



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

**THAKUR RAMNARAYAN COLLEGE OF ARTS
AND COMMERCE**

- Name of the Head of the institution **Dr. Ravish Ramsagar Singh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02228281200**
- Mobile no **7710879386**
- Registered e-mail **nacc@trcac.org.in**
- Alternate e-mail **admin@trcac.org.in**
- Address **Thakur Ramnarayan Educational
Campus, S.V. Road, Dahisar East**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400068**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **University of Mumbai**
- Name of the IQAC Coordinator **Mr. Vaqar Bubere**
- Phone No. **9833038898**
- Alternate phone No. **8976786795**
- Mobile **8976786795**
- IQAC e-mail address **iqac@trcac.org.in**
- Alternate Email address **vaqar.bubere@trcac.org.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://trcac.org.in>

4. Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.44	2024	09/03/2024	08/03/2029

6. Date of Establishment of IQAC

02/08/2018

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

1. Faculty Induction: Know Your College 2. Management Development Program: Samagra 3. Internal ISO Audit 4. Renewal EOMS ISO 21001:2018 Certification 5. NAAC (Cycle 1)

12.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
NIL	NIL

13.Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Cycle 1	B	2.44	2024	09/03/2024	08/03/2029
6.Date of Establishment of IQAC			02/08/2018		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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9.No. of IQAC meetings held during the year			2		
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<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	
14. Whether institutional data submitted to AISHE		
Year	Date of Submission	
2022-23	07/02/2024	
15. Multidisciplinary / interdisciplinary		
Multidisciplinary and interdisciplinary learning is implemented through webinars, seminars, and certification courses, promoting collaboration among students and faculty. Guest lectures, and training sessions are conducted to educate the learners in disciplines other than their own and their relevance. The		

institute also offers interdisciplinary and multidisciplinary courses to students as per University of Mumbai guidelines.

16.Academic bank of credits (ABC):

A collaboration with "NAD Digi locker", that streamlines credit verification and ensures the recognition of the learners earned credits has been established by the institute. Due to this, it has been made mandatory for students to register with the ABC.

17.Skill development:

Skill development across arenas is ensured by the institute through several pedagogies like SWAYAM-NPTEL courses, The National Service Scheme (NSS), internships, and developing entrepreneurial skills through seminars, lectures and webinars. Appearing for SWAYAM-NPTEL courses is made mandatory for students to upskill them in both soft and hard skills. Entrepreneurship Development Cell (EDC) has been established expressly to produce graduates equipped with skills for entrepreneurship . The Placement Cell takes the onus to provide students with necessary internship experience in relevant fields. Refining organizational abilities like leadership, management, and social responsibility is achieved through the National Service Scheme (NSS).

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Regional languages like Hindi and Marathi are made use of in class to cater to learners who have received formal education in regional languages. Occasions like Hindi Bhasha Divas and Marathi Bhasha Diwas are celebrated by conducting activities like essay, and poetry writing, elocution, storytelling, and debates to spur learners' interest in Indian languages. Food Festivals are also organised to stimulate an appreciation for Indian Culture and Cuisine. Hindi has also been made a mandatory subject for learners' of the first-year Bachelor of Arts program. The College also organises activities like 'Veer Gatha'; to remember our freedom fighters, antiquities exhibitions, and a traditional day for the entire staff.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO) have been incorporated into the courses to lay the foundation of Outcome Based Education (OBE) by the institute. The outcomes are designed by the respective faculty member by referring to the Revised Bloom's Taxonomy and are then mapped with PO of the respective programs. To ensure a fair and error-

free assessment of the students learning from each course, the institute has invested in an advanced ERP software to calculate and assess the attainment of CO rigorously.

20.Distance education/online education:

Self-paced and independent learning is achieved by leveraging tools such as N-LIST by Inflibnet, JSTOR, and NDLI. The college offers specially designed educational materials for teaching and learning purposes that are made available online through Google Classrooms. This is also used to facilitate online submissions of assignments. The institute has proactively made a shift to accommodate hybrid learning by utilising platforms like Zoom, Google Meet, Google Forms and Google Workspace for exams & virtual classrooms.

Extended Profile

1.Programme

1.1	248
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2669
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	95
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	618
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Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	52
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	52
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	148.10
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	119
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The University of Mumbai curriculum guides the institute's well-defined process. An academic calendar is set before each semester, with stakeholder input on resources. Faculty members then prepare detailed teaching plans for theory and practical sessions. Regular	

monitoring ensures adherence to these plans through faculty diaries and student feedback.

Continuous assessment involves two internal exams covering the entire syllabus. The semester concludes with university exams and practical assessments (for specific programs) within a defined timeframe. The institute adheres to University guidelines and ensures compliance with continuous evaluation components.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. ASSESSMENT METHODS

Student assessment is done through an arduous system of assignments, Class Tests, Presentations, or Practicals. The institution followed guidelines given by the University for conduct of internal assessment.

2. ORGANIZED REGULATED SYSTEM OF INTERNAL ASSESSMENT

The administration, in due time, ensures that the teachers submit the results of internal assessment conducted during the semester. These results are further uploaded on the university website to ensure timely calculation and announcement of the final results.

3. GUIDANCE FOR EXAMINATION

In addition, the Examination Committee ensures smooth conduct of examination in online and offline mode given the present circumstances. The committee issues and reiterates guidelines in order to aid students in the examination process.

4. TEACHERS PARTICIPATING IN EVALUATION AND PAPER SETTING

Besides conducting and evaluating internal assessment, the teachers of the institute participate in the evaluation process at university level which is the ultimate stage of curriculum assessment. The college encourages the faculty to complete the

process of evaluation at designated centers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****24**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**2480**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The University of Mumbai curriculum incorporates "cross-cutting issues" like ethics, gender equality, and sustainability. These topics are integrated across various courses like Business Communication, Environmental Studies, and Social Psychology.

Ethics are addressed in subjects related to business and management, promoting responsible conduct. Gender sensitivity is fostered through courses and activities like workshops and awareness days. Additionally, courses on environmental issues equip students to understand sustainability challenges. This comprehensive approach aims to develop well-rounded graduates prepared to navigate professional and societal issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

643

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://trcac.org.in/uploads/agar/Criterion1/1.4.1%20URL%20for%20stakeholder%20report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1108

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1102

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institute is committed to ensuring that all students, regardless of their learning pace, receive the necessary support to achieve their academic goals. To this end, the institution employs a comprehensive assessment system to identify the learning levels of each student.

For students who demonstrate advanced learning abilities, the institution offers specialized programs that challenge them intellectually and encourage further exploration of their interests. These programs may include advanced coursework, research opportunities, or participation in academic competitions.

Conversely, for students who may be struggling with the coursework, the institution provides targeted support through remedial classes, tutoring sessions, and personalized learning plans. These interventions are designed to address specific learning needs and help students catch up with their peers.

By offering these differentiated learning opportunities, the institution aims to create a supportive and inclusive environment where all students can thrive and reach their full potential.

File Description	Documents
Paste link for additional information	https://trcac.org.in/uploads/aqar/Criterion2/2.2.1.%20-%20Supporting%20Document.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2669	52

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institute prioritizes experiential learning, blending theory with practice. Students actively participate in projects, events, and seminars, gaining hands-on experience. Events like TRCAC Films, AAGAZ UTSAV, and DARBAR Fest provide platforms for creativity and skill development. Seminars with industry professionals and field trips enhance practical knowledge.

Participative learning is encouraged through student involvement in placement activities and digital platforms. Collaborative events like Vishwa Paryatan and Diwali Celebrations foster engagement.

Problem-solving methodologies, including flipped classrooms and case studies, are employed to enhance critical thinking. Remedial lectures and mentoring sessions provide support for academic success.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Use of ICT Tools including online resources The Teaching and Learning Process is enhanced through the utilization of ICT tools, including online resources. Google classrooms are created by faculty members to share notes, presentations, assignments, practical journals, and conduct quizzes. Students are encouraged to enroll in online courses and use ebooks for learning. Online resources such as Wikipedia, Google Scholar, and Research Gate are

used by faculty members for student development. The E-Library, accessed through N-LIST, supports teaching and learning. Updates on examinations, fees, course outcomes, etc., are provided on the institute's website. A TRCAC Application is developed for attendance data for students and parents. The college organizes webinars on academic topics and counseling sessions for student welfare

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

52

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

02

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

78

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute, affiliated with the University of Mumbai, has implemented comprehensive internal and external evaluations as per university norms. It follows the Choice Based Credit System (CBCS) across seven programs, assigning credits based on syllabus content. Student evaluations consist of Continuous Internal Assessment (CIA) and Semester End Examinations, weighted at 25% and 75%, respectively.

The CIA is primarily based on two Internal Assessment Tests (IA-1 & IA-2), which contribute 80% of the total marks, while the remaining 20% is based on attendance and innovative teaching methods such as presentations, case studies, assignments, open book tests, and quizzes.

To ensure transparency, the institute's examination process adheres to ISO 21000:2018 International Standards. Two question paper sets are prepared by program coordinators, with one randomly selected by the Chairperson. Answer sheets are anonymized and assessed through the Central Assessment Programme (CAP). At the university level, question papers are transmitted online one hour before exams, and the Online Screen-based Marking (OSM) system is utilized for evaluating answer sheets. Additionally, moderation follows the University of Mumbai's Examination Ordinances, ensuring rigorous standards in the assessment process.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute adheres to the University of Mumbai's ordinances for addressing examination-related grievances efficiently and within a specified timeframe. Students can resolve issues related to their marks by applying for a photocopy or revaluation of their answer book, as outlined in notices on the institute's notice board and website. Revaluation requests are reassessed within 15 days, with original marks masked to ensure fairness, following university regulations. Upon completion, students receive an amended Mark Sheet/Grade.

For name corrections or duplicate Grade Cards, students must submit applications to the administration office, which forwards

them to the examination committee. Necessary changes are made promptly, and the corrected or duplicate Grade Card is provided within a specified period.

Grievances related to university examinations are directed to the University. In cases of under-evaluation, students can request rechecking or obtain a photocopy of their assessed answer sheet from the University for a fee.

The examination committee ensures timely declaration of results on the institute's website. Additionally, the Chairperson, along with the Principal and committee members, reviews the examination process at the end of each semester to enhance transparency and efficiency in the system.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

In the Outcomes Based Education (OBE) framework, each department prepares documents detailing Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs), aligned with Revised Bloom's Taxonomy. Each program includes twelve POs, four PSOs, and four to six COs. During induction, students learn about these outcomes, which are also communicated to parents during orientation by Programme Coordinators. For public accessibility, the outcomes are published on the institute's website and are available in the library for easy reference.

The institute prioritizes the holistic development of students, making it essential to achieve these outcome-based learning methodologies.

Programme Outcomes (POs) are developed by identifying common characteristics across courses through discussions involving the Principal, Programme Coordinators, and faculty. Key attributes that foster student knowledge, skills, and attitudes are established, ensuring they relate to existing programs. Upon program completion, students acquire graduate attributes such as

Critical Thinking, Effective Communication, and Ethics.

Programme Specific Outcomes (PSOs) are finalized after reviewing the entire six-semester syllabus to ensure alignment with the curriculum.

Course Outcomes (COs) are crafted by faculty for their respective courses, requiring four to six COs based on unit count. After faculty approval, COs are communicated to students and displayed on the institute's website.

Mapping POs with COs enhances teaching creativity, improves student assessment and grading, aligns the syllabus within course timeframes, and ultimately supports student achievement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Outcome-Based Education (OBE) focuses on achieving specific learning outcomes, adhering to the University of Mumbai's guidelines.

Key Elements:

Defining and Mapping Outcomes: Faculty design Course Outcomes (COs) using Revised Bloom's Taxonomy and map them to Program Outcomes (POs) for alignment with program objectives.

Attainment Process: CO and PO attainment is evaluated through Direct and Indirect Methods:

- Direct Methods assess student performance through tests, assignments, exams, and practicals.
- Indirect Methods gather feedback using tools like course exit surveys.

Assessment Tools:**1. Direct Methods:**

- **Internal Tests:** Conducted twice per semester to track progress toward course objectives.
- **Lab Practicals:** Weekly sessions involving at least ten experiments to assess practical skills.
- **Semester-End Exams:** Comprehensive evaluations (theory/practical) at semester end to measure overall CO attainment.
- **Projects/Assignments:** Periodic tasks to evaluate subject knowledge and communication skills.

2. Indirect Methods:

- **Course Exit Surveys:** Administered at semester-end to collect feedback on student learning.

By combining direct performance metrics with reflective feedback, OBE ensures systematic monitoring of educational goals. This comprehensive framework enables effective tracking of student progress, aligning academic efforts with desired outcomes for a better learning experience.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****481**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute fosters innovation through its Research & Development Cell, Intellectual Property Rights Cell, and Entrepreneur Development Cell.

A notable achievement is the launch of GO SHOONYA, the institute's first student startup, aiming to promote sustainable practices.

The IPR Cell encourages intellectual property rights and organizes workshops to raise awareness. The Research & Development Cell promotes a research culture through seminars and workshops on research methodologies and paper writing.

The Entrepreneur Development Cell inspires entrepreneurial aspirations through seminars and events like AARAMBH, which guides students towards entrepreneurship. These initiatives collectively create a vibrant ecosystem for innovation and growth.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

17

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The National Service Scheme (N.S.S.) of the institute promotes the wellbeing of the neighborhood community with the intention of sensitizing students towards changes in surroundings.

Health Care Activity

Volunteers successfully organized various blood donation drives in collaboration with multiple organizations across Dahisar, Borivali, Kandivali, and Mira Bhayander. They also conducted an AIDS awareness campaign and sanitary pad distribution to educate the community about the disease and prevention measures.

Polio Vaccination Drive

NSS volunteers, trained by healthcare workers, assisted in multiple polio vaccination drives at Primary Health Care Centers under the Mira-Bhayander Municipal Corporation.

Tree Plantation

The institute has taken steps to reduce air pollution, including the creation of a City Forest using the Miyawaki method at TCSC Institute and organizing tree plantation drives in collaboration with MBMC.

Go Shoonya

The Institute initiated the "GO SHOONYA" project at campus with the involvement of N.S.S. Unit in order to recycle, upcycle plastic waste and make the environment plastic free, clean and green further contribution towards the goal of Carbon Negative Bharat.

Outcomes of the extension activities carried out in the neighborhood community

These Activities helped

- To develop a sense of responsibility and interest in environmental-related issues in students while also inculcating holistic development within them.
- Foster student engagement and social responsibility, empowering them to actively contribute to solving community issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

29

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

50

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

840

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****12**

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****06**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute's 172,099 square foot campus, adhering to Maharashtra government standards, offers state-of-the-art facilities to support learning and development.

Academic Facilities:

- 24 classrooms
- 4 computer labs with advanced software
- Psychology lab
- Well-stocked library

Student Facilities:

- Spacious seminar hall
- Soundproof recording and editing rooms
- Dance room
- Modern gym and sports facilities
- Live band room

Administrative Facilities:

- Central administrative office
- Specialized rooms for examinations, health services, and counseling

This comprehensive infrastructure empowers students and faculty to excel in their academic pursuits and extracurricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute goes beyond academics, offering a vibrant campus life with facilities for cultural and sporting pursuits. A spacious seminar hall and a modern gymkhana with indoor and outdoor sports options encourage fitness and team spirit.

For artistic expression, the institute boasts a soundproof recording studio, a live band room, and a well-equipped dance room. Additionally, an editing room allows for creative post-production.

Dedicated spaces, like the NSS room, empower student groups to organize activities and contribute to the community. This

comprehensive infrastructure fosters well-rounded individuals who excel in studies and explore their passions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

10

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

9.84

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The institution's Learning Resource Centre (LRC) is a valuable asset, housing a diverse collection of books, journals, magazines, and newspapers in multiple languages. The LRC offers a serene reading area and leverages technology to enhance user experience.

The implementation of the KOHA Integrated Library Management System (ILMS) has revolutionized library operations. The online public access catalog (OPAC) facilitates easy book searches, while barcoded ID cards streamline borrowing and returning processes. This automation improves efficiency and enhances the overall library experience for students, staff, and researchers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.97

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute embraces technology to enhance teaching, learning, and administration. With well-equipped IT labs, projectors, and printers, it provides a conducive environment for digital learning. Faculty leverage technology through Google Classroom, PowerPoint, and media labs, making lessons engaging and interactive.

The institute prioritizes cybersecurity with SonicWall firewalls and Quick Heal antivirus, ensuring data protection. A robust LAN infrastructure with 100 MBPS internet connectivity supports seamless online access.

The TRCAC Institute app facilitates communication between students, parents, and faculty. The institute's active presence on social media platforms keeps the community informed and connected. By integrating technology into its operations, the institute prepares students for the digital age and empowers them to succeed in a technology-driven world.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

38.35

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure maintenance is crucial for ensuring the smooth functioning of educational institutions. Computer labs, libraries, and classrooms are essential facilities that require regular upkeep.

Computer labs are meticulously maintained on a regular basis. This includes routine checks of hardware components like CPUs, monitors, and peripherals to prevent breakdowns. A lab technician is appointed to look after the issues in software and hardware and they are resolved as and when required. Regular cleaning of keyboards and mice is also done to maintain hygiene and prevent malfunctions. Network connectivity is monitored closely to ensure uninterrupted internet access.

Libraries, the repositories of knowledge, need diligent care. Books are regularly dusted and repaired to preserve their condition. Shelving is organized systematically for easy access. Library staff is trained in book handling and cataloging to maintain accuracy. Digital resources like e-books and online databases are updated on a regular basis.

Classrooms, the core learning spaces that are clean and well-ventilated. Furniture is arranged in a way to promote comfort and focus. Regular cleaning and maintenance of whiteboards is done for clear visibility. Adequate lighting and ventilation are crucial for a conducive learning environment and are very consistently checked and maintained by the appointed electrician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

01

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

01

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

175

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

175

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

175

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our institution fosters a vibrant and inclusive campus culture by actively engaging students in various administrative, co-curricular, and extracurricular activities. Students play a

crucial role in shaping the college's environment by serving on committees like the Internal Complaints Committee and the Cultural Committee. This involvement empowers them to contribute to decision-making processes, promoting leadership and accountability.

Beyond academics, students participate enthusiastically in sports, cultural events, seminars, and workshops. They also lead initiatives under NSS, EDC, Research and Development Committee, Library, and Nature Club, fostering a sense of community responsibility.

This comprehensive approach nurtures well-rounded individuals with strong leadership skills and a commitment to social responsibility. By empowering students to take ownership of their learning experience, we create a dynamic and engaging campus that promotes both academic excellence and personal growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

•

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Thakur Ramnarayan College of Arts and Commerce (TRCAC) is committed to academic excellence and societal development. Guided by its vision and mission, the institution strives to nurture well-rounded individuals with strong ethical values.

TRCAC adheres to the ISO 21001 standard for educational organizations, ensuring quality and accountability. The institution follows a structured governance framework, with the Principal playing a pivotal role in driving its growth and development. The governing body, led by the Secretary of the Thakur Educational Trust, oversees the institution's progress and ensures that learner satisfaction and educational outcomes are prioritized.

Through effective leadership and a focus on continuous improvement, TRCAC aims to maintain its position as a leading institution of higher education, empowering students to succeed in an ever-evolving world.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute embraces a decentralized governance model, empowering departments, faculty members, and student representatives to participate in decision-making. This collaborative approach fosters transparency and responsiveness.

A network of committees, including the Admission Committee, Library Committee, Teaching and Learning Process Committee, Curricular & Extra-curricular Process Committee, Placement & Higher Education Cell, Research & Development Cell, and Entrepreneur Development Cell, ensures a comprehensive approach to academic and administrative functions.

The institute also involves various stakeholders through committees like PTA, Alumni Association, CDC, IQAC, Grievance Redressal Cell, Anti-Ragging Cell, and Internal Complaints Cell. Programme Coordinators and Assistant Programme Coordinators at the departmental level oversee the implementation of outcome-based education.

Regular meetings and the circulation of meeting minutes ensure effective communication and accountability. This decentralized governance model has contributed to the institute's success in delivering high-quality education and fostering a holistic learning environment.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Thakur Ramnarayan College of Arts & Commerce (TRCAC) is a

University of Mumbai affiliated institution that adheres to the university's guidelines. The college is ISO 21001:2018 certified, demonstrating its commitment to quality education.

TRCAC's 10-year Perspective Plan (2020-2030) aligns with its vision and mission, focusing on improving educational services, enhancing learner satisfaction, optimizing resource management, and ensuring regulatory compliance. The plan prioritizes quality enhancement, infrastructure modernization, community outreach, and sustainable initiatives.

The college also implements annual Strategic Plans for various functional areas, ensuring a focused approach. Departments and institutional bodies like IQAC, CEEP, RDC, PHE, TLP, and Examination create action plans to achieve specific goals. These plans promote academic flexibility, interdisciplinary learning, and the effective use of ICT tools.

TRCAC's future aspirations include autonomy, NEP implementation, and the introduction of B.Ed and Master's programs. By consistently striving for excellence and adapting to evolving educational needs, the college aims to maintain its position as a leading institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institute's organizational structure is headed by the Management, supported by the Governing Body. The Principal, as the academic and administrative head, oversees the overall functioning of the institution. The Internal Quality Assurance Cell (IQAC) and College Development Committee (CDC) play crucial roles in maintaining quality standards.

Various committees, including TLP, CEEP, and RDC, ensure adherence to ISO processes. Faculty members, library staff, and other personnel report directly to the Principal.

The institute follows UGC and University of Mumbai guidelines for appointments, ensuring merit-based selection. The appointment procedures outlined in the institute's procedure manual adhere to University Statutes and UGC regulations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Effective welfare measures for teaching and non-teaching staff

- The institute facilitates effective delivery of accounts-related matters to its employees whenever required. Keeping in view the future safety of employees, the institute contributes a specific amount towards the PF of an employee as per PF rules.
- A counsellor is available to the staff and students to address mental stress and other related issues.

- The institute grants paid leave for the teachers to appear for SWAYAM NPTEL examinations.
- The institute has the provision of reimbursement of membership fees of any professional body.
- The institute has the provision of reimbursement for teaching / non-teaching staff for participating in any career development programmes such as Faculty development programmes, administrative training programmes etc, as well as for publishing research papers.
- Accommodation in the form of hostel facilities to teaching and non-teaching staff is provided on request.
- The institute also organises farewell, picnics and lunch for the faculty.
- All employees are given access to Google Suite/Google Workspace accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

09

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

49

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Thakur Ramnarayan College of Arts and Commerce (TRCAC) is committed to maintaining high standards of education. The institution is ISO 21001:2018 certified and has a robust performance appraisal system to evaluate faculty and staff. This system encourages professional development in areas such as teaching-learning, research, and extension activities.

TRCAC adheres to UGC regulations for faculty and staff appointments and promotions. Faculty members meeting UGC and University of Mumbai qualifications are eligible for appropriate pay scales.

The Individual Record system helps track individual performance, identifying strengths and weaknesses. This, combined with the performance appraisal system, motivates employees and drives overall institutional performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute has a system of auditing in place. Auditing of the accounting heads on a daily basis. Statutory audit is conducted once in a year by the external auditor as per stipulated provisions of the Income Tax Act.

Regular review and Vouching of day to day transactions, Physical Verification of Fixed Assets etc. is conducted by the accounts department. The external audit is conducted by the External Auditor year wise in accordance with the applicable Financial Reporting Framework. It is conducted in compliance with the standards on auditing issued by the ICAI. After conducting the audit, a conclusion on the Financial Statements is drawn by the Auditors. Financial statements, such as balance sheets and Income & Expenditure accounts are also reviewed by external auditors to certify that they present the entities of finances accurately.

The results of an audit are reviewed with management and external auditors. The findings of the Auditors are referred to the Accounts department of the Institution. The findings are reviewed by the Accounts Department and its remarks/responses are submitted and the queries raised by the Auditors are also resolved. The final statements are submitted by the Auditors to the governing body.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The resources are mobilised by the institute through several avenues such as student fee, scholarships etc. After careful scrutiny of the requirements of every department, an overall budget is prepared for presentation before the Management. The institute is approached by the departments at any time for non-budget expenditures which is considered on the basis of urgency.

Funds are utilised for conducting staff activities like staff welfare, staff uniforms etc. and also to conduct orientation programs, FDPs, training programs. Adequate funds are utilised for development and maintenance of infrastructure, administrative areas, laboratories, classrooms etc. The funds are allocated to conduct Guest lectures by experts from Industry. Student activities like technical competitions, cultural activities, seminars, workshops, placements, lab journal etc. are made possible with optimum utilisation of resources. University expenditure towards eligibility fees, enrolment fees, registration fees etc. are paid. Funds are allocated to encourage research and development activities. Requisite funds are utilised for enhancing library facilities like subscriptions to Books/ Journals/ Periodicals/ Magazines/ Newspapers each year. Funds are also allocated towards security, firefighting charges, waterproofing etc. The final say in all matters related to financial management and resource mobilisation is of the governing body of the institute.

File Description	Documents
Paste link for additional information	https://trcac.org.in/uploads/agar/Criterion6/6.4.3%20Upload%20any%20additional%20information.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in upholding and enhancing the quality standards at Thakur Ramnarayan College of Arts and Commerce.

1. By implementing robust quality assurance strategies and processes, IQAC ensures continuous improvement in various aspects of the institution.
2. IQAC actively engages in activities such as conducting internal audits, analyzing feedback from stakeholders, and monitoring the implementation of quality initiatives.
3. Through regular reviews of academic programs, teaching-learning processes, and research activities, IQAC identifies areas for improvement and recommends necessary measures.

The cell also fosters a culture of innovation and excellence by encouraging faculty and students to participate in research, publications, and academic conferences. By promoting a research-oriented environment, IQAC contributes to the intellectual growth of the institution. Additionally, IQAC collaborates with external agencies to benchmark the institution's performance and identify best practices.

Through its diligent efforts, IQAC has significantly contributed to the overall quality of education and research at the institution.⁴

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Thakur Ramnarayan College of Arts and Commerce (TRCAC) prioritizes continuous improvement in its teaching-learning processes and operational methodologies. The Internal Quality Assurance Cell

(IQAC) plays a crucial role in monitoring and evaluating these aspects.

IQAC conducts periodic reviews to assess the effectiveness of the teaching-learning process, the alignment of curriculum with industry needs, and the achievement of learning outcomes. Through rigorous analysis of student feedback, faculty performance, and other relevant data, IQAC identifies areas for improvement and recommends strategies to enhance the overall quality of education.

The institution has implemented a robust system for tracking and recording incremental improvements in various activities. This data-driven approach enables the college to measure its progress and make informed decisions. By focusing on evidence-based practices and continuous evaluation, TRCAC aims to maintain high standards of education and provide a conducive learning environment for its students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://trcac.org.in/uploads/aqar/Criterion6/6.5.3%20Upload%20any%20additional%20information.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution has undertaken a comprehensive Gender Audit to evaluate its policies and structures, identifying gender biases in admissions, curriculum, faculty, and student support. Changes promoting gender equity and inclusivity are recommended, fostering a respectful and inclusive learning environment.

Gender equity is actively promoted in curricular and co-curricular activities, with topics like "women entrepreneurs" and the "role of media in the social construction of gender" included in classroom debates and group presentations. The Women Development Cell (WDC) organizes workshops, self-defense programs, and events such as International Women's Day.

The institution upholds intersectionality, with the Internal Complaints Committee (ICC) addressing sexual harassment, offering counseling, and raising legal awareness. Sanitary napkin vending machines, programs on menstrual health, and hygiene initiatives including distribution drives in slum areas, contribute to gender equity beyond the classroom.

Security measures, including CCTV surveillance and trained guards, ensure campus safety. A 70% female faculty composition supports a female-centric environment, while gender sensitization remains central to teaching and research activities.

In conclusion, the Gender Audit and related programs demonstrate

the institution's commitment to gender equity, creating a supportive and empowering educational environment for all students

File Description	Documents
Annual gender sensitization action plan	https://trcac.org.in/uploads/agar/Criterion7/7.1.1%20Annual%20gender%20sensitization%20action%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://trcac.org.in/uploads/agar/Criterion7/7.1.1%20Specific%20facilities%20provided%20for%20women%20in%20terms%20of%20a.%20Safety%20and%20security%20b.%20Counseling%20c.%20Common%20Rooms%20d.%20Day%20care%20center%20for%20young%20children%20e.%20Any%20other%20relevant%20information.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Thakur Ramnarayan College of Arts & Commerce employs several facilities to manage various types of degradable and non-degradable waste.

- 1. Solid Waste Management:** The college uses a system of dustbins for segregating waste. Organic waste from the canteen is processed into manure through vermicomposting using hand tumblers and ground pits.
- 2. Liquid Waste Management:** The institution is equipped with a drainage system that ensures the proper disposal of liquid

waste. The system integrates with water treatment facilities to filter and process wastewater, maintaining environmental safety.

3. **Biomedical Waste Management:** The college manages biomedical waste using an automatic sanitary disposal and burning machine. This system ensures the safe and hygienic disposal of sanitary waste, reducing environmental hazards and health risks.
4. **E-Waste Management:** Collaborating with Go Shoonya, the college focuses on recycling and upcycling e-waste, ensuring responsible electronic waste management.
5. **Waste Recycling System:** The institution emphasizes plastic waste recycling, transforming plastic materials into reusable products through upcycling efforts by Go Shoonya.
6. **Hazardous and Radioactive Waste Management:** Not applicable.

These systems help the college minimize the environmental impact of its waste generation processes?

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities****B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage**A. Any 4 or all of the above**

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute actively fosters an inclusive environment that embraces cultural, regional, linguistic, and socioeconomic diversity. Recognizing diversity as an asset, it cultivates an atmosphere that drives innovation, promotes understanding, and enhances social cohesion. Co-curricular activities are designed to be inclusive, engaging students from all backgrounds to maintain social harmony.

Celebrating cultural diversity, the institute honors festivals like Diwali, Dussehra, Eid, Christmas, and Holi. Events like "SOLASTA," "KultureKarva," and "Eco Ustav" provide platforms for students, faculty, and staff to showcase their diverse backgrounds, promoting unity and understanding.

The institute prioritizes linguistic diversity, offering a 50% admission reservation for linguistic minority students and celebrating events like Hindi Diwas to promote inclusivity.

Committed to communal and socioeconomic diversity, the institute includes students and faculty from various communities and religions. Through its NSS unit, the institute leads community

service efforts, raising awareness on women's health, supporting vaccination drives, and participating in the Polio Drop Drive. Flexible fee payment options ensure that students from economically disadvantaged backgrounds access quality education.

In conclusion, the institute's initiatives demonstrate its dedication to inclusivity, fostering tolerance, harmony, and respect for all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Thakur Ramnarayan College of Arts & Commerce is committed to fostering civic responsibility and constitutional awareness. The institution organizes a range of initiatives to instill these values in students:

- **Environmental Awareness:** Tree plantation drives, e-waste collection, beach cleanups, and Miyawaki forestation promote environmental consciousness.
- **Health and Wellness:** Blood donation camps, Yoga Day celebrations, and sanitary pad distribution programs prioritize health and well-being.
- **Nationalism and Patriotism:** Rakhi-making for soldiers, rallies, and celebrations of national days foster national pride and unity.
- **Social Responsibility:** Initiatives like Swachhta League, Polio Drops Drive, and visits to eco-villages promote community engagement.

These programs equip students with the knowledge and skills to become responsible citizens, actively contributing to societal development.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://trcac.org.in/uploads/agar/Criterion7/7.1.9%20Details%20of%20activities%20that%20inculcate%20values;%20necessary%20to%20render%20students%20in%20to%20responsible%20citizens.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Thakur Ramnarayan College of Arts & Commerce fosters national integration through various initiatives:

- Celebration of National Days: The institute enthusiastically celebrates Republic Day, Constitution Day, and National Unity Day, emphasizing the importance of constitutional rights and responsibilities.**

- **Observance of International Days:** Celebrations of International Day of the Girl Child, International Yoga Day, and other international events promote global awareness and understanding.
- **Linguistic Diversity:** Hindi Diwas celebrations and language-based competitions promote linguistic diversity and cultural exchange.
- **Indian Festivals:** Celebrations of Navaratri and Ganeshotsav foster cultural pride and a sense of belonging.

By organizing these events, the institute aims to cultivate a sense of national identity, promote unity, and inspire students to become responsible citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: Carbon Neutral Campus

Thakur Ramnarayan College aims to become a carbon-neutral campus, aligning with India's 2070 net-zero goal. Initiatives include a butterfly garden, organic vegetable beds, e-waste collection drives, and plastic minimization. These student-led efforts promote biodiversity, sustainable practices, and environmental consciousness.

Best Practice 2: Enhancing Employability Skills

Thakur Ramnarayan College offers a three-phase training program to enhance student employability. The first year focuses on personal development, the second year on practical skills and aptitude, and the third year on industry-specific training. While the program effectively prepares students, challenges like time constraints and resource limitations hinder full implementation. Despite

these, the program boosts career readiness, professionalism, and industry connections.

File Description	Documents
Best practices in the Institutional website	https://trcac.org.in/uploads/agar/Criterion7/7.2.1%20Any%20other%20relevant%20information.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Thakur Ramnarayan College of Arts and Commerce is committed to empowering individuals and providing service to the community at large. Keeping this in mind, the institution set its sight on the Chinchpada in the nearby National Park area and worked tirelessly to empower the children in the settlement with education. The school was aptly named 'Birsa Munda Bal Gurukul' paying homage to the legendary tribal activist Birsa Munda.

In order to provide the students with basic support so that they could gain maximum benefit from their education, the existing school building which provided an unsafe space for the students with a damaged roof and a broken floor was replaced with a new, more stable and a safer building. Students were supplied with basic stationary needs like pencils, erasers, pens, notebooks, textbooks, rulers, sharpeners and backpacks to encourage them to come to school.

Focusing on Holistic Development, the students were also provided with ration kits every two months consisting of dals, rice, salt and wheat flour. Good values were inculcated through the celebration of various festivals and days of national significance.

The institute will continue to strive to bridge this social gap to the best of it's ability.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Thakur Ramnarayan College of Arts and Commerce aims to strengthen and expand its current efforts to reach a larger and more diverse group of beneficiaries from various social backgrounds. The institution is committed to: Enhancing educational opportunities for marginalized communities through targeted support programs.

Fostering social inclusion by partnering with NGOs and local organizations to address specific needs of tribal and transgender populations. Here is a list of the planned activities:

I) Expansion of Educational Support at Birsa Munda Gurukul

- Appoint additional qualified teachers to improve the quality of learning of tribal students.
- Provide financial assistance to the school for infrastructure and learning resources.
- Offer supplementary coaching for disadvantaged students to bridge academic gaps.

II) Empowerment of the Transgender Community through 'Project Aarin'

- Upskill members of the transgender community in the craft of 'Agarbatti Making' (incense production).
- Facilitate access to sustainable employment opportunities and entrepreneurial training.