JAI HIND COLLEGE

Report of ACADEMIC AND ADMINISTRATIVE AUDIT FOR THE ACADEMIC YEAR 2022-23

ACADEMIC AND ADMINISTRATIVE AUDIT OF JAI HIND COLLEGE FOR THE ACADEMIC YEAR 2022-23

INTRODUCTION:

1.1. Audit means the verification of claims made by an independent person or group of persons such that the authenticity and credibility of the same are established. According to NAAC *"Academic Audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs".*

The Academic Audit is a college driven model to improve quality processes in teaching and learning and thus enhance students' success. A process that sustains continuous quality improvement of teaching and learning and evaluation.

It is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc. (A. Balasubramanian)

Academic Audit of colleges engaged in higher education has its importance since colleges are increasingly conscious in maintaining quality in the teaching-learning process.

Quality education would result in quality human resource, which contributes immensely towards the economic development of a country more importantly for developing economies like India. Quality in HEIs will also give a global identity to help the college in establishing academic collaborations in future.

Academic Audit (AA) is a tool to understand to assess the strength and weaknesses of a college and helps in preparing a plan to deal with the weaknesses and to convert them into strengths.

Jai Hind College is one of the top autonomous colleges out of the more than 50 autonomous colleges affiliated with the University of Mumbai. When the UGC adopted the graded autonomy plan for the first time in 2018, the college was given graded autonomy. The college has effectively exploited its autonomy to achieve excellence in its academic and research endeavors since gaining autonomous status. The college's four-year period of autonomy is already concluded. The institution has planned to carry out the academic audit of two academic years 2022–2023 to learn about the academic achievements and discover extra tactics needed for obtaining greater heights.

The Expert Committee to conduct Academic and Administrative Audit (AAA) consisting of the following members was constituted by the college:

1. *Dr. Debajit Sarkar, Principal L.S.Raheja College of Arts and Commerce, Santacruz,Mumbai.*
2. *Dr. (Ms) Suchitra Naik, Principal Joshi-Bedekar College, Thane.*
3. *Dr. Ms) Manju Phadke, Vice principal(retd.) SIES College of Arts, Science and Commerce, Sion, Mumbai.*

For conducting the academic audit, the Committee visited the college on 12th September,2023 and interacted with the Principal Dr. Vijay Dabholkar who gave a brief presentation about the college and academic activities, teaching learning methods used and infrastructural facilities available in the college.

The Committee then visited the departments as per schedule (annexure I), the classrooms, laboratories, common facilities, library and the auditorium. The Committee also visited the administrative office and interacted with the office staff and verified some of the documents.

Basic Institutional Data

1	Name of the college	Jai Hind College Basantsing Institute of Science & J.T. Lalvani College of Commerce and Sheila Gopal Raheja College of Management, Autonomous
2	Name of the Society/Trust	Sind Educationists' Association
3	Financial Category	Grant-in-aid / self-financing college
4	Type of the college	Co- education
5	Year of establishment	1948
6	UGC recognition	2 (f) and 12B dated 5th Jul 2018
7	Accreditation/Re-accreditation by NAAC	Accreditation- I Cycle-A -3.41 2003 II Cyle-A+-3.26,2010 III Cycle-A++ 3.52: 2016
8	Location of College	Urban
9	Date of AAA Committee Visit	12TH September,2023
10	No. Of Programs	UG- 24 PG- 05 Ph.D.- 01 Add-on course & certificate courses -53

11. No. of students at U.G. & P.G. and in Ph.D.

Programme	Intake	Admitted
UG	4864	4205
PG	220	182
Ph.D.	06	05

12. Programme wise students' data

Programme	Intake	Admitted
FYBA	240	252
SYBA	240	195
TYBA	240	187
FYBCOM	480	493
SYBCOM	480	392
TYBCOM	360	331
FYBSC	240	198
SYBSC	240	104
TYBSC	240	145
FYBMS	120	127
SYBMS	120	124
TYBMS	120	122
FYBMMC	120	117
SYBMMC	120	122
TYBMMC	120	124
FYBAF	60	62
SYBAF	60	63
TYBAF	60	62
FYBBI	60	60
SYBBI	60	52

	TYBBI	60	63
	FYBFM	60	61
	SYBFM	60	62
	TYBFM	60	64
	FYBBA	60	63
	SYBBA	60	62
	FYBVOC SD	50	34
	SYBVOC SD	50	25
	TYBVOC SD	50	46
	FYBVOC TTM	50	34
	SYBVOC TTM	50	37
	TYBVOC TTM	50	53
	FYBSC-IT	60	56
	SYBSC-IT	60	60
	TYBSC-IT	60	49
	FYBSC-BIOTECH	35	37
	SYBSC-BIOTECH	35	33
	TYBSC-BIOTECH	35	25
	Total (A)	4725	4196
	M.Com (Accountancy) - I	60	47
	M.Com (Accountancy) - II	60	43
	M.Sc. (Chemistry) – I	20	23
	M.Sc. (Chemistry) – II	20	17
	M.Sc. (Data Science) – I	30	24
	M.Sc. (Data Science) - II	30	28
	Total (B)	200	182
	Total (A+B)	4925	4378

13	No of Teaching Staff	Programme	PG with NET/SET	MPhil	Ph.D.	PG
		ARTS	10	1	6	
		COMMERCE	8		3	2
		SCIENCE	14	1	19	1
		BMS	2	-	1	
		BBI	2	-	-	-
		BFM	2	-	-	-
		BAF	1	-	-	-
		BBA	1	-	-	-
		B VOC	2	-	-	-
		BMM	3	-	-	-
		B.Sc-IT	7	-	-	-
		B.Sc Biotech	3	-	4	
		TOTAL	55	-	33	3

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14	Status of Approval of teaching staff	AIDED		

AIDED

No of approved staff	No of ad hoc full time staff	No of visiting faculties
37 (2 PT)	-	-

UNAIDED

No of approved staff	No of ad hoc full time staff	No of visiting faculties
49 (3 PT+1 CHB)	7	60

15	No of teaching staff DESIGNATION wise			

Asst. Prof	Asso.Prof	Professor
81	11	-

Teaching staff(filled/vacant)

SECTION	SANCTIONED POST	FILLED POST	VACANT POST
AIDED	58	39	19 (filled by mngt.)
UNAIDED	34	34	-

16   No of Non-Teaching Staff

Designation	filled	Vacant	Aided	Unaided
Registrar	1	0	0	1
OS	1	0	1	0
Head Clerk	1	0	1	0
Sr. Clerk	3	0	3	0
Jr. Clerk	11	0	3	8
Lab. Asst	12	0	5	7
Lab Attnd	31	0	22	9
Lib. Attnd	12	0	12	-
Peon	33	0	11	22

Number of books, journals and newspaper subscribed.	➢ Books; 36,290 ➢ Journals: 10, ➢ Newspaper:18
Number of classrooms and Laboratories	➢ 40 &18
No of computers and laptops	➢ Desktops in IT laboratory students: 193 ➢ Other laboratories: 66 ➢ Laptop for faculties: 60 ➢ Desktops & laptops for office:36 ➢

17	Special features of the college	➢ College of Excellence by RUSA.
		➢ 2 Industry Aligned Courses with TCS
		➢ Skill Hub & Accelerator Centre
		➢ Autonomous College
		➢ DBT-STAR grant to 3 departments
		➢ DST-FIST Grant
		➢ Best College Award.
18	A & A Committee members	➢ Dr. Debajit Sarkar
		➢ Dr. Manju M. Phadke
		➢ Dr. Suchitra Naik

The Committee expressed satisfaction over the activities carried out by the college during the period of last one year. A brief report of the Academic and Administrative Audit is presented below.
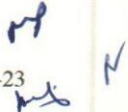
Dr. Suchitra Naik   Dr. Manju M. Phadke 9/10/23   Dr. Debajit Sarkar 12/9/23

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Expert Committee Report

1	**ACADEMIC MANAGEMENT**	- College conducts **24** UG, 5 PG and ONE Ph.D. programs. - There are **18** programs under grant in aid system and **12** number of programs under unaided system - Effective Teaching Learning Process in place. - Competent and Enthusiastic Faculties and Non-teaching staff - Currently 93 number of faculty positions are filled and NIL posts are vacant in aided section. In unaided section college has appointed 56 number of faculties. - Instant Feedback system **taken regularly** after every **module** and annual feedback system on teaching learning, both are in place. - Curriculum are revised periodically (after every three years). - Introduction of B-voc in T & T and SD, **BMS, BMM, BAF, BBI, BFM, BBI, BBA especially** shows global competencies in the curriculum designing. - Experts are drawn from academic and industry to design the syllabus. - Certificate course of Forensic Science is a good value addition. - Research culture is encouraged among students through participation in Aavishkar.
2.	**ADMINISTRATION AND MANAGEMENT (SUPPORTING ACADEMICS)**	- Management is proactive. - Decentralized administration system is in practice. - Computerization of admission, Examination are in place. - Admission process is transparent and smooth. - Rules and regulations are clearly defined to conduct examination smoothly. - There are statutory and non-statutory committees for smooth administration.

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		• Being an autonomous college BOS, AC and GB are in place and meetings are held as per norms.
3.	**ACADEMIC PRACTICES**	• Use of innovative techniques in teaching paedology. • Academic calendar and teaching plan are prepared in advance and are monitored from time to time. • College has signed **9** MoUs with reputed organization **in the academic year 2022-23** • Preparation and monitoring of Teaching Plans in Practice. • Teachers have published 95 Research Papers in UGC Care, peer reviewed journals & conference proceeding. • 14 Books/ book chapters published by Teachers • ONE national level FDP sponsored by the ICSSR. • The College has utilised Rs 70 lakhs of research projects funded by DST-FIST. • Admission in all UG is 89% and PG is 91% level are 89 percent. • The pass percentage at UG level is 79% and at PG is 75% • Experiential learning participative learning and problem-solving methodologies are done through courses like Environmental Studies, Business Law, Mathematics and Statistics, etc. • Internships are offered to students. • Student feedback is analyzed to improve teaching learning.
4.	**INFRASTRUCTURE, FINANCIAL AND SUPPORT FACILITIES FOR ACADEMIC ACTIVITIES**	• Provision is made in the budget for purchase of equipment and for maintenance of infrastructure. • The college has 60 computers for staff, 36 for office and 193 for students. • The College has a well- equipped computer laboratory, Psychology Laboratory and Science Laboratories. • The Campus is Wi-Fi enabled.

		- The Library is computerized and highly spacious, providing good ambience for learning. - Separate study area for staff in the library. - The classrooms are ICT enabled. - Solar system is in operation, a part of energy saving mechanism. - The college has an AC auditorium with 500 seating capacity with acoustic sound system. - The college conducts intercollegiate events, and the students also participate in various intercollegiate activities both in sports and cultural and have brought laurels to the College.
5.	**INSTITUTIONAL SOCIAL RESPONSIBILITY**	- The College has NCC unit with 14 Cadets NSS units with 100 volunteers. - Various outreach programs for environmental awareness, tree plantation, health related problems are organized by NSS students. - Alumni Association takes active part in various activities of the college. - Good number of Beyond Syllabus scholarly activities have been organized. - Many departments have adopted a *'Green Initiative'* .
6.	**FUNCTIONING OF IQAC**	- IQAC is functional and highly active. - All academic activities are routed through the IQAC. - The Convener is proactive and fully aware about the activities happening all around in the College. - The IQAC conducts academic audit every year. - Quality management and enhancement system is in place.

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OVERALL ANALYSIS

1.	**INSTITUTIONAL STRENGTHS**	• Proactive Management • Effective Teaching Learning Process • Very good Infrastructure which meets academic demand. • Separate building for unaided section. • Atal incubation center in place. • Well qualified and competent teaching and non-teaching staff. • Large number of outstation students • Encouragement to faculty for Professional/ICT/research skill improvement • • An operational, agile IQAC with cutting-edge procedures. • Internships/OJT etc across all programmes offered to students. • Established and systematised office administration.
2.	**INSTITUTIONAL WEAKNESSES**	• Low registration for NPTEL / SWAYAM courses. • Minimum requirements for research publications in terms of number of publications vis-à-vis number of staff. • Also lacks in terms of publications in highly reputed journals. • Lack of adequate PG and Research programs.
3.	**INSTITUTIONAL CHALLENGES**	• Pressure to meet ever changing demands of a global market. • Delay in regular appointment of teaching and non-teaching staff in aided section due to government policy. • Lack of space for the biological science departments to start PG and PhD programs.
4.	**INSTITUTIONAL OPPORTUNITIES**	• Student and teacher exchange programmes. • Implementation of NEP 2020 • NSDC certified Skill based certificate courses to be introduced.

RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION

- Encourage faculty to introduce more inter-disciplinary courses.

- Training programs for Competitive exams.

- Strengthen industry academia linkage activities by introducing skill courses.

- Promote student - teacher exchange programme.

- Encourage teachers to publish more research papers in reputed journals.

- Incentive to teachers who are actively involved in research work.

- Convert classrooms to smart hybrid classrooms.

- Augmentation in digital infrastructure is must. Centralised ERP is a must to centralise the data base.

- On Screen Markings for speedy assessment of answer papers is a must.

- All committees should prepare a detailed SOP / manual for smooth functioning. These SOPs should be well publicized.

- The college should invest more on training staff professionally.

- Should attract distinguished faculty / professor.

- Should link ongoing social and environmental initiatives with **"Sustainable Development Goals 17"**.

- Policy document to formalise consultancy is a must.

- The time is right to begin consulting to bring in revenue for the college.

- Start offering all faculty members incentives for publishing their research papers in respected journals.

- Policy document to reward/incentivise faculties for publishing their research papers in respected journals.

- Admission is less than intake capacity in science. Steps to be taken admit students to its intake capacity.

- Overall pass percentage in UG and PG levels are to be improved.

- Sincere efforts be taken to make the campus **ZERO WASTE**.

- Innovations are seen only with respect to teaching learning pedagogy. Other areas also should be explored.

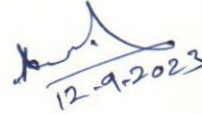- Training to non-teaching staff from time to time.

The report ends here.

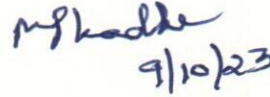**Name and Signature of A & A AUDIT Expert Team Members with Date:**

1. Dr. Debajit Sarkar-

2. Dr. (Ms.) Suchitra Naik-

3. Dr. (Ms.) Manju Phadke-

DETAILED ACADEMIC & ADMINISTRATIVE AUDIT REPORT OF JAI HIND COLLEGE- 2022-23

1. Curricular Aspects

Key Aspects	Assessment Indicators	Remarks
1.1 Curriculum Design and Development	1. Curriculum design is aligned with the institutional goals and objectives.	The curriculum is aligned to the goals and objectives of HEI.
	2. Curriculum design and development is done through a well defined process.	Being autonomous institution, the College has its own BOS, Academic Council and Governing Body through which the courses are designed and approved.
	3. Curricula developed/ adopted have relevance to the local/ national/regional/global developmental needs.	The curricula are designed keeping in mind its social and market relevance.
	4. Developing global competencies is evident in the curriculum design.	Courses of some of the programmes like B-voc in Travel and Tourism, BMS, BSc IT, MSc BDA, MSc Chemistry and BBA
	5. Consultation with academic experts, industry/ employment sector /alumni / other stakeholders within and outside the institution is effectively done for developing the curricula.	The BOS has members / experts drawn from corporates, industries and academics including alumni in order to make the course more relevance to market demand.

1.2 Academic Flexibility	6.	The institution offers a number of Choice Based Credit System (CBCS) / elective options program options leading to different degrees, (UG/ PG/ PG Research).	All programmes are offered in UG and PG are under Choice Based Credit System.
	7.	Options are available to students for additional/ supplementary / enrichment courses along with their regular curricula. (Eg. UG degree + a Certificate, PG degree + a diploma and so on).	The institution offers number of relevant certificate courses to students along with UG PG degree.
	8.	The institution follows a semester system.	Yes.
1.3 Curriculum Enrichment	9.	The institution revises the curriculum at regular intervals and analyses the impact.	Curriculum is revised in very three years.
	10.	The curriculum provides adequate scope for introducing programmes in emerging thrust areas /interdisciplinary areas.	The College offers Bachelor in vocational program in Travel and Tourism, Software development. It also offers Bachelor in Business Administration and MSc Big Data Analytics three years degree program in association with Tata Consultancy Services.
	11.	All learners have access to value-added programmes, including communication skills / soft skills.	Value added programmes like communication skills, foundation course are part of the curriculum structure.

| 1.4 | Feedback System | 12. Structured feedback from students is an essential component in the curricular design and development process. | The College regularly collects feedback (a) regularly through a Google form and (b) department level feedback (c) institutional level feedback from stakeholders Feedback collected is analysed and action taken |

2 – Teaching-learning and Evaluation

Key Aspects		Assessment Indicators	Remarks
2.1	Student Enrolment and Profile	1. The admission process of the institution is widely publicized and is transparent.	The admission process is transparent and smooth. Notices regarding admissions are uploaded on the College website. The College conducts entrance test for self-financed programs
		2. The institution has an inclusive admission policy catering to diverse student groups.	The College has well defined admission policy and caters to the diverse student needs which is reflected from large number of students enrolling for UG programmes hail from various parts of the country.

	3.	The institution implements the statutory reservation policies.	Being linguistic minority institution 50 percent seats are reserved Sindhi linguistic minority students as per the order of Hon'ble High Court, Bombay.
2.2 **Catering to Student Diversity**	4.	The institution organises orientation programmes / induction programmes for freshers.	The institution organizes *DIKSHARAMBH* (Students induction programme) following the guidelines of the UGC, for first year UG students. Principal takes orientation programs with students and their parents/guardians separately with each stream – Arts, Science, Commerce & Self-financed so that the interaction is more focused and specific to the requirements of each. Faculty of specific streams along with Examination Unit and Coordinators of all significant cells and societies also participate and contribute to these sessions.
	5.	The institution assesses the learning levels of the students, after admission and designs programmes for advanced learners and slow learners.	The institute has introduced bridge courses in certain courses mainly for slow learners to cope with the curriculum. The college also conducts remedial lectures for disadvantaged learners.

	6.	Analyses the academic growth of differently-abled students and provides tutorials for needy students.	The College has brail books for visually impaired students.
	7.	The institution fosters an inclusive academic ambience.	The institution is committed to an inclusive academic ambience.
2.3 Teaching learning Process	8.	The institution meticulously plans and organizes its teaching schedule.	The institution prepares its academic calendar and the departments prepare the academic calendar for smooth implementation of teaching learning activity.
	9.	Student centered methods are an integral part of the pedagogy adopted by the faculty.	Pedagogy adopted by the faculty are learner centric.
	10.	Experiential learning, participative learning, problem solving methodologies are used.	Courses like Foundation Course, Business Law, Commerce, Environmental Studies were experiential learning is very important. Participative learning is reflected through course like Communication Skills, Business Communication. Problems solving methodologies are done through courses in science, mathematics and statistics.

11. Latest technologies are used by the faculty for effective teaching.	Facility of PPT is available in all classrooms. SMART BOARDS, LRS, YOU-TUBE STREAMING, ONLINE PLATFORMS are some of the other measures adopted by faculty in teaching-learning process to incorporate flipped and blended classroom modes	
12. The learning environment is conducive for critical thinking, creativity and scientific temper.	Yes.	
13. The institution follows a system of mentor-mentee to meet the academic and personal needs of students.	Yes.	
14. Projects / field experiences are integrated into the learning programmes.	Internships are offered to students in general and specifically to students pursuing B-voc in T & T and SD, BSc IT, MSc Chemistry, MCom Accountancy, Life Sciences, Microbiology, BMS, BMM, BBI, BAF, BFM and BBA. Interested students from Humanities and Commerce are also provided opportunities	
15. Feedback on the evaluation of teachers is leveraged for improvement of the quality of teaching-learning process.	Regular Annual feedback are taken from students into account to improve the quality of teaching learning process from time to time.	

2.4	Teacher Quality	16. The institution has adequate, well qualified faculty.	The institution has 91 teachers of which 86 are fully qualified, full time teachers.
		17. The institution facilitates the participation of its teachers in teacher upskilling programmes.	Teachers are encouraged to participate in orientation / refresher / FDP etc. from time to time.
		18. The institution ensures that teaching positions against sanctioned posts are filled in reasonable time.	The College takes utmost care in appointing teachers against vacant posts.
		19. The institution adheres to UGC/ State Govt. norms for faculty recruitment and promotion.	By and large the institution follows all the norms in the appointment of teachers post.
		20. The institution attracts distinguished faculty for appointment as emeritus / distinguished professors.	No
		21. The faculty are encouraged to demonstrate creativity and innovation in teaching.	Yes.
		22. The institution facilitates mobility of its faculty through exchange programmes.	No
2.5	Evaluation Process and Reforms	23. The institution disseminates the evaluation processes to all its stakeholders.	The evaluation system is explained to students during Deeksharambh programme as well as Orientation Programs at institutional level and at Department level and all necessary information are posted on the website for students and parents reference.
		24. The institution adheres to the academic calendar for conduct of examinations	Yes.

	25. The institution ensures timely declaration of results.	Results are declared within the stipulated time frame from the date of last examination held.
	26. Reforms in the examination procedures and processes have positively impacted the examination management system.	The College follows 40 : 60 - internal : external pattern.
	27. Transparency and security of evaluation system is ensured.	The college follows a robust examination system by which it maintains confidentiality of the evaluation system. The examination department is headed by a Controller of Examination who is fully dedicated for examination purpose.
	28. Technology is effectively used in the examination management process.	The college has a system of in-house question paper printing system and result processing system is in collaboration with a vendor.
	29. The institution has an effective mechanism for redressal of grievances pertaining to examinations.	Redressal of grievances are addressed through (a) student can apply for revaluation of answer paper, (b) contain photo copy of the answer book and (c) both (a) and (b)
2.6 Student Performance and	30. The graduate attributes of the institution are clearly defined /articulated	The overall teaching learning of the College prepares students to achieve academic excellence, become a good communicator

Learning Outcomes	Assessment Indicators	Remarks
		critical thinker and responsible citizen of the country.
	31. The institution encourages all its departments to clearly state the learning outcomes of its programmes.	Being autonomous the BOS has well defined Cos and POs in every course.
	32. The achievement of intended learning outcomes is central to the pedagogical and assessment processes of the university.	Yes..
	33. The institution has mechanisms in place to analyze short falls in achievement of learning outcomes and suggest improvement measures.	Yes., using Blooms taxonomy. They have successfully done the mapping of POs and Cos to measure the attainment level.

3 – Research, Consultancy and Extension

Key Aspects	Assessment Indicators	Remarks
3.1 Promotion of research	1. The institution facilitates its faculty to undertake research by providing research funds (seed money).	System of seed money is available for initiating minor research project by faculties.
	2. Provision for research facilities in terms of laboratory equipment, research journals and research incentives are made available to the faculty.	Laboratory equipment are available for staff to carry out their research.
	3. The institution encourages and promotes a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).	The institution promotes faculty to undertake major / minor research projects sponsored by UGC / ICSSR / DST etc.

4.	The faculty are encouraged to undertake research by collaborating with other research organizations/ industry.	Yes..
5.	Faculty are given due recognition for guiding research.	Yes.
6.	The institution has research committees for promoting and directing research.	Yes. – Research Advisory Committee is in place with 3 distinguished academicians from outside as members.
7.	The institution encourages the establishment of specific research units/ centers by funding agency / university.	No. The institution should now establish a dedicated research unit preferably in the Science section.
8.	The institution receives quantum of research grants from external agencies for major and minor projects.	Yes. – Institution has received and completely utilized research funding for higher education from DST -FIST – Amount Rs. 70 lakhs
9.	The institution has recognised Research Centres. (National and international, eg. UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF).	Yes. – Central Instrumentation Facility – A high-end research centre present in college funded primarily by DST-FIST and RUSA grant College has also received grants from DBT STAR – 3 departments (Chemistry, Botany & Microbiology) for promotion of Science – Rs 63 lakhs ICSSR grant received – for conducting FDP on Research Methodology – Rs. 40,000
3.2 Research Facilities	10. Efforts are made by the institution to improve its infrastructure requirements to facilitate research.	Yes. – Renovation & Upgradation of Labs and recognition of labs for PhD programs

	11. Facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research fellows of various academies and visiting scientists (national/international) are available.	Yes.	
	12. Research facilities are enhanced through research projects.	Yes.	
3.3 Research Publications and Awards	13. Significant faculty involvement in research is evident.	In terms of research publications in reputed journals.However, younger faculty are pursuing their Doctoral program and are in various stages of completion. Senior faculty apply for research projects at university level.	
	14. The institution has an official Code of Ethics to check malpractices and plagiarism in research.	College subscribed to plagiarism software – DrillBit software to check plagiarism.	
	15. Interdepartmental / interdisciplinary research projects are undertaken.	Limited to student projects at UG level undertaken which are interdisciplinary in nature.	
	16. The institution has instituted research awards.	No.	
	17. Incentives are given to the faculty for receiving state, national and international recognition for research contributions.	Yes. – in the form of increment to faculty under Management Rolls; as Best Teacher Awards	
	18. Research awards and recognition are received by the faculty and students from reputed professional bodies and agencies.	No	
	19. Output in terms of Ph.D. students is significant.	Yes.	

20. The institution has received research recognition and awards (including patents).	Yes. – 3 National Patents filed by Department of Chemistry
21. A significant number of research articles are published in reputed/ refereed journals.	Yes. – 9 research articles were published.
22. The institution has published books and proceedings based on research work of its faculty.	Yes.
23. The institution is acclaimed for its research as evidenced by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.	Yes.; of the 95 publications 10 research publications are in indexed journals and 45 in UGC CARE listed non-indexed journals
3.4 Consultancy	24. The institution publicizes the expertise available for consultancy services.	Yes.
	25. The institution renders consultancy services to industries.	No
	26. The institution renders consultancy services to Government / Non- Government organizations/ community/ public	Yes., to nearby Colleges.
	27. Resources (financial and material) are generated through consultancy services of the institution.	Yes.
	28. The institution has an official policy for structured consultancy.	In the process

3.5 Extension Activities and Institutional Social Responsibility	29. The conduct of extension activities is promoted by the institution.	The college has NCC – Maharashtra Air Squadron – 1 with 14 cadets and NSS unit with 100 cadets. At the institutional level, community outreach programs organized by the following committees – CSR, RCJC and various department fests such as Detour, Talaash, Dot Com Club and Entourage.
	30. Need-based extension programmes are organised.	NSS organizes activities as per the norms of the University from time to time. Most of the departments conduct community outreach programs – a minimum of one every year.
	31. Students and faculty participate in extension programmes.	Yes.
	32. NSS/NCC activities are organised.	Yes.
	33. Awards and recognitions have been received for extension activities.	No.
	34. Partnerships with community and NGOs for extension activities are established.	Yes.
	35. The institution is cognizant of its Institutional Social Responsibilities (ISR).	**Village adopted – Usgaon in Palghar district ; Dharavi slum areas in urban**

	36. All constituents of the institution are made aware of its ISR.	Yes.	
3.6 Collaborations	37. The institution has linkages for various activities such as student placement, etc.	Yes. e.g. KPMG; EY There is a Placement Cell in the College, Placement Policy and OJT policy in place	
	38. Specific examples of linkages to promote curriculum development, internship, on-the-job training, faculty exchange and development, research, etc.	The institution has signed a MoU with Tata Consultancy Service to run BBA and MSc BDA (Industry Integrated Programme). Also they have signed MoU with Thomas Cook, MTDC, FACTS, Nirmala Niketan, LCGC and many more for internship programs in different departments.	
	39. The impact of the institutional collaborations is formally reviewed.	Yes.	

4 – Infrastructure and Learning Resources

Key Aspects	Assessment Indicators	Remarks
4.1 Physical Facilities	1. The institution has adequate facilities for teaching learning.	YES.
	2. The institution provides necessary facilities for laboratories. (Furniture, fixtures, equipment and good laboratory practices)	YES.
	3. The institution has adequate facilities for general computer education of students.	Yes.
	4. Infrastructural facilities are augmented from time to time.	Yes.
	5. Infrastructure facilities are being utilised optimally.	Yes.
	6. Additional facilities for sports and extra- curricular activities (in-door sports, auditorium etc.) are provided.	Yes.
	7. Health services for students, teaching and non-teaching are provided by the institution	Yes. – Group insurance for non-teaching; medical camps for faculty, non-teaching and students; wellness programs, tie-ups with recognized laboratories for short periods for concessional rates FOR DIAGNOSTIC TESTS; ACCIDENT BENEFIT INSURANCE FOR STAFF AND STUDENTS
	8. The library has adequate physical facilities such as reading room, reprography, internet.	Yes.

			Books – 36290, Journals – 10, Newspapers - 18
4.2	Library as a Learning Resource	9. Number of books, journals, newspaper subscribed.	
		10. The library is stocked with adequate number of journals (national + international) and other library resources (i.e. CDs/ cassettes, etc.).	Yes.
		11. Library resources are augmented every year with newer editions and titles.	Yes.
		12. The library operations (issue of books, getting the necessary references, etc.) are effective and user-friendly.	Yes.
		13. The Library Advisory Committee is responsible for the effective functioning of the library.	Yes.
		14. The library collects feedback from users and incorporates the suggestions for its enhanced functioning.	Yes.
4.3	IT Infrastructure	15. The institution frequently upgrades its IT facility and has latest computing facilities – hardware and software.	Yes.. From time to time the facilities are upgraded.
		16. The faculties are provided with the requisite facilities for preparation of computer aided teaching learning material.	Faculties have access to the computer lab and teachers in the self-financing section have been given a laptop for official use.
		17. Budget provision is made for purchase, upgrading and maintenance of computers.	Yes.

5 - Student Support and Progression

Key Aspects	Assessment Indicators	Remarks
5.1 Student Progression (40)	1. Adequate student welfare measures (scholarships, freeships, insurance, etc.) are provided by the institution.	Scholarship, Freeship and insurance are provided to students.
	2. Information about the institution is publicly accessible.	Yes., through College website.
	3. Student participation in co-curricular and extra-curricular activities is encouraged.	Yes..
	4. The institution has a placement cell which helps to identify job opportunities and develop entrepreneurship skills.	The placement cell is functional and they have developed Atal Incubation centre to encourage budding entrepreneurs.
	5. The institution has a mechanism for timely redressal of student grievances.	Yes.. College Grievance Redressal is in place
	6. The institution has an anti-ragging committee which monitors student interactions effectively.	Anti-ragging committee is in place
	7. The institution has a mechanism for prevention of sexual (gender) harassment.	Internal Complaints Committee and Women Development Cell both committees are functional.

6 – Governance, Leadership and Management

Key Aspects	Assessment Indicators	Remarks
	1. The governance of the institution is reflective of an effective leadership.	Yes..
	2. The institution practices decentralization and participative management.	Yes., through various committees constituted.
	3. The institution monitors and evaluates its policies and plans.	Policies are reviewed by institution from time to time.
	4. The institution grooms leadership at various levels.	Yes.. The college has appointed Academic Heads, Vice Principal, Controller of Examination, Head of the Department, Class Teachers, Class representatives (Student)
	5. All decisions of the institution are governed by management of facts, information and objectives.	Yes..
6.1 Strategy Development and Deployment	6. Perspective plan document is an important component of the institution's strategy development and deployment process.	Yes..
	7. The institution has a well-defined organisational structure with effective processes developed for all its major activities.	The college has a well-defined organization structure and follows the same scrupulously.
	8. The institution has an effective feedback system involving all stakeholders.	Feedbacks are regularly collected from students, alumni, etc.

6.2	Faculty Empowerment Strategies	9.	The institution takes sustained interest in recruitment and promotion aspects of its employees.	Yes. as per norms.
		10.	The institution adheres to GOI/ State Govt. policies on recruitment (access, equity, gender sensitivity and physically disabled).	Yes.. Rules are followed from time to time.
		11.	The institution conducts programmes to enhance the competency of its faculty and non-teaching staff.	Yes..
		12.	The institution conducts programme for professional development of its staff.	Yes..
6.3	Internal Quality Assurance System	13.	Academic audit of departments and its impact is an important quality initiative of the institution.	The college conducts academic audit every year.
		14.	The institution has an effective quality management and enhancement systems.	Yes..
		15.	The institution reviews its teaching learning process, structure, methodologies of operations and learning outcomes at periodic intervals.	Yes..

7 – Innovations and Best Practices

Key Aspects	Assessment Indicators	Remarks
7.1 Environment Consciousness	1. Green audit.	DONE
	2. Promotion of eco-friendly campus.	Efforts have been taken towards minimal paper use by most of the departments.
	3. E-waste management.	IN PLACE
7.2 Other Initiatives	The college has installed solar panels with 120 KW (80kw+40 kw) capacity in both buildings of the college, which substantially reduces the electricity consumption.	

Signature of the Expert Committee

1. Dr. Debajit Sarkar- *(signature)* 12/9/23

2. Dr. (Ms.) Suchitra Naik- *(signature)*

3. Dr. (Ms.) Manju Phadke- *(signature)* 9/10/23

The report ends here.

ANNEXURE-I

Schedule for Academic Audit of 2022 – 23
JAI HIND COLLEGE
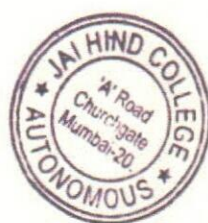## AN EMPOWERED AUTONOMOUS COLLEGE
12th September 2023

MORNING SESSION

Time	
9:00 - 9.20 am	Principal's presentation & Interaction
	COMMERCE (AV Room)
9.30 am – 9.50 am	EVS
9:55 am - 10:10 am	Business Law
10:15am – 10.45 am	Accountancy (B. Com & M.Com.)
10.50am - 11:10 am	Commerce
11:15am – 11.35 am	BMM
11.40 – 11.50 am	**BREAK**
11.45am – 12: 15pm	BAF, BBI, BFM
12:25pm – 12:55 pm	BMS, BBA
1.00 -2:00 pm	**LUNCH**

Time	
	ARTS (Board Room)
9.30 am – 9.50 am	Philosophy
9:55 am - 10:15 am	Political Science
10:20am – 10.40 am	English
10.45am - 11:05 am	Economics
11:10am – 11.30 am	Psychology
11.30 – 11.40 am	**BREAK**
11.45am – 12: 05pm	History
12:10pm – 12:30 pm	B. Voc. TTM
1.00 -2:00 pm	**LUNCH**

Time	
	SCIENCE (Departments)
9.30 am – 9.50 am	Life Science
9:55 am - 10:15 am	Biotechnology
10:20am – 10.40 am	Microbiology
10.45am – 11:05 am	Botany
11:10am – 11.40 am	Chemistry (B.Sc. & M. Sc.)
11.45am – 12:05pm	Physics
12:10 pm – 12:30pm	Mathematics

12:35pm – 1:05 pm	B.Sc. IT, B. Voc. SD, M.Sc. BDA
1.10 -2:00 pm	**LUNCH**

Time	
	POST LUNCH
2:05 – 2:20 pm	Library
2:25 – 3:00 pm	Examination
3: 00- 3:20 pm	Administration Office and Accounts
3:25 – 3:45 pm	IQAC
3:45 – 4:00 pm	**BREAK**
4:00 – 4:30 pm	Closing remarks by Auditors
4:35 pm	Vote of Thanks
	TEA

PRINCIPAL
JAI HIND COLLEGE