



SHIKSHANA PRASARAKA MANDALI'S
**RAMNARAIN RUIA AUTONOMOUS
COLLEGE OF ARTS & SCIENCE**

MUMBAI - 400 019


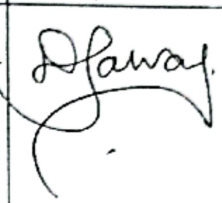
2018-19

S. P. Mandali's
Ramnarain Ruia Autonomous College
 Matunga, Mumbai-400019.

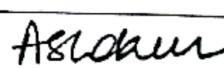
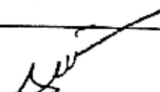
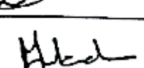
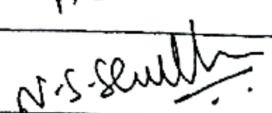
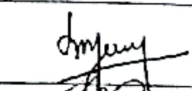

External Peer Team Report: 2018-19

Day	Date:	Time
Monday	25.03.2019	9.30 am to 4.30 pm

The External Peer committee members for Academic Audit are:


No	Name	Designation	Address	Signature
1.	Dr. Uma Shankar	Chairman	Principal, SIES College of Arts & Science (Autonomous), Mumbai	
2.	Dr. Durga Pawar	Member	Associate Professor, Dept. of Microbiology, Guru Nanak Khalsa College of Arts, Science & Commerce (Autonomous), Mumbai	

Authorities of the organization who interacted with the team are:

No	Name	Designation	Address	Signature
1.	Mr. S.M. Deole	Management representative	Management representative	
2.	Dr. Anushree Lokur	I/C Principal	I/C Principal	
3.	Dr. Sucheta Ketkar	Teacher representative	Department of Statistics	
4.	Dr. Mohsina Mukadam	Teacher representative	Department of History	
5.	Dr. Varsha Shukla	CDC member	Department of Microbiology	
6.	Dr. Jessy Pius	IQAC Incharge	Department of Botany	
7.	Mr. Sudarshan Agre	I/C Registrar	I/C Registrar	

The Audit report has been submitted by Committee on: 25th March 2019


 Committee Chairman


 Principal

Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address Phone no: E-mail Year of Establishment:	S. P. Mandali, Pune Shuradasabhagriha, S. P. College Campus, Pune-411030 02225918478 info@smandali.org.in 1888
II	Name of the College/ Institute:	Ramnarain Ruia Autonomous College of Arts & Science
	Address:	L.N. Road ,Matunga , Mumbai -400019.
	Year of Establishment	1937
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Organizational email: 4. Website address:	<ul style="list-style-type: none"> • 022-24143098/1335/3119 • 91-22-24142480 • principal@ruiacollege.edu • www.ruiacollege.edu
III.	Institutional Status 1. Affiliating University 2. Affiliation Status 3. UGC Approval 4. Category under which the college falls	<ul style="list-style-type: none"> • University of Mumbai • Permanent • 2f & 12B • Grant in Aid
IV.	Type of College:	<ul style="list-style-type: none"> • Autonomous
V.	Type of Faculty/Programme	Multi faculty(UG & PG) Arts/ Science/ BMM/ B Voc
VI.	Special status conferred	RUSA - Component 8: Enhancing quality and excellence in select

Section II

What are the Objectives to Conduct the Academic Audit?

Academic Audit is a peer review process including a self-study and a site visit by peers from outside the institution. This process emphasizes self-reflection and self-improvement. The purpose of an academic audit is to encourage departments or programs to evaluate their "education quality processes" – the key faculty activities required to produce, assure, and regularly improve the quality of teaching and learning.

Objectives of the practice:

1. To assess the academic performance of the department as a whole.
2. To identify the strengths and limitations of the department.
3. To make the individual faculty and the department accountable.

Section III: Governance Structure and Policies

No	Metric details	
1.	Vision/ Mission and Goals:	<p>Vision:- To emerge as a center for excellence in higher learning and innovative research to meet the challenges of global society.</p> <p>Mission:- Mainstreaming the practices that facilitate intellectual, emotional, cultural and physical growth of students.</p> <p>Objectives and Goals:- To provide high quality, affordable and inclusive education to all sections of society including various disadvantaged groups</p> <ul style="list-style-type: none"> • To foster global competence and support career building of students through various courses, workshops, seminars, events, competitions and industrial visits • To organise various academic research and capacity building activities • To encourage participation of faculty in workshops, conferences and seminars • To motivate the students to excel in co-curricular and extra-curricular activities and encourage excellence in sports

		<ul style="list-style-type: none"> • To make the students aware of the various conventional and non-conventional career opportunities and professions • To educate and create awareness about social responsibility, citizenship values and environmental awareness • To introduce skill based programmes to meet the employability needs of the students
2.	Principal (Regular./ Incharge (approved)/ Incharge (Unapproved))	Incharge (approved)
	Name:	Dr. AnushreeLokur
3.	CDC	
	a) Meetings held since formation	Yes, Meetings are regularly held
	b) Agenda, Minutes and Action Taken Report of each meeting. % implementation of decisions	All records kept meticulously. 80% implementation of decisions
4.	IQAC	
	a) Is Committee formed according to the IQAC norms?	Yes
	b) Number of Meetings held	3
	c) Agenda, minutes and Action taken report	Uploaded to College web site
	d) The working of the organizational IQAC is in tune with its vision and mission statements	Yes
	e) Whether a Perspective plan is in place and is working? What is the % of success?	Yes 80%
	f) Whether AQAR's are sent on an annual basis?	Yes
	g) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	5 (Student feedback, Parents feedback, Alumni feedback, Industry feedback, Peer feedback)
5.	Student Council committee	
	a) Whether the student council has been formed as per the norms?	Yes
	b) Whether the student council is active?	Yes
6.	Student Redressal Cell	
	a) Redressal Policy of the college.	Yes (Uploaded to college web side) https://www.ruiacollege.edu/uploaded_files/Policies_for_maintaining_and_utilizing_physical,_academic_and_support_facilities.pdf
	b) Number of meetings conducted per	Two meetings per year

	year?	
	c) Number and nature of complaints received? Action taken on it?	No complaints reported
	d) Redressal procedure?	NA
7.	Internal Complaints Committee	
	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 5 women in the committee)?	Yes
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	Yes.
	Number of complaints received and action taken?	No Complaints received
	Number of meetings conducted	Two meetings per year.
8.	Anti- ragging committee	
	a) Whether notifications about anti-ragging are put up on the campus?	Yes
	b) Awareness about anti ragging done?	Yes
	c) Meetings and report of cases. Action taken?	No cases reported
9.	Student grievance cell and its timely redressal	Yes
	<ul style="list-style-type: none"> • Proper committee formation and procedure for grievance filing. • Action taken on grievance. 	No grievance reported
10.	Committee for Implementation of reservation policies	
	a) Meetings held and issues discussed and new aspects implemented	Yes
11.	Purchase Committee	
	Functional purchase committee with standard procedures present/ absent?	Yes
12.	AISHE – whether each year certificate is obtained and the organization is registered with AISHE	Yes
13.	NIRF- ranking of the organization and procedures completed.	Applied
14.	a) Library-	
	i. Decisions taken by library committee and implemented in last one year?	It was decided that due to lack of requisite infrastructure and manpower, it will not be possible to provide library facilities to the alumni of the college.
	ii. Budget spent on library for purchase of books and Journals	Rs. 5,80,490.00 & on periodicals – Rs. 1,18,214.00
	iii. Library memberships with other libraries.	Institutional membership of Asiatic Library; Inter-library loan service available with the

		libraries in vicinity
	iv. OPAC installed and working?	Yes
	v. Digitalization of library	Yes
	vi. Library utilization by; staff and by students?	Total library transaction by staff - 4193 & by students - 9957; Total annual footfall in the library apart from circulation - 12990
	vii. Old and rare books and method to preserve them	Ruia Library has an on-going project of digitization of rare books and manuscripts as a means of their preservation. Four times, the library has received grant from National Archives of India for this project.
	viii. Facilities for students?	Reference & Referral Service – Open & free access for all users to the Rich & Exhaustive Reference Collection; Book-Bank Service – Set of Books for whole year for Underprivileged Students; Internet Facility - Free access to internet to check educational websites; Database Access Service – Free & Open access to UGC-INFLIBNET's National Library & Information Services Infrastructure for Scholarly Content (N-LIST) Program; WebOPAC (Web Online Public Access Catalog) – Library database & search facility available on Ruia website; Reprographic Facility – Photocopying available on nominal charges
	ix. Best practices by the library (number).	5 – Smart-Card Interface Circulation; Automated Stock-checking using mobile wireless device; External Membership provided to ex-staff of the college; In-house book exhibitions organized; orientation lectures organized on N-LIST & Shodhganga.
15	<p>Details of</p> <ul style="list-style-type: none"> - Number of computers & computer to student ratio - Available band width currently - No of rooms for academic purpose 	<ul style="list-style-type: none"> • Number of computers 389, 1:10 • 50 MBPS/ GBPS • 40 class rooms& 31 labs
16	<p>Departmental filing (department wise)</p> <ol style="list-style-type: none"> 1. Departmental staff details, appointments, etc. 2. Workload, 3. Timetable, 4. Teaching plan and monthly teaching schedule. 	All the departments have filed their documents in the order given

	<ol style="list-style-type: none"> 5. Teachers diary, 6. Leaves record and necessary adjustments. 7. Departmental meetings, 8. Student list, 9. Result analysis, 10. Examination dates, 11. Question bank, 12. Question papers, 13. Notes, 14. Activity planning, 15. Practical for the week, 16. Practical manuals 17. Practical related documentation 18. Practical Certification and dates, 19. Remedial course planning and execution methodology 20. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis. 21. One page student information and its analysis. 22. Teaching feedback and feedback analysis and action taken report on the analysis. 23. Departmental Peer assessment of teaching and its analysis from external Peers. 24. Departmental SWOC.- External & Internal 25. Student feedback on departmental functioning. 26. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc. 27. Annual Departmental calendar 	
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Section III: Student Progression(current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys	Number of 3565 Male & Female 1369 2196 fulltime teachers 132
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats(more than 80% / 70%/ 60% / less than 60%)	more than 80%
3.	% of category students	35.5%

4.	Students from other states	26
5.	Students from other nations	Nil
6.	% Divyang students	5%
7.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys	1269 1%
8.	Total number of students passed in final year.	1215
9.	Percent attendance of the current year until the last month.	78%
10.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	750 (21.04%)
11.	Welfare schemes for students: its details and beneficiaries	32(Each one Adopt one, Help the blind foundation)
12.	Awards won by students from cultural events (national/ international/ state/ University/ Local)	25
13.	Participation of students in cultural events(number of events and percent participation at college level)	258 students
14.	Student participation in sports at international/ national/ state/ university/ local level)	29 National- 9 State- 5 University- 6 local level- 6
15.	Awards won in sports at various levels vs. total number of students	26 : 29
16.	Participation of students in a) NSS b) NCC	NSS- 250 NCC- 250/
17.	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	<p>NCC</p> <ul style="list-style-type: none"> • International Yoga Day • Tree Plantation Day • Independence Day • Commanding Officer's Visit • Clean India Movement (Swacch Bharat Abhiyan) • Republic Day • Ruia NCC Day <p>NSS</p> <ul style="list-style-type: none"> • Friendship Day • Rakhi and Chocolate selling activity • Working as Scribes • Session on First aid demonstration • Session on stress management • Stem cell registration

		<ul style="list-style-type: none"> Health Camp <ol style="list-style-type: none"> Environment project: Nail free tree is pain free tree Beat the plastic pollution. Exchange plastic bag with saplings Eco-Friendly Ganesha making Nirmalya collection drive and Compost segregation Waste material collection Best out of waste Candil making <p>Disaster management and traffic control and road safety:</p> <ol style="list-style-type: none"> traffic control duty at Dadar TT Informative Session about Fire Safety road safety week Disaster Management Workshop Awareness Session about Cyber Crime
18	Students completed graduation/ masters and employed by the college placement cell (give details)	204
	- Number of student registered for placement cell	
	- No of trainings conducted by placement cell and students benefitted.	11 & 146
	- Number of pre-placement sessions conducted.	4 sessions
	- Students placed on campus through job fairs	96
	- Students placed off campus through job fairs.	50
19	Students who have pursued their education further (Progression)	BA/B.Sc – 66.10%
	- % progression of students passed.	M.Sc.- 3.2 %
20	Vocational training centre is present(give courses and benefitted students in one year)	B Voc courses in <ul style="list-style-type: none"> Greenhouse management Pharma Analytical Science Tourism and Travel management
21.	Number of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved; related details)	GATE- 2 SLET-2 NET- 8 SET-0 Other s - 8
22.	Registered alumni association present Alumni support:	<ul style="list-style-type: none"> Yes
	• Monetary Support	• Up to 3 lakhs per year

<ul style="list-style-type: none"> • Support in services • Alumni meetings: 	<ul style="list-style-type: none"> • infrastructure/guest lecture. Alumni Managing committee meeting: 12 meeting/ yr. Alumni meet: once in two yrs.
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Section IV Academics:

1.	Number of Certificate/Diploma courses	11
2.	New , university or programs included in last five years	Nil
3.	Programs with choice based credit system	College follows choice based credit system
4.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)	408
5.	Number of teaching methodologies used with details.	Teaching methodologies adopted include: <ul style="list-style-type: none"> • ICT, Collaborative teaching, POGIL, Group discussion, Moodle, Google classroom
6.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	80%
7.	Number of ICT enabled classrooms and smart class rooms.	36, 2 smart class rooms
8.	Whether <ul style="list-style-type: none"> - Course outcomes(CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website? 	Yes
9.	Average passing percentage of the college (only final year be considered)	95.74%
	Total number of students present:	1269
	Total number of students enrolled in first year	1173
	Total number of students appeared in the final year	1269
	Total number of students passed in final year	1215
10.	Average percentage of full time teachers, teachers with Ph.D.	P-73 /T-59 = full time teachers 132 PhD 52
11.	Percentage of teachers recognised as research guides	43
12.	Number of teachers who have completed their Ph.D. in last five years	10
13.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/	Prof. Sunita Shailajan – <ul style="list-style-type: none"> • DST SERB Gold medal for presenting research work at International Symposium

	national/ international level from government/ recognised bodies in last five years	<p>for HighPerformance ThinLayer Chromatography, Bangkok, Thailand</p> <ul style="list-style-type: none"> • Silver medal 13th Maharashtra State Inter University Avishkar Research Convention: 201819 held at Gondwana University, Gadchiroli • Gold medal Final Round (University Level) of 13th interCollegiate/ institute/ Department Avishkar Research Convention: 201819 held at Rishi Dayaram and Seth Hassaram National College and Seth Wassiamull Assomul Science College, Bandra, Mumbai • Felicitated on winning a Gold medal at an International Symposium for HighPerformance ThinLayer Chromatography' from November 2830, 2018 at Chulalongkorn University, Bangkok, Thailand • Dr. Madhavi Badole - RULA International Innovation and Betterment award • Ms. Urmi Paralikar- Junior Research Fellowship in Business History – Godrej Archives and Centre for Studies in Social Sciences, Culcutta • Dr Kanchan Chitnis- P.D. Sethi National Level Certificate of Merit for the research paper “Quantitation of Eugenol in Betel Leaf Varieties by HPTLC,” selected as best research paper on application of TLC/HPTLC in pharma, herbal and other chemical analysis amongst 111
14.	Full time teachers from other states, their last degree and the state from which it was obtained.	1 Dr. Jessy Pius- M Phil- Kerala
15.	Grants received by teachers for research projects by the government/ non- government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.	Major project -2 (31.49 L) University Project -5 (1.75 L) Other project – (DBT, Star Status, Govt. of India) –(30L) DST-Inspired fellowship – (19L)
16.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	12
17.	Number of books published by teaching community at national and international level	5

18.	Consultancies provided by teaching staff and amounts generated.	Dr. Sunita Shailajan , Dr. Louiza Rodrigues & Dr. Manish Hate Amount : 404951/-
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Section VI: Community & environmental services (% participation)

1)	NSS related activities – reports & Camps	6 environmental related activities were carried out by NSS Report submitted to IQAC
2)	Environment related activities: Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	College has an Environmental awareness committee which conducted the following programmes: <ul style="list-style-type: none"> • E-Waste collection • Karnala fort trek (To develop team work and unity among students and also) • Broken Glassware Collection(for safe disposal of broken Glassware& helps to save the pollution) • Biogas plant maintenance College has a rain water harvesting unit and the bulbs are all replaced by LED lamps
3)	Cleanliness programs	<ul style="list-style-type: none"> • Swatch Bharath Abhiyan in October <ul style="list-style-type: none"> ○ Cleaning of college area ○ Cleaning of Fly over near College ○ Cleaning of public garden (Five garden) near College ○ Street play for cleanliness awareness conducted
4)	Gender sensitivity awareness programs	Gender sensitization cell organizes minimum two programmes per year. Report submitted to IQAC
5)	Solar energy put on the grid in last one year	Solar panel installed in this Academic year
6)	Human values & Professional ethics courses	<ul style="list-style-type: none"> • Donation drive for flood relief- Kerala • Celebrated Constitutional day

Administrative Data		
Sr. No.	Observation on Key Aspects	
1.	General Administration	
	• Fees Collection	• Online
	• Roll Call	• Generated from Software
	• General Register	• Handwritten
	• L.C. /Transfer process	• Not Computerized
2.	Affiliation	Aided courses: Permanent Affiliation Self financed courses: Annual Affiliation
3.	Selection, Advertisements & Interview Procedures	<ul style="list-style-type: none"> • Government NOC, • Advertisement draft approved by University • Advertisement in 2 News Papers [Regional & English] • Selection Committee is demanded from University • Government Nominee is nominated by Joint Director • Interview being Called • Interview report prepared • Selection Committee Report
4.	Teaching Staff Approvals	<p>Aided course Depts. : As per university norms Selection is done and the report is sent for approval at university</p> <ul style="list-style-type: none"> • Management Resolution • Appointment Letter • Resume letter from the employee (acceptance letter) • University Approval draft • Approval copy from University • Joint Director Fixation • Confirmation • All CAS promotion to teachers is done as per above procedure <p>Self financed Course Depts.:</p> <ul style="list-style-type: none"> • Interview panel setup by the College Management
5.	Non- Teaching Staff Appointments	<p>Aided:</p> <ul style="list-style-type: none"> • Government NOC • Advertisement in 2 News Papers [Regional

		<ul style="list-style-type: none"> & English] • Interview – Interview Chart Report • Management Resolution • Appointment Letter • Resume letter from the employee [acceptance letter] • Joint Director Approval draft • Joint Director Approval • Joint Director Fixation • Confirmation • Promotion only for office staff as per University norms <p>Self financed Course Depts .:</p> <ul style="list-style-type: none"> • Interview panel setup by the College Management
6.	Statistical Information MIS(DHE, Pune) AISHE(UGC) NIRF	<ul style="list-style-type: none"> • MIS information uploaded to DHE Pune • All India Survey Higher Education Uploading done
7.	Service Books & Leave Records (Teaching & Non – Teaching Staff)	<p>Aided:</p> <ul style="list-style-type: none"> • Service Books maintained as per Joint Director Office • Leave Record is maintained as per University norms • Self financed Course depts.: Leave Record ,Bio-Metric maintained
8.	Admissions Procedures	<p>Aided/ Self financed Courses(UG/PG/Ph D):</p> <ul style="list-style-type: none"> • Online filling up of Pre Admission Form designed by the college • Online Admission Form Filling on the digital portal of University of Mumbai • Confirmation of Admission on portal & fees collection on customized software • Submission to Registration of the confirmed student
9.	Enrolment, Eligibility & Migration	<p>Aided/ Self financed Courses :</p> <ul style="list-style-type: none"> • Provisional Eligibility applied by students • Provisional Admission is provided on producing Provisional Eligibility Certificate • Migration Certificate required for Confirmed Admission
10.	Examination :	<p>Aided/ Self financed Courses(UG/PG)</p> <ul style="list-style-type: none"> • All examinations conducted at College level for U.G. and PG Courses • Departments submits 2 sets of Question papers to Examination Incharge

		<ul style="list-style-type: none"> • Uploading result on Portal
11.	*Aided/ Self financed :	<ul style="list-style-type: none"> • As and when demanded by students providing them 2 copies of transcript as per University Format • Bonafide Certificate is issued as and when demanded by students
12.	Railway/ Bus Concessions	<ul style="list-style-type: none"> • Railway/ Bus Concession is issued Submitting the concession book at Railway station
13.	Government Scholarships & Free Ships	<ul style="list-style-type: none"> • Students and Parent are orientated with procedure and norms. • Display of Notice & WhatsApp group • Collection of forms filled by students on the scholarship site • Verification of forms & documents • The form is collected and approved by the authorities of Social Welfare Department • Received Scholarship amount from Department • Order Collected from dept. • Payment is disbursed in students personal A/c Utilization Certificate submitted to department
14	Non-Government scholarships, free ships, concessions. Organizational effort to provide help to needy	College has schemes like- Each one adopt one, Earn while you learn.
15.	Inward & Outward Registers	Not digitized
16.	Dead Stock Registers	Register is maintained for all the departments
17.	Records of Minutes of all statutory bodies and other college committees	Records Maintained and uploaded on College website.
18.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's	<ul style="list-style-type: none"> • Purchase of new equipment is recorded • New purchases are labelled • Scrap is also donated & recorded
19.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<ul style="list-style-type: none"> • Accounts is maintained in Tally ERP • Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP • Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained • Fees Receipts are printed from the

		<p>customized software</p> <p>Fee Register is maintained in the excel format</p> <p>Salary register of faculty of Self financed courses maintained.</p>
20.	College Budgets & Audited Balance Sheet	<ul style="list-style-type: none"> • Budget is prepared every year • Audited Balance Sheet is also prepared and submitted to the trust
21.	Teachers Workload & Class Time Tables	<p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • As per University norms & approved form Joint Director Office • Self financed Departmented its approved by Management and maintained at College level
22.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers	<p>*Aided/ Self financed Course dept.:</p> <ul style="list-style-type: none"> • Annual maintenance done for all
23.	Non- Teaching Staff Welfare	<ul style="list-style-type: none"> • Fees / Financial Assistance on request • Festival Celebration • Credit society
24.	Workshops attended by non-teaching staff Aided/Unaided Course dept.:	<ul style="list-style-type: none"> • Every year IQAC conducts two workshops- Health related, skill development -softskill or specific skill
25.	*Overall neatness, presentation & non-teaching staff cooperation.	<ul style="list-style-type: none"> • Good