

Hindi Vidya Prachar Samiti's
RAMNIRANJAN JHUNJHUNWALA COLLEGE OF ARTS,
SCIENCE AND COMMERCE (AUTONOMOUS)

ACADEMIC AND ADMINISTRATIVE AUDIT

2022- 2023

On

26th June, 2023

Report

Academic and Administrative Audit 2022 – 2023

Day: Date: Monday 26th June, 2023 Time: 9 am onwards

AGENDA

9 am to 10 am	Principal's Interaction
10 am to 10:30 am	Interaction with IQAC Members
10:30 am to 10:45 am	Interaction with Vice Principals
11:00 am to 11.15 am	Interaction with the College Development Cell
11. 15 am to 1:30 pm	Interaction with the Management
11:15 am to 1:30 Session 1, 2, 3, 4 and 5 Shall be concurrent	Session 1 Arts
	Hindi
	English
	Marathi
	History
	Geography
	Philosophy
	Sociology
	Political Science
	Economics
	BAMMC & MA
	LIBRARIAN
	Session 2 Commerce
	Accountancy
	Commerce
	BAF
	BBI
	BMS
	BVOC
	Session 3 Science
Botany	
Zoology	

	Physics
	Chemistry
	Maths
	Statistics
	Biotechnology
	Computer Science
	Information Technology
	Session 4 Office Section
	Accounts
	Enrolment and Eligibility
	Examination and Result
	Session 5 Student Support Activities
	NCC, NSS, DLLE, SPORTS & ROTARACT CLUB
	Interaction with Placement Officer

Academic and Administrative Audit (2022 – 2023)

Of

Hindi Vidya Prachar Samiti's Ramniranjan Jhunjhunwala College of Arts, Science and Commerce (Autonomous)

The Internal Quality Assurance Cell of Ramniranjan Jhunjhunwala College of Arts, Science and Commerce (Autonomous) conducted offline Academic and administrative audit on . A Four member team of experts was invited for the academic and administrative audit of the college on 26th June 2023.

1	Dr. Dr Kiran Mangaonkar Campus Director G N Khalsa College and Guru Nanak Institute of Management Matunga Mumbai	Science
2	Dr Veena Sanekar I/C Principal K J Somaiya College of Arts and Commerce Vidyavihar Mumbai	Arts
3	Dr Iyer Vasudev Parameswaran I/C Principal Tolani College Mumbai	Commerce
4	Ms. Sangeeta Gurav Registrar N G Acharya and D K Marathe College of arts, Science and Commerce Chembur Mumbai	Office and Support Staff

GENERAL PROFILE OF THE COLLEGE	
Name of the Institution	Hindi Vidya Prachar Samiti's Ramniranjan Jhunjhunwala College
Name of the head of the Institution	Dr Himanshu G Dawda
Designation	Principal
Phone Number	0225152731
Mobile Number	9920727088
Registered email ID (Principal)	himanshud@rjcollege.edu.in
Address	Opposite Ghatkopar Railway Station, Ghatkopar West., Mumbai 4000 086, Maharashtra
Status, type and location	Autonomous, Co education, Urban
Financial Status	Grant in Aid and Self financing
UGC 2 (f) and 12 (B) Recognition	Yes
Name of the IQAC Coordinator	Dr Bhushan Arekar
Mobile number	9869633054
E mail	iqac@rjcollege.edu.in
NAAC Accreditation	3 rd cycle A grade CGPA 3.50
Last AQAR submitted	2021-2022
Special Status	DBT Star Status, DBT Star College, UGC PARAMARSH, SES REC
IQAC meetings held 2022-2023	12
Funding received for IQAC	NIL

Experts Report

Observation, suggestion and recommendation by the team of Experts

In view of heavy rains the audit was conducted in hybrid mode with the experts joining online and Ms Sangeeta Gurav visited personally to interact with office and support staff members. The details of the zoom meeting are enclosed.

The day started with Principal's presentation, giving the details about Streams, Programmes, Students Strength and several activities conducted by the various Departments viz. IQAC, Examination etc. during the year 2022-23. The team appreciates the preparedness and initiative taken by the college in implementing NEP 2020 from the academic year 2023-2024. President Hindi Vidya Prachar Samiti Dr Rajendra Singh and Director Dr Usha Mukundan interacted with the peer team members.

The following observations were made by the committee:

1. The College has a well-defined process in place and the strategic plan has been effectively deployed and the plan for the next 10 years with short- and long-term goals.
2. Principal's presentation gave an overview of the curriculum, teaching learning process and evaluation reforms.
3. All mandatory declaration as per UGC norms are displayed on college website, the statutory committees are duly constituted, and all meetings have been conducted.
4. Under the leadership the college in this assessment period has completed 176 value added courses for increasing the employability of the students
5. The POs, PSOs and COs are communicated to the students by teachers and available on college website which is very dynamic.
6. All departments have well-designed curriculum based on well-defined parameters of program outcome and learning outcome.
7. All programs have field project/project work/ internship as a component and all reports are properly maintained.
8. Mapping of all courses on the criteria of employability, entrepreneurship is meticulously done.
9. A value-added course by each department adds to hone up the skills of the students.

10. Syllabi across all faculty and all subjects incorporate cross cutting values.
11. Rubrics has been defined for assessment.
12. Curriculum feedback has been taken from different stakeholders and analyzed.
13. Results declared within 25-27 days from the date of last examination conducted to facilitate student progression to higher studies or responding to job offers.
14. Progression from 120 to 132 credits covering life skills, discipline specific skills and project-based learning.
15. College has excellent student support system and progression.
16. Number of eco-friendly initiatives are in place, like e waste recycling, green chemistry, SAFAI bank, paperless departments and reduction of usage of paper, composting, maintaining biodiversity in limited space, biogas unit, QR code for trees etc.
17. Regular Monthly meetings of IQAC. This has resulted in a new initiatives like - Deeksharambh, LOCF, JEEVAN KAUSHAL, Social and Industry connect, CARE, STRIDE, SATAT, MULYAPRAVAH, Evaluation reforms in IIEIs, GURUDAKSHATA, SES REC, UGC PARAMARSH scheme under which R J College plays a role of Mentor college. Five colleges are mentee colleges of which one college has been accredited and one college has submitted IIQA to NAAC. These quality initiatives are appreciated by the team.
18. Training program for developing MOOCs courses, teaching learning pedagogies, evaluation reforms, NEP curriculum design and implementation were conducted. Training program for support staff in new technology implemented, NEP.
19. Bonding of staff with the students facilitated by mentor mentee scheme is worth mentioning.
20. Number of Programs:
Graduate Degree- 25, PG Degree- 16, Diploma Certificate- 04, Ph.D. Degree –09, (Add-on Course) 40 VAC in 2022-2023 (176 in last five years) & 80 DSE. Many students have completed NPTEL courses
21. The total number of students enrolled are 6906 in the academic year 2022-2023, 125 full time teachers and 136 non-teaching staff.

22. The College Placement Cell under the leadership of had conducted assisted in pool campus for Divyangjan along with Samrathanam trust, , Pool Campus for the students and the companies like Datamatics, Qx Global Services, TCS, Infosys, L&T Infotech campus. Geo Platforms, etc. had visited last year in the college campus and internships through Internshala has been appreciated.
23. The Library has about 1,06,749 books, 131 periodicals, 590 e resources, 05 Data bases 13 Atlases and 20 Maps and it has also JAWS for visually impaired students and they conduct many activities and one of them is One Week Training for Library Staff in the month of December.
24. Large number of activities are conducted throughout the year sensitising and creating awareness among students regarding their constitutional obligations, duties and responsibilities, human values, professional ethics,
25. Well-equipped recording Studio “ RJ SHADJA”
26. Excellent infrastructure with ICT classrooms and laboratories, centralised instrumentation facility
27. Active students and teachers’ participation in each event.
28. The College has won many State and National level prizes for Kho-Kho, Kabaddi, Kickboxing etc.
29. Active IQAC which conducts monthly one meeting. Initiated quantification of data, two weeks induction, regular Principal’s meeting with the faculty, use of Google classroom, Slow and fast learner mechanism in place.
30. The College has well established unit of NCC, NSS, DILE, Student Council, Placement Cell, Rotaract club, Counsellor, and sports gymkhana. Large number of extension activities which are community based sensitise students and create awareness among them about various societal issues. These activities are also aligned with the UNSDG goals.
31. Vibrant IQAC has initiated several initiatives and there is periodic review of teaching learning process, college has been certified for quality, energy audit, green audit is conducted every year. Gender audit has also been conducted. AQAR has been timely submitted for the last four years and minutes of IQAC meeting and ATR is available on college website. All policies are available on college website.

Observation on Office Administration

32. All Process are in place job rotation and work done by office staff is very good. All records are properly maintained. Accounts are properly audited as per standards. There is total transparency in the administration. Confirmation and Enrolment and Eligibility records are maintained properly year to year. Administration all the necessary information of affiliation, permanent affiliation are available. Due procedures are followed for advertisement, interview for appointment of staff. The service books and leave records are updated admission, enrolment, government free ships and scholarships are as per government norms. All accounting is done by Tally, teachers timetable, teaching plan are maintained. AMC for major equipment's, air conditioners, coolers, pest control, lift etc.
33. The support staff are regularly trained in new computing skills, software, examination reforms. All staff are efficient sincere and dedicated.

The College has many best practices which are worth appreciating specially the reading room for the community and empowerment of students through collaboration with Sambhav foundation and L. Oreal. The 'Earn while you Learn Scheme' helps the marginal income group of students who are given a chance to earn some amount along with their studies by giving services in Office, Library etc. Various certificate courses offered to the students without any fees.

Harmonious relationship among staff, students and management was evident in the interaction.

We would like to thank all the staff for the smooth conduct of audit

General Recommendations:

1. We realise the paucity of time for teachers however teachers can be encouraged to take up project and publish quality papers.
2. More techniques of evaluation can be used.
3. ABC work to be expedited in view of NEP.
4. Majority of the processes are automated remaining may be completed on priority basis.
5. Unclaimed caution money and library deposit may be utilised for improvement of laboratory and library.

Name

Dr Kiran Mangaonkar

Convenor

Signature with Date

Kiran Mangaonkar
26/6/2023

Dr (Smt) Veena Sanekar

Member

Dr Veena Sanekar
26/06/2023

Dr Iyer Vasudev P

Member

Dr Iyer Vasudev P
26/6/23

Ms. Sangeeta Gurav

Member

Ms. Sangeeta Gurav
26/06/2023

I agree with the report

Dr Himanshu Dawda
Principal Dr Himanshu Dawda

PRINCIPAL
RAMNIRANJAN JHUNJHUNWALA COLLEGE
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