and organised Marathon.

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	• College is planning to start Yoga as a special activity.
To widen the activities of Ruia Academy for Competitive exams	To widen the activities of Ruia Academy for Competitive exams, Dept of Chemistry, Microbiology, Botany, and Biotechnology has initiated this activity under Ruia Academy for Competitive exams. College is also planning to have collaboration with Vivekanand Prabodhini in this regard. • A 10 days training session on NET/SET was conducted for 53 students of Biological science during the lockdown period (11th May to 23rd May 2020)
	• Many UG and PG students have registered for online courses offered by NPTEL /MOOC (225 registered for course and 18 registered for exam) • Our college has partnered for the Coursera for Campus Program. Students and faculty have registered (from May 2020) and are very effectively utilizing the lockdown period. Registered students/ Faculty on successful completion of course will be awarded certificates.
To strengthen the activities of Centre for Mindfulness and wellbeing to enhance Life skills& Responsiveness to social issues	• IQAC organised a **session by a premier youth organisation-** Young Indians (YI) a movement for Indian youth to converge, Lead, Co-create and influence India's Future, on 19th November 2019. 176 students took part in this activity. • IQAC organised a session on Hum Badlenge India- **A digital Platform for youth development** on 22nd November 2019. 510 students participated in this program. • A session on **"Self Motivation- light the fire within you"** was organised by IQAC on 22nd January 2020 (funded by RUSA). 188 students • participated.

To conduct skill development programmes Under RUSA	• Under RUSA Department of History, Commerce, Greenhouse Management, Botany and Microbiology conducted the following workshops (**Skill development**) :
	   • Campus to Corporate
	   • Industry oriented career development
	   • Archival management
	   • Career in food studies
	   • Budding digital entrepreneur
	   • Urban biodiversity for sustainable citiesPlant identification and nomenclature

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Governance, Leadership and Management	
To streamline the administrative procedures through the CMS	• A session was organised for all office staff on exploring the CMS for data generation
To explore the method/s of data acquisition for Accreditation through customised software	• Digitised all data collection from departments, Associations, Committees, Personal profile and all feedbacks
ISO certification	• Regarding ISO certification, IQAC Coordinator, Co-coordinators and Vice Principal had a discussion on ISO certification with Mr. M. D • Chilakvad from BIS, Andheri- 5th February 2020
Submission of AQAR Participation in NIRF	• AQAR submitted in Dec 2019 • Participated in NIRF
To organise activities for support staff	• A **lab safety workshop** is scheduled on 12th October for the laboratory support staff by Department of Chemistry • A session on **Awareness about Covid-19** to Non-Teaching faculty was conducted on 9th March 2020. • IQAC organized an online workshop on **'Digital literacy'** to the Administrative staff and support staff on 22nd May 2020. 44 staff participated
College Administration	• Upgraded College Management system and College web site
Environmental friendly activities	
To organise activities to reduce plastic use in campus-3Rs	• Environment Awareness Committee contacted Bisleri Company regarding recycling of plastic bottles and have installed a cabinet to collect the plastic bottles.

Dr. Jessy Pius
Co-ordinator, IQAC

Dr. Anushree Lokur
I/c Principal, Convenor, IQAC

Date: 3rd June 2020