

External Peer Team  
Reports



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

MUMBAI - 400 019

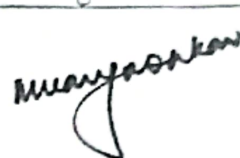
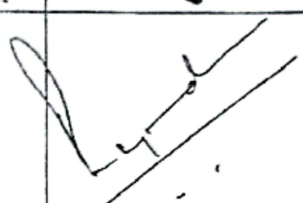
**2017-18**

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

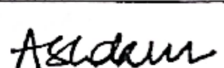
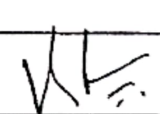
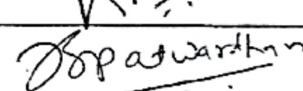
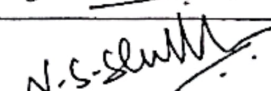
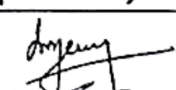

**External Peer Team Report: 2017-18**

Day	Date:	Time
Wednesday	14.03.2018	9.30 am – 4.30 pm

The External Peer committee members for Academic Audit are:

No	Name	Designation	Address	Signature
1.	Dr. Kiran Mangaonkar	Chairman	Principal, Guru Nanak khalsa College of Arts, Science & Commerce (Autonomous), Mumbai	
2.	Dr. Pushpinder Bhatia	External Member	Associate Professor & Vice Principal, Gurunanak College of Arts, Science & Commerce, 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. Vatsala Pai	Teacher representative , Arts	Department of Philosophy	
4.	Dr. Jyoti Patwardan	Teacher representative, Science	Department of Chemistry	
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: 14<sup>th</sup> March 2018

  
 Committee Chairman

  
 Principal



### Section I: Basic Details of the Organization:

I	<b>Name of the Trust/ Society</b> Address Phone no: E-mail Year of Establishment:	S. P. Mandali, Pune Sharadasabhagriha, S. P. College Campus, Pune-411030 022- 2591 8478 <a href="mailto:info@spmandali.org.in">info@spmandali.org.in</a> 1888
II	<b>Name of the College/ Institute:</b>	Ramnarain Ruia Autonomous College of Arts & Science
	<b>Address:</b>	L.N. Road ,Matunga , Mumbai -400019.
	<b>Year of Establishment</b>	1937
	<b>Contact Details:</b> 1. Telephone no with STD code 2. Fax no: 3. Organizational email: 4. Website address:	<ul style="list-style-type: none"><li>• 022-24143098/1335/3119</li><li>• 91-22-24142480</li><li>• <a href="mailto:principal@ruiacollege.edu">principal@ruiacollege.edu</a></li><li>• <a href="http://www.ruiacollege.edu">www.ruiacollege.edu</a></li></ul>
III.	<b>Institutional Status</b> 1. Affiliating University 2. Affiliation Status 3. UGC Approval 4. Category under which the college falls	<ul style="list-style-type: none"><li>• University of Mumbai</li><li>• Permanent</li><li>• 2f &amp; 12B</li><li>• Grant in Aid</li></ul>
IV.	<b>Type of College:</b>	<ul style="list-style-type: none"><li>• Autonomous</li></ul>
V.	<b>Type of Faculty/Programme</b>	<b>Multi faculty( UG &amp; PG)</b> Arts/ Science/ BMM/ B Voc
VI.	<b>Special status conferred</b>	RUSA - Component 8: Enhancing quality and excellence in select Autonomous colleges

### 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.	<b>Vision/ Mission and Goals:</b>	<p><b>Vision:-</b> To emerge as a center for excellence in higher learning and innovative research to meet the challenges of global society.</p> <p><b>Mission:-</b> Mainstreaming the practices that facilitate intellectual, emotional, cultural and physical growth of students.</p> <p><b>Objectives and Goals:-</b> To provide high quality, affordable and inclusive education to all sections of society including various disadvantaged groups</p> <ul style="list-style-type: none"> <li>• To foster global competence and support career building of students through various courses, workshops, seminars, events, competitions and industrial visits</li> <li>• To organise various academic research and capacity building activities</li> <li>• To encourage participation of faculty in workshops, conferences and seminars</li> <li>• To motivate the students to excel in co-curricular and extra-curricular activities and encourage excellence in sports</li> <li>• To make the students aware of the various conventional and non-conventional career opportunities and professions</li> <li>• To educate and create awareness about social responsibility, citizenship values and environmental awareness</li> <li>• To introduce skill based programmes to meet the employability needs of the students</li> </ul>
2.	<b>Principal</b> (Regular./ Incharge (approved)/ Incharge (Unapproved))	Incharge (Approved)
	Name:	Dr. Anushree Lokur
3.	<b>CDC</b>	
	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.	<b>IQAC</b>	
	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.	<b>Student Council committee</b>	
	a) Whether the student council has been formed as per the norms?	Yes
	b) Whether the student council is active?	Yes
6.	<b>Student Redressal Cell</b>	
	a) Redressal Policy of the college.	Yes (Uploaded to college web side) <a href="https://www.ruiacollege.edu/uploaded_files/Policies_for_maintaining_and_utilizing_physical_academic_and_support_facilities.pdf">https://www.ruiacollege.edu/uploaded_files/Policies_for_maintaining_and_utilizing_physical_academic_and_support_facilities.pdf</a>
	b) Number of meetings conducted per year?	Two meetings per year
	c) Number and nature of complaints received? Action taken on it?	No complaints reported
	d) Redressal procedure?	NA
7.	<b>Internal Complaints Committee</b>	
	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.	<b>Anti- ragging committee</b>	
	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.	<b>Student grievance cell and its timely redressal</b> <ul style="list-style-type: none"> <li>• Proper committee formation and procedure for grievance filing.</li> <li>• Action taken on grievance.</li> </ul>	Yes No grievance reported
10.	<b>Committee for Implementation of reservation policies</b>	
	a) Meetings held and issues discussed and new aspects implemented	Yes
11.	<b>Purchase Committee</b>	
	Functional purchase committee with standard procedures present/ absent?	Yes
12.	<b>Development &amp; Utilization fund</b>	
	Records of meetings, funding agencies and timely utilization and disbursement Development fund utilization committee? Its minutes and decisions taken & implemented?	Yes
13.	<b>AISHE</b> – whether each year certificate is obtained and the organization is registered with AISHE	Yes
14.	<b>NIRF</b> - ranking of the organization and procedures completed.	Participated
15.	<b>a) Library-</b>	
	i. Decisions taken by library committee and implemented in last one year?	None
	ii. Budget spent on library for purchase of books and	Total amount spent on books – Rs. 9,84,112.00



	Journals	
	iii. Library memberships with other libraries.	on periodicals – Rs. 1,65,164.00)
	iv. OPAC installed and working?	Yes
	v. Digitalization of library and computer to student ratio in library/	Yes
	vi. Library utilization by; staff and by students?	Total library transaction by staff - 5068 & by students - 12632; Total annual footfall in the library apart from circulation – 12703
	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. So far, the library has thrice received the 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; Web OPAC (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).	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.
16	<p>Details of</p> <ul style="list-style-type: none"> <li>- Number of computers &amp; computer to student ratio</li> <li>- Available band width currently</li> <li>- No of rooms for academic purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Number of computers 389 &amp; 1:10</li> <li>• 50 MBPS/ GBPS</li> <li>• 40 class rooms &amp; 31 labs</li> </ul>
17	<p>Departmental filing (department wise)</p> <ol style="list-style-type: none"> <li>1. Departmental staff details, appointments, etc.</li> <li>2. Workload,</li> <li>3. Timetable,</li> <li>4. Teaching plan and monthly teaching schedule.</li> <li>5. Teachers diary,</li> <li>6. Leaves record and necessary adjustments.</li> </ol>	All the departments have filed their documents in the order given

<ol style="list-style-type: none"> <li>7. Departmental meetings,</li> <li>8. Student list,</li> <li>9. Result analysis,</li> <li>10. Examination dates,</li> <li>11. Question bank,</li> <li>12. Question papers,</li> <li>13. Notes,</li> <li>14. Activity planning,</li> <li>15. Practical for the week,</li> <li>16. Practical manuals</li> <li>17. Practical related documentation</li> <li>18. Practical Certification and dates,</li> <li>19. Remedial course planning and execution methodology</li> <li>20. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.</li> <li>21. One page student information and its analysis.</li> <li>22. Teaching feedback and feedback analysis and action taken report on the analysis.</li> <li>23. Departmental Peer assessment of teaching and its analysis from external Peers.</li> <li>24. Departmental SWOC.- External &amp; Internal</li> <li>25. Student feedback on departmental functioning.</li> <li>26. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.</li> <li>27. Annual Departmental calendar</li> </ol>	
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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 4013 Male & Female 1639 2374 fulltime teachers 140
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	35.2%
4.	Students from other states	0
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	1199 1%
8.	Total number of students passed in final year.	1072
9.	Percent attendance of the current year until the last month.	79%
10.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	18.3%
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)	34
13.	Participation of students in cultural events(number of events and percent participation at college level)	200
14.	Student participation in sports at international/ national/ state/ university/ local level)	43 National -20 State -3 University - 3 local level-15
15.	Awards won in sports at various levels vs. total number of students	41
16.	Percent participation of students in a) NSS b) NCC c) Any other	NSS- 250 NCC- 250
16	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	<p><b>NCC Activities</b></p> <ul style="list-style-type: none"> <li>• International Yoga Day on 21<sup>st</sup> June 2017 by 50 NCC girls cadets</li> <li>• Independence Day</li> <li>• Rally --Save The Rivers</li> <li>• Traffic Duty With Mumbai Police-Ganesh Visarjan</li> <li>• Blood Donation Camp</li> <li>• Health Checkup Camp With RCAA</li> <li>• Attended Seminar On Anti-Terrorism</li> <li>• Republic Day</li> <li>• NCC Day</li> </ul> <p><b>NSS activates</b></p> <ul style="list-style-type: none"> <li>• Friendship Day</li> <li>• Rakhi and Chocolate selling activity</li> </ul>

		<ul style="list-style-type: none"> <li>• Working as Scribes</li> <li>• SVC UNIT Interaction</li> <li>• Career Goals</li> <li>• Stepping into the shoes</li> <li>• Origami Session</li> <li>• Stem cell registration</li> <li>• Health Camp</li> <li>• Disaster Management Session And Mockdrill</li> <li>• Disaster Management Workshop</li> <li>• On the occasion of World Environment day, the NCC boys carried out the Tree Plantation activity in college premises. They also extended their helping hand to Mumbai Police for Traffic Control during Ganesh Visarjan on 29th, 31st and 5th Sept. 2017</li> <li>• Friendship Day: An initial step of an upcoming journey.</li> <li>• Rakhi and Chocolate selling activity</li> <li>• Sex Education Seminar " Sex Ed and More facts fiction &amp; fallacies" on 28<sup>th</sup> Nov 2017</li> <li>• Ruia NSS students rendered services at Kewale village, under the NSS camp They built a Bandhara on 27<sup>th</sup> Dec to 2<sup>nd</sup> Jan 2018</li> <li>• Participated in International Yoga Day on 21st June 2017.</li> </ul>
17	Students completed graduation/ masters and employed by the college placement cell ( give details)	
	- Number of student registered for placement cell	214
	- No of trainings conducted by placement cell and students benefitted.	8& 560
	- Number of pre-placement sessions conducted.	2
	- Students directly placed.	86
	- Students placed on campus through job fairs	26
	- Students placed off campus through job fairs.	60
18	Students who have pursued their education further ( Progression)	BA/B.Sc – 63.6 %
	- % progression of students passed.	M.Sc.- 5.9 %
19	Vocational training centre is present( give courses and benefitted students in	B Voc courses in <ul style="list-style-type: none"> <li>• Greenhouse management</li> </ul>



	one year)	<ul style="list-style-type: none"> <li>Pharma Analytical Science</li> <li>Tourism and Travel management</li> </ul>
20	Number of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	CAT- 1 SLET-1 NET- 3 SET-0 Others- 7
21.	Registered alumni association present Alumni support: <ul style="list-style-type: none"> <li>Monetary Support</li> <li>support in services:</li> <li>Alumni meetings:</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Up to 3 lakhs per year</li> <li>Infrastructure/guest lecture.</li> </ul> Alumni Managing committee meeting: 12 meeting/ yr. <ul style="list-style-type: none"> <li>Alumni meet: once in two yrs.</li> </ul>

#### Section IV Academics:

1.	Number of (Certificate/Diploma) Programs initiated	12
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)	378
5	Number of teaching methodologies used with details.	Teaching Methodologies Adopted include <ul style="list-style-type: none"> <li>ICT, POGIL, Flipp the Classroom, Group Discussion, Google classroom</li> </ul>
6	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.( list the tools and resources available	75
7	Number of ICT enabled classrooms and smart class rooms.	36, 2 smart classrooms
8	Whether <ul style="list-style-type: none"> <li>Course outcomes(CO's)</li> <li>Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?</li> </ul>	Yes
9	Average passing percentage of the college (only final year be considered)	89.40%
	Total number of students present:	3565
	Total number of students enrolled in first year	1139

	Total number of students appeared in the final year	1199
	Total number of students passed in final year	1072
10	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	Full time teachers :- (P- 58/ T- 50) With PhD - 43
11	Percentage of teachers recognised as research guides	38
12	Number of teachers who have completed their Ph.D. in last five years	8
13	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	<ul style="list-style-type: none"> <li>• Dr. Jyoti D. Vora received 'Dr. K KTyagi Gold Medal' for Women Scientists, awarded by 'The Indian Academy of Environmental Sciences' on 10<sup>th</sup> August 2017.</li> <li>• Prof. (Dr.) Suhas Pednekar received 'Best Presentation Award' in ICCMS 2017: 19th International Conference on Chemistry and Materials Science at Denmark, 11-12 June, 2017.</li> </ul>
14	Full time teachers from other states, their last degree and the state from which it was obtained.	Dr. Jessy Pius, M.Phill, 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).	57.49 L 15.49 L - University Grants Commission, Government of India 42L -Department of Science and Technology-SERB Major Projects-2
16	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	7
17	Number of books published by teaching community at national and international level	4
18	Consultancies provided by teaching staff and amounts generated.	Karmveer Bhaurao Patil College Viva College Ajanta Pharma Ltd. Pitambari Products Pvt. Ltd. Nichem Solutions 47,350.00



**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"> <li>• E-Waste collection</li> <li>• Broken Glassware Collection (for safe disposal of broken Glassware &amp; helps to save the pollution)</li> <li>• Biogas plant maintenance</li> </ul> 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"> <li>• Beach Cleaning</li> <li>• Street play for cleanliness awareness conducted</li> </ul>
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	Discussion ongoing
6)	Human values & Professional ethics courses	<ul style="list-style-type: none"> <li>• Celebrated Constitutional day</li> </ul>

**Section VII : Office Aspects**

Sr. No.	Observation on Key Aspects	
1.	General Administration	<ul style="list-style-type: none"> <li>• Online</li> </ul>
	<ul style="list-style-type: none"> <li>• Fees Collection</li> </ul>	<ul style="list-style-type: none"> <li>• Generated from Software</li> </ul>
	<ul style="list-style-type: none"> <li>• Roll Call</li> </ul>	<ul style="list-style-type: none"> <li>• Handwritten</li> </ul>
	<ul style="list-style-type: none"> <li>• General Register</li> <li>• L.C. /Transfer process</li> </ul>	<ul style="list-style-type: none"> <li>• Not Computerized</li> </ul>
2.	Affiliation	Aided courses: Permanent Affiliation  Self financed courses: Annual Affiliation
3.	Selection, Advertisements & Interview Procedures	<ul style="list-style-type: none"> <li>• Government NOC,</li> <li>• Advertisement draft approved by University</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Selection Committee is demanded from University</li> <li>• Government Nominee is nominated by Joint Director</li> <li>• Interview being Called</li> </ul>

		<ul style="list-style-type: none"> <li>• Interview report prepared</li> <li>• Selection Committee Report</li> </ul>
4.	Teaching Staff Approvals	<p><b>Aided course Depts. :</b> As per university norms Selection is done and the report is sent for approval at university</p> <ul style="list-style-type: none"> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee (acceptance letter)</li> <li>• University Approval draft</li> <li>• Approval copy from University</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• All CAS promotion to teachers is done as per above procedure</li> </ul> <p><b>Self financed Course Depts.:</b></p> <ul style="list-style-type: none"> <li>• Interview panel setup by the College Management</li> </ul>
5.	Non- Teaching Staff Appointments	<p><b>Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Interview – Interview Chart Report</li> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee [acceptance letter]</li> <li>• Joint Director Approval draft</li> <li>• Joint Director Approval</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• Promotion only for office staff as per University norms</li> </ul> <p><b>Self financed Course Depts. :</b></p> <ul style="list-style-type: none"> <li>• Interview panel setup by the College Management</li> </ul>
6.	Statistical Information MIS (DHE, Pune) AISHE (UGC) NIRF	<ul style="list-style-type: none"> <li>• MIS information uploaded to DHE Pune</li> <li>• All India Survey Higher Education Uploading done</li> </ul>
7.	Service Books & Leave Records (Teaching & Non – Teaching Staff)	<p><b>Aided:</b></p> <ul style="list-style-type: none"> <li>• Service Books maintained as per Joint Director Office</li> <li>• Leave Record is maintained as per University norms</li> <li>• <b>Self financed Course depts.:</b> Leave Record ,Bio-Metric maintained</li> </ul>
8.	Admissions Procedures	<p><b>Aided/ Self financed Courses( UG/PG/Ph D):</b></p> <ul style="list-style-type: none"> <li>• Online filling up of Pre Admission Form designed by the college</li> </ul>

		<ul style="list-style-type: none"> <li>• Online Admission Form Filling on the digital portal of University of Mumbai</li> <li>• Confirmation of Admission on portal &amp; fees collection on customized software</li> <li>• Submission to Registration of the confirmed student</li> </ul>
9.	Enrolment, Eligibility & Migration	<b>Aided/ Self financed Courses :</b> <ul style="list-style-type: none"> <li>• Provisional Eligibility applied by students</li> <li>• Provisional Admission is provided on producing Provisional Eligibility Certificate</li> <li>• Migration Certificate required for Confirmed Admission</li> </ul>
10.	Examination :	<b>Aided/ Self financed Courses( UG/PG)</b> <ul style="list-style-type: none"> <li>• All examinations conducted at College level for U.G. and PG Courses</li> <li>• Departments submits 2 sets of Question papers to Examination Incharge</li> <li>• Uploading result on Portal</li> </ul>
11.	*Aided/ Self financed :	<ul style="list-style-type: none"> <li>• As and when demanded by students providing them 2 copies of transcript as per University Format</li> <li>• Bonafide Certificate is issued as and when demanded by students</li> </ul>
12.	Railway/ Bus Concessions	<ul style="list-style-type: none"> <li>• Railway/ Bus Concession is issued Submitting the concession book at Railway station</li> </ul>
13.	Government Scholarships & Free Ships	<ul style="list-style-type: none"> <li>• Students and Parent are orientated with procedure and norms.</li> <li>• Display of Notice &amp; WhatsApp group</li> <li>• Collection of forms filled by students on the scholarship site</li> <li>• Verification of forms &amp; documents</li> <li>• The form is collected and approved by the authorities of Social Welfare Department</li> <li>• Received Scholarship amount from Department</li> <li>• Order Collected from dept.</li> <li>• Payment is disbursed in students personal A/c</li> <li>Utilization Certificate submitted to department</li> </ul>
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"> <li>• Purchase of new equipment is recorded</li> <li>• New purchases are labelled</li> <li>• Scrap is also donated&amp; recorded</li> </ul>
19.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc.	<ul style="list-style-type: none"> <li>• Accounts is maintained in Tally ERP</li> <li>• Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP</li> <li>• Salary Register of the Full Time Faculty's &amp; Non-Teaching Staff are maintained</li> <li>• Fees Receipts are printed from the customized software</li> </ul> <p>Fee Register is maintained in the excel format Salary register of faculty of Self financed courses maintained.</p>
20.	College Budgets & Audited Balance Sheet	<ul style="list-style-type: none"> <li>• Budget is prepared every year</li> <li>• Audited Balance Sheet is also prepared and submitted to the trust</li> </ul>
21.	Teachers Workload & Class Time Tables	<p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• As per University norms &amp; approved form Joint Director Office</li> <li>• Self financed Departmented its approved by Management and maintained at College level</li> </ul>
22.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers	<p><b>*Aided/ Self financed Course dept.:</b></p> <ul style="list-style-type: none"> <li>• Annual maintenance done for all</li> </ul>
23.	Non- Teaching Staff Welfare	<ul style="list-style-type: none"> <li>• Fees / Financial Assistance on request</li> <li>• Festival Celebration</li> <li>• Credit society</li> </ul>
24.	Workshops attended by non-teaching staff <b>Aided/Unaided Course dept.:</b>	<ul style="list-style-type: none"> <li>• Every year IQAC conducts two workshops- Health related, skill development -soft skill or specific skill</li> </ul>
25.	<b>*Overall neatness, presentation &amp; non-teaching staff cooperation.</b>	<ul style="list-style-type: none"> <li>• Good</li> </ul>