

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

**Report  
of the  
ACADEMIC AND ADMINISTRATIVE AUDIT  
2021- 2022  
On  
17<sup>th</sup> September, 2022**

## Academic and Administrative Audit 2021-2022

Day: Date: 17<sup>th</sup> September Time: 9 am

### 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	<b>Session 1 Arts</b>
	Hindi
	English
	Marathi
	History
	Geography
	Philosophy
	Sociology
	Political Science
	Economics
	BAMMC
	<b>Session 2 Commerce</b>
	Accountancy
	Commerce
	BAF
	BBI
	BMS
	BVOC
	<b>Session 3 Science</b>
	Botany
	Zoology

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

## Academic and Administrative Audit (2021-2022)

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 audit.

1	Dr. Rajendra D. Shinde Principal St. Xavier's College	<i>Shinde</i> 17/9/2022
2	Prof. Dr. Moushumi Datta Principal Khandwalla College	<i>Datta</i> 17/09/22
3	Dr. Meeta Seta I/C Principal Pathuk Gala College	<i>Meeta</i> 17/9/2022
4	Ms. Trupti Modiy Registrar Shroff College	<i>T.Y. Modiy</i> 17/09/2022

## **Experts Report**

### **Observation, suggestion and recommendation by the team of Experts**

The committee members were welcomed by a Guard of Honour by NCC students and by a melodious welcome song.

The day started with a very impressive 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 2021-2022.

The following observations were made by the committee:

1. The college overall has a process in place for the focused and outcome driven academic work culture across all the departments. Each department has developed collective and goal-oriented teaching and learning system.
2. All departments have well-designed curriculum based on well-defined parameters of program outcome and learning outcome.
3. Mapping of all courses on the criteria of employability, entrepreneurship is meticulously done.
4. A value added course by each department adds to hone up the skills of the students.
5. Syllabi across all faculty and all subjects incorporate cross cutting values.
6. Rubrics has been defined for assessment.
7. Curriculum feedback has been taken from different stake holders and analyzed.
8. During Covid period, for science stream, practicals were carried out by using virtual lab, simulation mode, instruction videos indigenously made by the teachers by visiting actual lab in the college.
9. 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



10. Progression from 120 to 132 credits covering life skills, discipline specific skills and project-based learning.
11. College has excellent student support system and progression.
12. Number of eco-friendly initiatives are in place.
13. 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 HEIs, GURUDAKSHATA. SES REC. UGC Paramarsh scheme under which R J College plays a role of Mentor college is really remarkable.
14. Training program for developing MOOCs courses
15. For some PG courses, proctored online examination was conducted which is worth noting.
16. The nomenclature of Mentoring practices by each department is remarkable.
17. Number of Courses:-  
Graduate Degree- 25, PG Degree- 16, Diploma Certificate- 04, Ph.D. Degree – 09,  
(Add-on Course) 44 (VAC & DSE)
18. Two new programs started-1) PG- M.Sc. in Statistics and 2) UG- BA with Psychology.
19. The College Placement Cell under the leadership of had conducted Rojgar Mela, Pool Campus for the students and the companies like Datamatics, Qx Global Services, TCS, Infosys, L&T Infotech campus, Geo Platforms, Ugam Solutions etc. had visited last year in the college campus and about **253** internships were done.
20. The library has about 92106 books and 13 Atlases and 20 Maps and it has also JAWS for visually disabled students and they conduct many activities and one of them is the Annual One Week Training Program for Library Staff in the month of December every year.

21. The College celebrates 3<sup>rd</sup> September as a **Women Empowerment Day** every year and Ex-girl students of the college, who has achieved the higher position in their field are felicitated on that day.
22. Well-equipped Studio with modern facilities for BMM students.
23. Excellent infrastructure with ICT classrooms and media labs.
24. Active students and teachers participation in each event.
25. The College has won many State and National level prizes for Kho-Kho, Kabbadi, Kick-Boxing etc.
26. 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.
27. The College has well established unit of NCC, NSS, DLLE, Student Council, Placement Cell, Rotaract club, Counsellor and sports gymkhana.

Best Practice of the college needs to be appreciated. '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. Plethora of co & extra-curricular activities are conducted for students which directly or indirectly hone the soft skills of the students. Excellent Green Initiatives – Solar Panel, Safai Bank, Composting Unit, Vertical Garden, Green Audit, Rain Water Harvesting, MLP and Solid waste management.

#### General Recommendations:

1. Increase inter-departmental collaboration in the area of research, value added courses, skill enhancement courses.
2. Increase the student participation in experiential learning
3. Use Blooms taxonomy in teaching, learning and evaluation.
4. Considering the local need, English proficiency classes, communication skills courses, soft skill development courses may be increased.
5. More active participation of Alumni.

#### Department-wise Report (AY: 2021-22)

##### Department of Commerce

###### ***Strengths:***

- The Department undertakes several activities to meet their Course Outcomes.
- The faculty members of the Department play an active role in the different Committees of the College.

###### ***Suggestions:***

- The academic calendar of the Department may be prepared.
- The YouTube channel may be formed for the Department.

##### Department of Accountancy

###### ***Strengths:***

- The Department has experienced faculty members who contribute to curriculum reforms.
- The Department conducts career counseling for the students.

###### ***Suggestions:***

- The Department can conduct Tally as a Value-added Course for the students.
- The Department can collaborate with ICAI to enrich their curriculum.
- The research and publication activities of the Departments needs to be improved.



## **Department of Economics**

### ***Strengths:***

- The Department has a rich profile of the faculty members and their participation in College activities is noteworthy.
- The Department conducts several capacity building, skill enhancement and career counseling activities for the students.

### ***Suggestions:***

- The Department can provide orientation to the students related to Union Budget.
- The Department can encourage reading newspapers among students especially "The Economic Times".

## **Department of Physics:**

### ***Strengths:***

- Good Research Culture, Two research projects and seven publications; Collaboration with IIT, IIGM & ICT. Departments, DBT STAR STATUS.

### ***Suggestions:***

- Increase the UG student participation in the research, project-based learning. Increase the inter-departmental collaboration. Design the value added course/s.

## **Department of Mathematics:**

### ***Strengths:***

- DBT STAR College Scheme.
- Good Research Culture. One Minor Research Project, three publications. International collaboration. Department also conducts bridge course.

### ***Suggestions:***

- Increase the UG student participation in the research, project-based learning. Increase the inter-departmental collaboration.
- Department should consider having a course for Biological Science students. Design the value added course/s.

### **Department of Statistics:**

#### ***Strengths:***

- DBT STAR College Scheme.
- Offers a Skill based PG programme in Data Analytics, One semester Internship plus project. Python as Value added course, Bridge course

#### ***Suggestions:***

- Increase the UG student participation in the research, project-based learning. Considering the need of Stats in every field, increase the inter-departmental collaboration.
- Department should consider having a course for Biological Science, Arts courses students, . Design the value added course/s.

### **Department of Chemistry:**

#### ***Strengths:***

- Department conducts bridge course and remedial course for weaker students. Green Chemistry in practice. Safety measures in place. Good Research Culture, nine research papers. MOOC courses encouraged, Maitra Scheme, DBT STAR STATUS.

#### ***Suggestions:***

- Increase the UG student participation in the research, project-based learning. Increase the inter-departmental collaboration. Opportunities to increase industry interactions through alumni. Promote Internship. Design the value added course/s.

### **Department of Zoology:**

#### ***Strengths:***

- Good Research Culture, publication by a student and staff. Interdisciplinary webinars, workshop on basic laboratory practices.

#### ***Suggestions:***

- Increase the project-based learning, interdepartmental collaboration. Opportunities to increase industry interactions through alumni. Promote Internship. Design the value added course/s, DBT STAR STATUS.

## **Department of Botany:**

### ***Strength:***

- Very strong research culture. DBT STAR STATUS. Number of value added courses. Two PG Diploma in addition to PG and Doctoral program. Bridge course for weaker students. Six Publications. Good Alumni Interaction. Collaborations with BMC, Paryavaran Diksha Manch, Mangrove Foundation. PG Diploma Courses in Blended mode.

### ***Suggestions:***

- Increase the UG student participation in the research, project-based learning. Increase the inter-departmental collaboration. Opportunities to increase industry interactions through alumni. Promote Internship. Design more value added course/s.

## **Self-Finance Courses:**

## **Department of Biotechnology**

### ***Strength:***

- PG, Ph.D., PG Diploma, Number of useful programmes. UGC CARE publications. part of DBT – STAR College Scheme. Skill oriented PGDMLT.

### ***Suggestions:***

- Design new value added courses which can be offer to UG students under NEP. Opportunities to increase industry interactions through alumni. Promote Internship.

## **Information and Technology and Computer Science Dept.:**

### ***Strengths:***

- Under DBT STAR College Scheme. Offers BSc and MSc programme. MSc in Data Science. Helped college to map the syllabi to Course outcomes and programmes outcomes.

### ***Suggestions:***

- Department can increase their active participation and help college administrations. Courses in Artificial intelligence (AI), Cyber Security can be offered as Skill enhancement courses under new NEP system.

## **Department of BMS**

### ***Strengths:***

- The Department has collaborated with the Rotary Club of Mumbai, Ghatkopar.
- The Department provides adequate practical exposure to students by engaging industry experts as visiting faculty, encouraging students internship and organizing industrial visits.

### ***Suggestions:***

- The Department can help develop entrepreneurship skills by undertaking entrepreneurship-based activities including a value added course on Entrepreneurship.
- The faculty members of the Department need to improve their contribution to research and publication.

## **Department of BAF**

### ***Strengths:***

- The results of the Department is 100 percent.
- The Department has undertaken students internship which provides them good practical exposure.

### ***Suggestions:***

- The faculty should undertake minor/ major research projects.
- The Department may collaborate with BSE and conduct activities for the students.

## **Department of B.Voc.**

### ***Strengths:***

- The faculty members of the Department have research publications and have participated in FDPs during the year.
- The Department has provided value-added courses, capacity building and skill enhancement programs to the students.

### ***Suggestions:***

- Value-added courses on "Personality Development" and "Spoken English" may be conducted for the students overall development.
- Yoga and meditation can be introduced to the students for their better mental health.



### **Observation on Office Administration**

Records of handwritten minutes of College Development Committee (CDC) are maintained in the registers.

Suggestion – To write the designation against the names of CDC members.

The relationship among the Management, Principal, teaching staff with administrative staff are cordial.

In examination works –

- a) The administrative staff helps the Examination Committee members.

Suggestion – Verification, ATKT and Revaluation Fees also can be collected online through the payment gateway, which can be available on the Students Mobile App.

- b) Government Scholarships and Freeships are provided to the students as per the rules.

Suggestion – To maintain registers for Scholarships and Freeships –keeping record of year wise summary of No. of students eligible and scholarships and freeships received. Undertaking from the students and parents should be taken for filling the Government Scholarship Form else the student will have to pay the balance fees.

- c) Accounts are managed in Tally package.

Verified that only the bills are filled giving the voucher No. of it. Hence, the suggestion – To attach the Vouchers giving the details of cheque No., Account Heads, date of payment etc. to the Bills entered in Tally.

- d) Regarding the Miscellaneous Fees Collection, it was suggested to the Software Programmer to avoid cash receipt, instead ask the students to pay online as they are paying the admission fees.



- e) Confirmation and Enrolment and Eligibility records are maintained properly year to year.
- f) Admin staff also provides excellent service to the students under **Quick Student Service Scheme**.

*Rajendra Shinde*  
17/9/22

Dr. Rajendra Shinde

*Moushumi Datta*  
17/9/22

Prof. Dr. Moushumi Datta

*Meeta Seta*

Dr. Meeta Seta

*T.Y. Mody*  
17/9/2022

Dr. Trupti Mody

Ms. Trupti Mody

Report accepted .

*Ramniranjan Jhunjhunwala*  
12.9.22

Dr. Ramniranjan Jhunjhunwala  
Principal

PRINCIPAL  
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DEAN  
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