The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

> **2014-15**

1. Details of the Institution

1.1 Name of the Institution

> Hindi Vidya Prachaer Samiti's
> Ramniranjan Jhunjhunwala college

1.2 Address Line 1

> Opposite Ghatkopar Railway Station

Address Line 2

> Ghatkopar (W)

City/Town

> Mumbai

State

> Maharashtra

Pin Code

> 400 086

Institution e-mail address

> rjcollege@rjcollege.edu.in

Contact Nos.

> 022 25152731

Name of the Head of the Institution:

> Dr Usha Mukundan

Tel. No. with STD Code:

> 022 25151763

Mobile:

| 09869003389 |

Name of the IQAC Co-ordinator:

| Dr Seema Ratnaparkhi |

Mobile:

| 09869633054 |

IQAC e-mail address:

| seemaratnaparkhi@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

| MHCOGN10134 |

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

| EC (SC)/01/RAR/87 |

1.5 Website address:

| www.rjcollege.edu.in |

Web-link of the AQAR:

| http://www.rjcollege.edu.in/AQAR 2014-2015 |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	NA	NA	2001	7 years
2	2nd Cycle	A	3.33	2008	5 years
3	3rd Cycle	A	3.50	2014	5 years
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

| 12/12/2003 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR 2009-2010 (15/10/2010)
   ii. AQAR 2010-2011 (15/10/2011)
  iii. AQAR 2011-2012 (15/10/2012)
  iv. AQAR 2012-2013 (15/10/2013)
   v. AQAR 2013-2014 (15/10/2014)

1.9 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes ☑ No ☐

   Constituent College   Yes ☐ No ☐

   Autonomous college of UGC Yes ☐ No ☐

   Regulatory Agency approved Institution   Yes ☐ No ☐

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☑ Men ☐ Women ☐

                      Urban ☑ Rural ☐ Tribal ☐

   Financial Status   Grant-in-aid ☐   UGC 2(f) ☑ UGC 12B ☑

                Grant-in-aid + Self Financing ☑ Totally Self-financing ☐

1.10 Type of Faculty/Programme

     Arts ☑   Science ☑ Commerce ☑ Law ☐   PEI (Phys Edu) ☐

     TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

     Others (Specify) | P G Diploma |

1.11 Name of the Affiliating University *(for the Colleges)* | University of Mumbai |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ]   UGC-CPE [ ]

DST Star Scheme [✓]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [✓]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [UGC B VOC]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [18]

2.2 No. of Administrative/Technical staff [02]

2.3 No. of students [02]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [01]

2. 6 No. of any other stakeholder and

   community representatives [01]

2.7 No. of Employers/ Industrialists [01]

2.8 No. of other External Experts [02]

2.9 Total No. of members [28]

2.10 No. of IQAC meetings held   12

2.11 No. of meetings with various stakeholders: No. | 20 | Faculty | 10 |

Non-Teaching Staff Students | 04 | Alumni | 02 | Others | 04 |

2.12 Has IQAC received any funding from UGC during the year?   Yes | ✓ | No | |

If yes, mention the amount | 3.0lakh |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | | International | | National | | State | 1 | Institution Level | 4 |

(ii) Themes | Sharing of "Best Practises" |

2.14 Significant Activities and contributions made by IQAC

- Career Advancement for teacher

- Thinking out of box for research projects

- Training in making effective presentations

- Implementation of mobile children library

- Transformation for transformed Nation

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements

DST FIST	Initiated
DBT Star College scheme	Initiated
Capacity building activities for teaching and non teaching staff	Conducted two programs
Workshop for library support staff in digitalisation of libraries	More than ten colleges participated in the one week workshop

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   ☑   No   ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Implemented DST FIST activities

Implemented DBT Star College activities

Completed the CAS for teacher (total beneficiaries 50)

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	07	nil	02	Nil
PG	08	01	06	Nil
UG	21	02	07	02
PG Diploma	02	Nil	02	Nil
Advanced Diploma	Nil	nil	nil	Nil
Diploma	01	nil	01	01
Certificate	17		17	17
Others				
Total	56	03	34	20

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All
Trimester	---
Annual	---

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☑ Students ☑
    (On all aspects)

    Mode of feedback   :   Online ☑ Manual ☑ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
94	44	50	nil	22

2.2 No. of permanent faculty with Ph.D.   40

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	03	NA	NA	0	0	0	0	03	03

2.4 No. of Guest and Visiting faculty and Temporary faculty   40   22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	14	16
Presented papers	34	35	07
Resource Persons	04	07	20

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Problem based learning

Team teaching

2.7 Total No. of actual teaching days during this academic year   186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)   Masking

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop   09   06   26

2.10 Average percentage of attendance of students   79

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	GRADE				
		O	A	B	C	Pass %
T Y B A						
T Y B Sc						
T Y B Com						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Through student, teacher attendance.

By analysing student feed back

Examinations

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	09
UGC – Faculty Improvement Programme	15
HRD programmes	nil
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	07
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	nil
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	02	0	28
Technical Staff	99	03	2	06

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Workshops for writing research proposal

To promote student research

Research methodology short term course

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01	01	01
Outlay in Rs. Lakhs	0	13	01	14

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	02	02	06
Outlay in Rs. Lakhs	0.60	1.70	1.00	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	22	0	02
Non-Peer Review Journals	02	05	Nil
e-Journals	06	nil	02
Conference proceedings	06	13	06

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	4..00 Lacs	2.00 Lacs
Interdisciplinary Projects				
Industry sponsored	3	HUL	13.02 Lacs	7.00 Lacs
Projects sponsored by the University/ College	2	UNIVERSITY	0.6 Lacs	0.5 Lacs
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			17.62 Lacs	9.5 Lacs

3.7 No. of books published   i) With ISBN No. | 10 | Chapters in Edited Books | 21 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | 04 |

INSPIRE | ✓ | CE | | DST FIST | 03 |

3.10 Revenue generated through consultancy | 25,000/- |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01	02		
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons | 22 |

3.13 No. of collaborations   International | 02 | National | 01 | Any other | |

3.14 No. of linkages created during this year | 04 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 5.0 | From Management of University/College | 3.0 |

Total | 8.0 |

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions   received by faculty and research fellows
    Of the institute in the year

Total	International	National	State	University	Dist	College
01				01		

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 06 |
    and students registered under them | 30 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 04 |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [ ]   SRF [ ]   Project Fellows [✓]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level | 200 | State level [ ]

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level | 65 | State level | 01 |

National level | 01 | International level [ ]

3.23 No. of Awards won in NSS:

University level | 02 | State level | 01 |

National level | 01 | International level [ ]

3.24 No. of Awards won in NCC:

University level | 01 | State level | 02 |

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum | 10 | College forum | 40 |

NCC | 10 | NSS | 40 | Any other | 10 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Gender sensitisation

- Anti drug anti tobacco compaign

- Cleanliness drive swach Bharat Abhyan

- Care of senior citizens

- Literacy through mobile children librarya

- Save girl child

- Blood donation camps

- Thalessemia awareness camp

- Diabetes prevention and management

- Awareness to control infectious diseases like Malaria, Tuberculosis

- Green and clean campus

- Beach cleaning eco friendly Ganapati

- Sound pollution monitoring

- Visit to orphanage

- Disaster preparedness

- Mock drill with police department

criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2800 sq mt			
Class rooms	26	04	Management	
Laboratories	29	02	UGC DST FIST	
Seminar Halls	03			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	10		DBT STAR Scheme	
Value of the equipment purchased during the year (Rs. in Lakhs)	1CR		UGC, HUL DST, DBT	
Others				

4.2 Computerization of administration and library

Total number of computers: 360

Laptops: 32

LCD Projectors: 22

Smart Boards: 03

Wi fi HUBS : 03

LCD Televisions: 10

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	76050	753246	1447	171472	78862	925438
Reference Books			1185	753966		
e-Books	249					
Journals	124	76167	7	10085		21500
e-Journals	12		2	5000		
Digital Database	01	5000		16500		
CD & Video	271			1000	1	1000

	Total Computers	Computer Labs			
Others (Maps and Atlases)	22				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	299	05						
Added	100	02						
Total	399	07	All department	All departments and library	299	28	44	28

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Training to nonteaching staff in computer literacy
>
> Training of teaching staff in making effective presentations and use of smart Boards
>
> Training of teachers in emerging areas in subjects
>
> Training in use of ICT enabled microscopes

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs. 1162416

ii) Campus Infrastructure and facilities   3813466.9

iii) Equipments   1011645

iv) Others   3523573

Total :   9511100.9

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student satisfaction survey and analysis

Quick student service

Gymkhana and Gymnasium facilities

Gender friendly premises

Student training for placements viz. resume writing, interview skills, group discussions

5.2 Efforts made by the institution for tracking the progression

- Academic record

- Transcripts

- Transfer certificates

- Feed back collected during degree award function

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4646	504	22	82

(b) No. of students outside the state

88

(c) No. of international students

Nil

Men
No	%
2355	45

Women
No	%
2877	55

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4222	240	12	215	11	4700	4586	268	19	348	11	5232

Demand ratio 2:1   Dropout %   0.5 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

```
Providing on line coaching services via web links

Study material for competitive examinations

Coaching for NET,SET,GATE
```

No. of students beneficiaries

190

5.5 No. of students qualified in these examinations

NET 10   SET/SLET   GATE 02   CAT

IAS/IPS etc   State PSC 02   UPSC   Others 10

5.6 Details of student counselling and career guidance

```
Counsellor for counselling

Workshops on stress management, anger management,
time management

Training in soft skills

 Seminars on career opportunities
```

No. of students benefitted   4000

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
16	298	171	NA

5.8 Details of gender sensitization programmes

- Workshop on gender issues

- Save the girl child

- Women empowerment

- Self defence

- Street play safety of women

- Respecting each other

- Awareness of hygiene and health

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 26   National level 32   International level 02

No. of students participated in cultural events

State/ University level 15   National level 00   International level 00

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 15   National level 00   International level 00

Cultural: State/ University level 04   National level 10   International level 02

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12 (SWF) 11 (Earn While U Learn)	Rs. 42795 Rs. 195075
Financial support from government	157	Rs. 757603
Financial support from other sources	30	235825
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level [01]   National level [   ]   International level [   ]

Exhibition: State/ University level [06]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [40]

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision
>
> - To empower students through focussed learning and research
> - To foster a world of joy through sharing and learning
> - To create and enhance teamwork and leadership qualities
> - To provide extension services to serve self and society
>
>   Mission:
>
> - Knowledge is Ambrosia
> - Academic excellence with character development
> - Enthusiasm is the propelling force behind success.

6.2 Does the Institution has a management Information System

> Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

> Several staff members are in BOS and syllabus committee thus contributing to curriculum development

6.3.2 Teaching and Learning

ICT enabled teaching

Webinars

Guest lectures

6.3.3 Examination and Evaluation

Model answers

Moderation of papers

6.3.4 Research and Development

Training UG students in research methodology and encouraging them to participate in events

PG Students guided for research through project work

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Upgradation of all facilities in keeping with the requirement of the curriculum and societal needs.

- Web link of programs

- Additional audio visual aids

- Smart Boards

- Addition of New instruments

6.3.6 Human Resource Management

- Knowledge management

- Initiation to motivate and enthuse teachers

6.3.7   Faculty and Staff recruitment

On merit as per policies of Government , University and UGC.

Additional staff recruited by management as and when required on merit basis

6.3.8   Industry Interaction / Collaboration

- Guest faculty from Industry

- Job oriented and vocational courses taught by faculty drawn from the Industry

- MOU with TCS for campus to corporate

- MOU with Industry partners for vocational courses

- MOU with different agencies for skill development

- MOU with ICICI learning Matrix for e learning

6.3.9   Admission of Students

- As per Government norms and University Policies

6.4 Welfare schemes for

Teaching	- Payment of advance salary for paying EMI - Granting of leave and flexibility in work for staff with major illness - Staff welfare funds' - Free Medical check up

Non teaching	• Non teaching staff welfare fund • Priority for wards of non teaching staff in recruitment in non teaching cadre • Festival advance • Free Milk to members of non teaching staff of the chemistry department • Tution waiver for the wards of the non teaching staff • Encouraging them to continue their education • Celebrations of Ganesh Pooja and ASatyanarayan Pooja • Capacity building workshops • Free Medical Check up • Medical help in case of major illness • Free Gymnasium for fitness
Students	• Earn while Learn scheme • Reading room with extended timings • Monetary help for needy students • Relaxation in duration for payment of fees.

6.5 Total corpus fund generated

> Nil

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	No	Yes
Administrative	Yes	University	No	Yes

6.8 Does the University/ Autonomous College declares results within 30 days?

     For UG Programmes   Yes ☐   No ✓

     For PG Programmes   Yes ☐   No ✓

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> • E delivery of papers
>
> • CAP at lead college, Cluster colleges

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Academic audit conducted by the University

6.11 Activities and support from the Alumni Association

- Free Medical Check up
- Contributing to IQAC
- Invited lectures
- Helping placement cell in recruitments
- Sharing of new ideas

6.12 Activities and support from the Parent – Teacher Association

- In absence of a formal parent teacher association departments hold meeting atleast twice a year.

6.13 Development programmes for support staff

- Computer literacy
- Communication skills
- Yoga and diet therapy
- Safety at workplace
- Mastering Excel for office staff
- Training in new softwares

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Waste reduction and Recycling

- Composting

- Save water and electricity

- Rain water harvesting

- Save paper

- E waste management

- Use public transport

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Saving paper by putting notices on college websites, whatsapp

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1) Skill oriented programs/trainings have been initiated by the career and placement cell of the college

2) Open course wares have been linked in Institutional web site to enable the staff to take up the same.

3) Sessions have been arranged to train IQAC members in quality tools

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Programs to bridge gap between academia and industry (campus to cubicle)

2. Encouraging sports and excelling in absence of ground

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Recycling of e waste
>
> Showcasing biodiversity of flora
>
> Geo week

7.5 Whether environmental audit was conducted? ✓ ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> **Strength:**
>
> Driven by our mission statement for imparting knowledge for all
>
> Harmonious relationship among the members of the management, staff, students and parents
>
> **Weakness:**
>
> Space constraint
>
> **Opportunity**
>
> Locational advantage for building relationships
>
> **Concerns:**
>
> Sustaining quality along with access and inclusive education

8. **Plans of institution for next year (2015-2016)**

> 1. Programs to promote entrepreneurship for students
>
> 2. Capacity building programs for teaching and non teaching staff
>
> 3. Training in soft skills for students
>
> 4. Promotion of eco-friendly habits

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*