



**Hindi Vidya Prachar Samiti's  
R. J. COLLEGE OF ARTS, SCIENCE & COMMERCE  
(AUTONOMOUS)**

Opposite Ghatkopar Railway Station, Ghatkopar (W), Mumbai 400 086.

**Action Taken Report (ATR)  
2020-2021**



31-05-2021

## IQAC ACTION TAKEN REPORT 2020-21

Sr. No.	Criteria wise action taken as IQAC initiative	Action taken
1	Criteria I: Curricular aspects	
	1.1.1 QLM Curricula developed and mapped	All programs mapped POS, PSOs, COs
	1.1.2 QnM Syllabus revision	S Y BSc Botany ( to be implemented in 2021),
	1.1.3 QnM Focus on employability/entrepreneurship/skill development	Mapping of syllabus to show focus on these attributes like employability/entrepreneurship/skill development
	1.2.1 QnM New courses introduced	New courses BAF S Y all papers RJCUBAF301, RJCUBAF302, RJCUBAF303, RJCUBAF304 RJCUBAF305, RJCUBAF306, RJCUBAF307 RJCUBAF401 RJCUBAF402 RJCUBAF403, RJCUBAF404, RJCUBAF405, RJCUBAF406 RJCUBAF407 M.COM BUSINESS MANAGEMENT SEMESTER III AND IV RJCCPGBM301, RJCCPGBM302, RJCCPGBM303,



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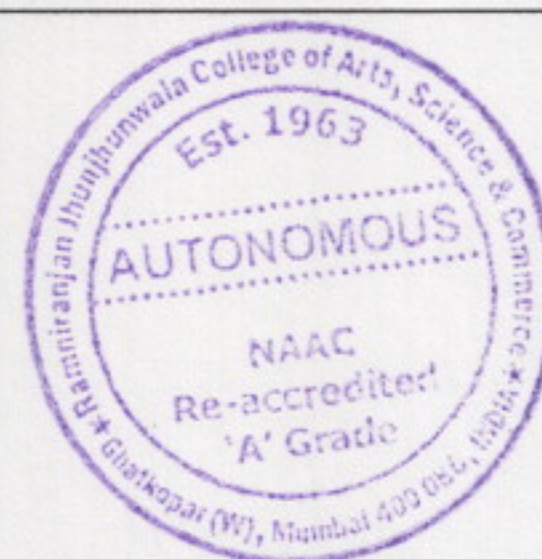
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		<p>RJCCPGBM304</p> <p>RJCCPGBM401, RJCCPGBM402, RJCCPGBM403, RJCCPGBM404</p> <p>M Sc semester III and IV Analytical all papers and practicals</p> <p>RJSPGCHEA301, RJSPGCHEA302 RJSPGCHEA303, RJSPGCHEA304 RJSPGCHEAPR301 RJSPGCHEAPR302, RJSPGCHEAPR303, RJSPGCHEAPR304,</p> <p>RJSPGCHEA401 RJSPGCHEA402 RJSPGCHEA403, RJSPGCHEA404 RJSPGCHEAPR401 RJSPGCHEAPR402, RJSPGCHEAPR403, RJSPGCHEAPR404</p> <p>M Sc Data Science Semester I and II all papers and practicals ( RJSPGDSAI101, RJSPGDSAI102, RJSPGDSAI103, RJSPGDSAIL1, RJSPGDSAIL2, RJSPGDSAIR1, RJSPGDSAIS1, RJSPGDSAIP1, RJSPGDSAI201, RJSPGDSAI202, RJSPGDSAI203, RJSPGDSAIL3, RJSPGDSAIL4, RJSPGDSAIR2, RJSPGDSAIS2, RJSPGDSAIP2, RJSPGDSAIC1 and RJSPGDSAIC2</p> <p>M Sc Environmental Science and Disaster Management semester I and II all papers and Practicals</p> <p>RJSPGEVDM101, RJSPGEVDM102, RJSPGEVDM103, RJSPGEVDM104, RJSPGEVDMP101, RJSPGEVDMP102, RJSPGEVDMP103, RJSPGEVDMP104, RJSPGEVDM201, RJSPGEVDM202,</p>
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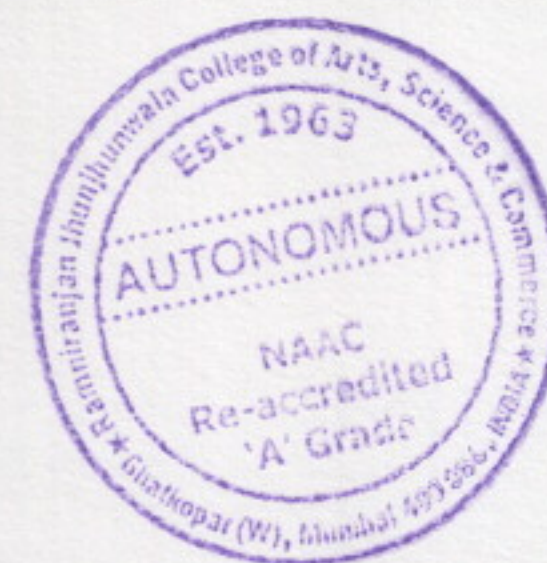
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		RJSPGEVDM203, RJSPGEVDM204, RJSPGEVDMP201, RJSPGEVDMP202, RJSPGEVDMP203, RJSPGEVDMP204,
	New Program Introduced	M Sc Data Science Program code RJSPGDSAI
	1.2.2 CBCS/elective course system All	M Sc Environmental Science and Disaster Management Program code RJSPGEVDM
	1.3.2 QnM Value added courses	Number of value-added courses added each department designed at least one new course information available on college website, Brochure
	1.3.3 QnM Students enrolled	Courses are being conducted  IPR (completed) : 17 ( Botany), 20 (Biotechnology), (Chemistry)
	1.3.4 field projects/internships/projects	No field trip due to Pandemic  M Sc Botany ( 17 projects), T Y Botany ( 61 projects), B Sc and M Sc I T, B Sc and M Sc CSc, M Sc Biotech, MSc data science project, Internships BMS, BVoc, BAF, Internshala
	1.4.1 Feedback for design of syllabus	Structured Feedback form made, analysed, discussed in respective subject Board of Studies and action plan taken
2.	Criteria II: Teaching, Learning and	



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	Evaluation	
	2.1.1 QnM Student enrolment	All seats filled as per sanctioned strength
	2.1.2 QnM Average percentage for reservation	College has linguistic minority and norms as per Government rules and regulations followed
	2.2.1 QIM	To make online assessment form at entry level in induction week to assess slow and advanced learners
	2.2.2 QnM student: teacher ratio	
	2.3.1 QIM Student centric methods	In the view of pandemic, Online Teaching mode was adopted on 100% basis. Alternative methods of Experiential learning and participative learning like visual tours, assignments, projects were adopted. Value added courses were conducted for enhancing skills.
	2.3.2 QIM ICT enabled tools	Online resources NPTEL, COURSERA, Swayam, e-content, video, seminar, videography, content in google classroom (LMS), teacher prepared quiz, teaching material, virtual practicals.
	2.3.2(QnM) Mentor mentee	Each department has mentor mentee system plans are underway to make a computer-generated mentor mentee and to ensure that mentors effectively interact with the mentee.
	2.3.4 (QIM) Academic calendar	
	Teaching plans	Uploaded on website, teaching plan to be



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# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's) **RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce**

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: [www.rjcollege.edu.in](http://www.rjcollege.edu.in)

Email: [rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in)

Tel No: +91 22 25151763

Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

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		uploaded on departmental site
	2.4.1 QnM Average percent of full time to sanctioned post 2.4.2 QnM Full time teacher with Ph D 2.4.3 Teaching experience of teachers Average	NOC not given by Government of Maharashtra appointments of teachers made on contractual basis so that academic work is not compromised
	2.5.1 QnM Last date of examination and date of result declaration	Average 25 days
	2.5.2 QnM Student complaints	Few grievances registered mainly loss of connectivity, poor connectivity and the same was redressed
	2.5.3 QIM IT integration	Online examination, continuous evaluation, project, viva, video preparation, seminar, presentations
	2.6.1 QIM POs, COs 2.6.2 QIM Attainment of outcomes 2.6.3 QnM Pass Percentage	Displayed on website Evaluated by multimode of evaluation Results analyzed and course attainment calculated
	2.7.1 Student satisfaction survey	Conducted online
3	<b>Criteria III Research Consultancy and Extension activities</b>	



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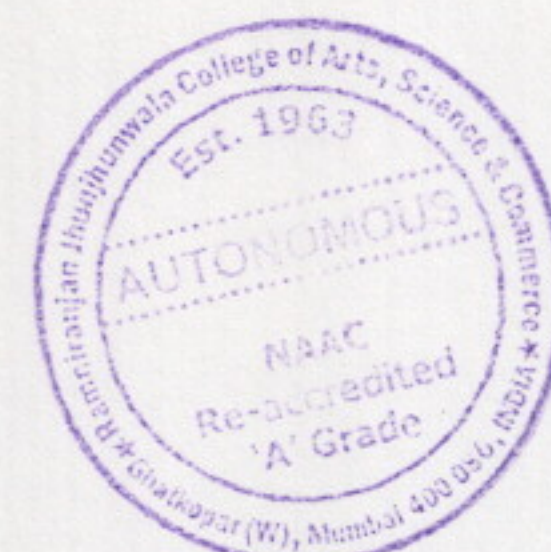
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3.1.1 QIM Research policy, IPR policy, Consultancy policy, IT policy drafted discussed	All policies have been formulated, passed by Governing body and uploaded on college website
3.1.2 QnM Proposal invited	Only one proposal received and awarded Dr Mangesh Panchal
3.1.3 QnM	Motivate teachers to compete for fellowship information made available
3.2.1 QnM Grants received	DST CSIR ISRO
3.2.2 QnM Research project of teacher	Dr Palak Chawla Dr Devraj Pawar Dr Kiran Kolwankar Dr Sharmila Jajodia Dr Meher Mistry Dr Sanket Tikare Dr Vaishali Raikwar
3.2.3 Q&M Research guides	Dr R S Dubey, Dr A D Sawant, Dr Himanshu Dawda, Dr Anil Avhad, Dr Jahnavi Bhagwat, Dr Kiran Kolwankar, Dr Vaishali Raikwar, Dr Baishakhi Dutta, Dr Shashi Mishra, Dr Mithilesh Sharma, Dr Neeta Chakravarty, Dr Amit Valmiki, Dr Neeta Srivastava, Dr Vilasini Patkar, Dr Saraswarthy Moorthy,



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3.2.4 Dept with research projects	Chemistry, Botany, Physics, Maths, English and History. Organised lectures to motivate teachers to undertake research project
3.3.1 QIM Created Hub for innovation, incubation, dedicated research centres	Lectures and workshops organized under the cell. Dedicated research centres in the departments of Chemistry, Botany, Zoology, Physics,
3.3.2 QnM Workshops on research methodology, IPR, Entrepreneurship, skills	UGC short term course in research methodology, workshops on IPR and Entrepreneurship were organised
3.4.1 QnM Code of ethics 3.4.2 QnM Ph D registered/teacher 3.4.3 QnM Research papers 3.4.4 QnM Books/chapters 3.4.5 QnM Scopus index 3.4.6 QnM Bibliometrics 3.5.1 QnM Revenue generated in consultancy 3.5.2 QnM Total amount spent on developing facilities for consultancy 3.6.1 QIM Neighbourhood community activities	All policies have been displayed on college website <a href="http://www.rjcollege.edu.in">www.rjcollege.edu.in</a>  A Google classroom has been exclusively created to upload all documents, research papers published by teachers.  Even though there was Pandemic extension activities were carried out by students of NSS, NCC, DLLE and Roataract. Our student volunteers created awareness about COVID 19 protocols, SOPS helped in distribution food and volunteered in vaccination carried out by Bombay Municipal Corporation  Under the MOU workshop on research methodology, online admission, consultancy, exchange of faculty in online



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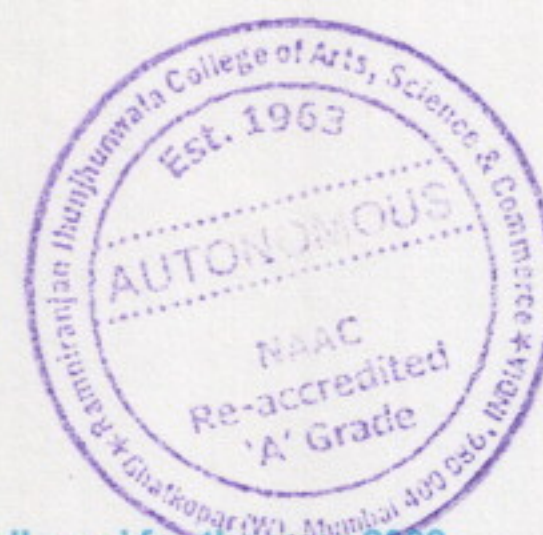
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	<p>3.6.2 QnM Awards for extension activities</p> <p>3.6.3 QnM Extension activities</p> <p>3.6.4 QnM Average percentage of students participating</p> <p>3.7.1 QnM Collaborative activities</p> <p>3.7.2 QnM functional MOU</p>	teaching were carried out
4	<p><b>Criteria IV Infrastructure and Learning resource</b></p> <p>4.1.1 QIM Adequate infrastructure</p> <p>4.1.2 QIM Sports, gymnasium, auditorium etc</p> <p>4.1.3 QnM ICT enabled</p> <p>4.1.4 QnM Expenditure on infrastructure augmentation</p> <p>4.2.1 QIM Library automation</p> <p>4.2.2 QnM Institution Access</p> <p>4.2.3 QnM Expenditure on books</p> <p>4.2.4 QnM Daily usage</p> <p>4.3.1 QIM IT policy and updating IT facilities</p>	<p>College has adequate infrastructure for teaching, learning process. The Laboratories are equipped with modern facilities. There are multiple sets of equipments.</p> <p>The existing infrastructure was augmented since the students were not on premises and the Gymkhana has been modernized. New toilet blocks have been constructed and a facilitation centre for Divangyan has been made.</p> <p>Library is automated and during pandemic students were provided with e resources</p> <p>Wi fi Campus</p> <p>50MBps</p> <p>Fire wall</p> <p>I T policy available on website</p> <p>Procedures for utilizing facilities in place</p>



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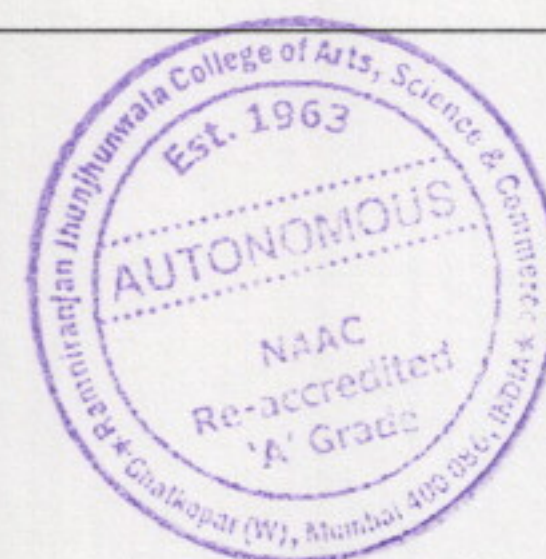
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	<p>4.3.2 QnM Student-Computer ratio</p> <p>4.3.3 QnM Bandwidth</p> <p>4.3.4 QnM Facilities</p> <p>4.4.1 QnM Expenditure on maintenance</p> <p>4.4.2 QIM Procedures for utilizing facilities</p>	
	<p>Criteria V Student Support and Progression</p> <p>2.1.1 QnM Freeships and Scholarships</p> <p>2.1.2 QnM Freeships and scholarships NGO</p> <p>2.1.3 QnM Capacity building and skills ( soft skills, language and communication, life skills, trends in technology)</p> <p>2.1.4 QnM Career counseling, competitive exams</p> <p>2.1.5 QnM Grievances, sexual harassment etc</p>	<p>Due to online process help lines have been provided to students to enable them to fill forms for freeships and scholarships.</p> <p>Every department has conducted programs to hone the soft skills among the students and also make them aware of the recent advances in technology. Alumni engagement has been mainly in the form of career counseling session and to help the students in placement</p> <p>Offering 4500 courses free of charge through COURSERA from Institutions of Excellence. Establishment of local chapter for NPTEL and mentoring students for selection of course and helping in completion of the course.</p> <p>Department wise sessions on career and how to choose them. Expert sessions for</p>



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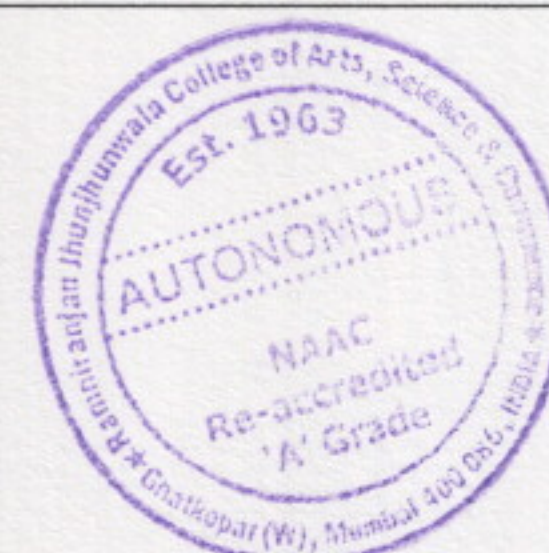
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5.2.1 QnM Placements	preparing for competitive examinations
5.2.2 QnM Student progression	Alumni conducted sessions on Careers and Placements
5.2.3 QnM NET/JAM/IIT/GATE	
5.3.1 QnM sports/cultural events	
5.3.2 QIM student council	
5.3.3. QnM Cultural events organized /competitions organized	
5.4.1 QIM Alumni support	
5.4.2 QnM Alumni contribution financial	
Criteria VI Governance leadership and Management	All areas of administration are through usage of technology. Student life cycle from admission to exit is maintained online. Organogram members in various committees' minutes of all meetings of statutory bodies are available on the college website ensuring transparency. Teachers have been encouraged to learn emerging technologies, FDPs have been organized and special training programs have been conducted. Teachers have been provided with financial support to attend the seminars/training programs etc.
6.1.1 QIM Effective leadership	
6.1.2 QIM Decentralisation and Participative management	
6.2.1. QIM Strategic planning/perspective plan	
6.2.2 QIM Organogram	
6.2.3 QnM e governance	
6.3.1 QIM Welfare schemes	



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<p>6.3.2QnM Financial support for teachers to attend conferences/seminars etc</p> <p>6.3.3QnM Training professional development/administrative</p> <p>6.3.4 QnM FDP, orientation, refresher courses</p> <p>6.4.1 QIM Internal and external audit</p> <p>6.4.2 QnM Funds/Grants recd from NGO, philanthropist</p> <p>6.4.3 QIM Strategies for fund mobilization</p> <p>6.5.1QIM IQAC Institutionalisation of quality assurance strategies</p> <p>6.5.2 QIM Review of teaching learning process</p> <p>6.5.3QnM Quality assurance initiatives</p>	<p>In view of the changed scenario in imparting education, review meetings have been regularly conducted. Teachers also mentored their learners to encourage them to learn in the new normal. Innovative teaching techniques have been adopted to engage the learner. Teachers are encouraged to attend orientation and refresher course. There is continuous monitoring of all the processes.</p> <p>National webinar on NAAC accreditation under UGC PARAMARSH Scheme</p> <p>Annual academic and administrative audit by external peer team. Funds are mainly mobilized from fees received from self financing courses, grants for research from government and industry.</p> <p>Continuous inbuilt review mechanism</p> <p>Quality assurance initiatives included continuous improvement by analysis of feedback obtained from various stake holders</p>
<p>Criterion VII Institutional values and Best Practices</p> <p>7.1.1 QIM Gender equity programmes</p> <p>7.1.2 QnM</p>	<p>College is a green campus with regular audits. Rainwater is conserved through a ring well solar panel to promote green energy. Trees and biodiversity are maintained in spite of small premises. Various programs are conducted to ensure</p>



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<p>7.1.3 Waste management</p> <p>7.1.4 Water conservation</p> <p>7.1.5 Green campus</p> <p>7.1.6 Quality audits</p> <p>7.1.7 Disabled friendly</p> <p>7.1.8 QIM Inclusive environment</p> <p>7.1.9 QIM Student sensitization</p> <p>7.1.10 QnM Code of conduct</p> <p>7.1.11 National and International day celebration</p>	<p>gender equity, inclusive environment and to maintain a congenial atmosphere in the premises. Way forward sustaining all the eco friendly practices.</p> <p>College has been certified for quality management systems for processes, environment and Information security.</p> <p>Special care is taken for differently abled students and staff by way of providing necessary assistance, lift, ramp, reading software, scribes, etc.</p> <p>Rules and regulations are notified on college website and prospectus</p> <p>We as an Institution firmly believe in Unity in Diversity and celebrate wide range of National and International Day</p>
<p>Best Practices</p>	<p>1 Wide range of Extension activities even during Pandemic</p> <p>2 Student centric teaching techniques</p> <p>3.Alumni engagement: Career counseling, felicitation, medical camp, guest lecture, recruitment</p> <p>4.Quick Student Services</p> <p>5 Cycle expedition by NCC Cadets</p> <p>6 Solid liquid waste management</p>



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		<p>7 Encouraging sports by hiring ground and world class coaches</p> <p>8 Earn while Learn scheme</p> <p>9 Reading room facility to our own students and outsiders with extended timings and all days</p> <p>10 Women empowerment Jeevandhara Kendra in collaboration with Sambhav Foundation CSR of L Oreal</p> <p>11 Clean campus and green campus</p> <p>12 Monthly meeting of IQAC, every first Thursday of the month</p> <p>13 Project Based Learning</p> <p>14 Student mentoring by teachers</p>
	Institutional distinctiveness	<p><b>Resilience</b> is our Institutional distinctiveness. Preparing all stake holders to tide over the difficult situation of COVID 19 by maintain good physical and mental health and by engaging in positive activities and continued education in the new normal situation.</p>

Dr Himanshu Dawda  
Principal & Chairman IQAC

Dr Seema Ratnaparkhi  
IQAC Coordinator



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