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

1. Details of the Institution

1.1 Name of the Institution

> Hindi Vidya Prachar Samiti's Ramniranjan Jhunjhunwala College

1.2 Address Line 1

> Opposite Ghatkopar Railway Station

Address Line 2

> Ghatkopar (West)

City/Town

> Mumbai

State

> Maharashtra

Pin Code

> 400 086

Institution e-mail address

> rjcollege@rjcollege.edu.in

Contact Nos.

> 022-25152731, 022-25151763

Name of the Head of the Institution:

> Dr. Usha Mukundan

Tel. No. with STD Code:

> 022 25151713

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

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/Documents/IQAC%20Report/IQAC_Report_2013-14_R_J_College.pdf

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	Four stars	NA	2001	7 years
2	2nd Cycle	A	3.33	2009	5 Years
3	3rd Cycle	A	3.50	2014	5Years

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

12/12/2003

1.8 AQAR for the year *(for example 2010-11)*

2013-14

1.9 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 2009-10 submitted to NAAC on 15/10/2010
 ii. AQAR 2010-11 submitted to NAAC on 15/10/2011
iii. AQAR 2011-12 submitted to NAAC on 15/10/2012
 iv. AQAR 2012-13 submitted to NAAC on 15/9/2013

1.10 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 ☐

1.11 Type of Faculty/Programme

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

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

     Others   (Specify)   PG Diploma

1.12 Name of the Affiliating University *(for the Colleges)*   University of Mumbai

1.13 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-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers `16`

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 `01`

2.9 Total No. of members `25`

2.10 No. of IQAC meetings held: `12`

2.11 No. of meetings with various stakeholders: No. `08`   Faculty `04`

Non-Teaching Staff Students `02`   Alumni `02`   Others `Nil`

2.12 Has IQAC received any funding from UGC during the year?   Y ☐   N ✔

If yes, mention the amount ☐

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
- Women Empowerment and Quality Academia.
- Career advancement schemes for teachers,
- Research methodology,
- Soft skills for teachers,
- Research funding and how to write a research proposal.

2.14 Significant Activities and contributions made by IQAC

- IQAC identified projects which were successfully implemented . In the year 2013-2014 the National Council of quality assurance awarded the BEQET award for quick student services leading to student satisfaction.
- Green campus initiatives were well received.
- One member carrying out project with a IQAC member of Bandokar college and Mr Madhukar NAAC officer
- Restructured student feedback form
- Conducted workshop for non-teaching staff in computer usage

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
Preparing for EMS certification	Certified as 14001-2004 Institution
Applying for DST and DBT for funding	Funded by DST under DST FIST program and DBT star college scheme
Planning for e waste management	IT department and computer science department share the responsibility of collecting and recycling e waste in our college

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

Provided support for EMS certification

Preparation of NAAC self study report and planning of peer team visit.

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	01	nil
PG	08	nil	05	nil
UG	21	nil	05	nil
PG Diploma	nil	nil	02	02
Advanced Diploma	nil	nil	nil	nil
Diploma	nil	nil	nil	nil
Certificate	nil	nil	17	17
Others	nil	--	--	--
Total	36	nil	30	19

Interdisciplinary	--	--	--	--
Innovative	--	---	--	--

1.2 (i) Flexibility of the Curriculum: Credit-based
(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.

> The third year syllabus has been updated in view of the credit based semester

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
94	54	40	00	00

2.2 No. of permanent faculty with Ph.D.

40

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

Assistant Professors		Associate Professors		Professors		Others		Total	
54	-	40	-	-	-	-	-	94	
01	--	--	01	--	--	--	--	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

	4	2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	20	03
Presented papers	07	15	02
Resource Persons	--	--	--

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

Peer teachinge, Use of ICT, Development of e-content, Use of models, Computer simulation.

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

181

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

78

2.11 Course/Programme wise
distribution of pass percentage : March 2013

Title of the Programme	Total no. of students appeared	I %	Pass %
BA	167	22	83.2
B Sc	369	102	73
B Com	458	294	85.5
B Sc (IT)	62	30	74
BMS	87	78	93
B.Com Banking and Insurance	63	51	89
M A	86	08	99
M Sc	89	51	92
M Com	34	06	100

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

IQAC takes keen interest in the planning and implementation of innovating teaching and learning process. They help in training teachers in use of audio visual aids, e content development. Use of search engines in data searches and use of open course wares to update the knowledge of teachers in emerging areas.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	10
UGC – Faculty Improvement Programme	03
HRD programmes	01
Orientation programmes	05
Faculty exchange programme	03
Staff training conducted by the university	10
Staff training conducted by other institutions	09
Summer / Winter schools, Workshops, etc.	20
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	20	22	02	28
Technical Staff	89	100	nil	06

Criterion – III

3. Research, Consultancy and Extension

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

- Workshops on how to write research proposals
- Workshops on new ideas for research
- Launch of research Journal "R J Pragya"

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	nil	01
Outlay in Rs. Lakhs	23	14	--	7.0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	02	Nil	02
Outlay in Rs. Lakhs	0.60	1.70 lakhs	--	4.0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	13	05
Non-Peer Review Journals	--	--	--
e-Journals	--	03	--
Conference proceedings	--	--	--

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	2.00
Interdisciplinary Projects	--	--	--	--
Industry sponsored	3	HUL	13.02	7.00
Projects sponsored by the University/ College	1	University	0.6	0.5
Students research projects *(other than compulsory by*	--	--	--	--

the University)				
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. | 04 | Chapters in Edited Books | 04 |

ii) Without ISBN No. | 03 |

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 |

Any Other (specify) [   ]

3.10 Revenue generated through consultancy | 12,000/- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01	01+01		
Sponsoring agencies		UGC	NAAC		

3.12 No. of faculty served as experts, chairpersons or resource persons | 25 |

3.13 No. of collaborations   International | 01 | National | 04 | Any other [   ]

3.14 No. of linkages created during this year | 03 |

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	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

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
02	--	--	--	--	02	--

3.18 No. of faculty from the Institution who are:
        Ph. D. Guides

06

        and students registered under them

25

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

02

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

JRF ☐   SRF ☐   Project Fellows 02   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 ☐

National level 01   International level ☐

3.23 No. of Awards won in NSS:

University level | 01 | State level | ☐
National level | ☐ | International level | ☐

3.24 No. of Awards won in NCC:

University level | ☐ | State level | ☐
National level | ☐ | International level | ☐

3.25 No. of Extension activities organized

University forum | ☐ | College forum | 20
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

- Say no to plastics

- Care of senior citizens in adopted area

- Cleanliness drive

- Bank accounts for all students

- Registration drive for voters

- Mock Drill in association with Police for preparedness in event of terrorist attack

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	--	--	--
Laboratories	29	--	--	--
Seminar Halls	03	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	04	--	UGC	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	UGC, HLRC, INSTITUTION AL FUNDS	--
Others	--	--	--	--

4.2 Computerization of administration and library

Total number of computer: 299

Laptops: 32

LCD projectors: 18

NME-ICT enabled computers: 10

Wifi Hubs: 03

LCD Televisions: 10

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	73334		980	114776	76050	753246
Reference Books			1736	638470		
e-Books	239		10	2500	249	
Journals	108		09	10930	117	76167
e-Journals	12				12	
Digital Database	01				01	5000
CD & Video	375		16	5467	391	
Maps &Atlases	18		04	500	22	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	200	05						
Added	99	--						
Total	299	05	All departments	All departments and library	206	25	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 (annual)
>
> Teachers training for ICT (annual)

4.6 Amount spent on maintenance in lakhs :

  i) ICT   181123

 ii) Campus Infrastructure and facilities   3323107

iii) Equipments   126027

iv) Others   1887624

Total: 5517881

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 services in the office
- Gymkhana and Gymnasium facilities

5.2 Efforts made by the institution for tracking the progression

- Academic record
- Transfer certificates
- Feed back form collected from students when they come to collect degree certificate

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4079	598	30	60

(b) No. of students outside the state

78

(c) No. of international students

NIL

Men

No	%
2256	48

Women

No	%
2444	52

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3998	265	14	241	12	4530	4222	240	12	215	11	4700

Demand ratio   2:1   Dropout %   1%

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

- Coaching for GRE TOFEL Examinations
- Coaching for NET, SET, GATE

No. of students beneficiaries   100

5.5 No. of students qualified in these examinations

NET   25   SET/SLET   02   GATE   10   CAT

IAS/IPS etc   01   State PSC   UPSC   Others   01

5.6 Details of student counselling and career guidance

- Full time counsellor available in the premises for personal counselling.

- Workshops on stress management, anger management, time management

- Career Fair " VISTAS"

- Seminars on Career Opportunities subject wise, faculty wise and general areas like GRE, TOFEL, ILTS etc

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
9	213	84	-

5.8 Details of gender sensitization programmes

- Workshop on gender issues

- Save the girl child

- Women Health and hygiene

- Street play safety of women

- Respecting each other for a gender friendly premises

5.9 Students Activities

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

State/ University level   25   National level   30   International level   02

No. of students participated in cultural events

State/ University level   150   National level   Nil   International level   Nil

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

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

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	06 (earn while you learn)	1,23,900/-
Financial support from government	276	15,74,410
Financial support from other sources	82	94,130/-
Number of students who received International/ National recognitions	04 (Inspire)	2,40,0000/-

5.11   Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition: State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students   30

5.13 Major grievances of students (if any) redressed: No major grievances were reported

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To empower students through focused 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 our 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

- Faculty training in e content development

- Faculty training in emerging areas in their subject

6.3.3 Examination and Evaluation

- Analysis of errors in question paper,   evaluation and corrective measures

- Student feedback on question paper

6.3.4 Research and Development

- Training undergraduate students in research methodology

- Workshops on writing research proposal

- Innovations

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Training of non teaching staff of library (college and intercollegiate)

- Installation of interactive LCD

- Web link of programs

- Strengthening of departmental libraries

6.3.6 Human Resource Management

- Creating a atmosphere congenial for efficient and effective working

- Transparency in administration

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitment as per Policies of the Government, University and UGC.

- Additional staff recruited by management for smooth functioning of the college

6.3.8 Industry Interaction / Collaboration

- Guest faculty drawn from Industry

- All the postgraduate Diploma programs as taught by Industry professionals

- MOU with TCS for Campus to Corporate

- MOU with ICICI Learning Matrix

6.3.9 Admission of Students

- As per Government norms and University Policies

6.4 Welfare schemes for:

Teaching	• Payment of advance salary in case of delay of salary grants 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 no- teaching staff in recruitment in non-teaching cadre. • Festival advance • Free Milk to members of non-teaching staff of chemistry department • Tution waiver • Free books and extra coaching • Celebration of Ganesh Pooja and Satyanarayan Pooja • Free Medical check up • Medical help in case of illness
Students	• Earn while learn scheme • Reading room with extended hours • Monetary help for needy students • Relaxation in duration for payment of fees in instalments

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	External members	No	Yes
Administrative	Yes	External members	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?

Credit based semester system, continuous evaluation, e -delivery of papers

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

Discussion at University meetings with the Principal's

6.11 Activities and support from the Alumni Association

- Free medical Check up

- Lecture on Stress management

- Career Guidance Lectures

- Helping the placement cell in recruitment

6.12 Activities and support from the Parent – Teacher Association

There is no formal parent teacher association but several departments hold atleast two meetings with the parents

6.13 Development programmes for support staff

- Computer Literacy

- Communication skills

- Safety in the laboratory

- Workshop on preparing lab reagents scientifically

- Maintenance of Electrical equipments

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

- Segregation of waste (biodegradable and non-biodegradable)

- Composting

- Biogas unit

- Save water and Electricity

- Rain water harvesting unit

- Save Paper

- E Waste management

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.

- Practicing Best out of Waste by each department

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

- The year 2013-2014 was mainly utilised for writing the RAR for third cycle and preparing for the team visit .

- The NAAC Peer team visited in March 2014

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

- Mobile children Library

- Recreation of senior citizens

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

7.4 Contribution to environmental awareness / protection

Clean and Green Campus

Beach cleaning

Save water and Electricity

7.5 Whether environmental audit was conducted?   Yes ☑   No ☐

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

Strength: Illustrious faculty and eager to learn students

Weakness: space constraint

Opportunity: Strategic location for interaction with community

Challenge: Rapidly changing societal requirements

8. **Plans of institution for next year (2014-2015)**

- Skill oriented program for students to increase their employability

- Encouraging staff to update their knowledge through open course wares

- Training students for competitive examinations

- To train IQAC members in quality tools

Name *Dr. Seema Ratnaparakhi*   Name   *Dr. Usha Mukundan*

_____   _____

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