

INSPECTION COMMITTEE REPORT

For Academic Year 2021-22 & 2022-23

College Name: Anjuman Islam Janjira Degree College of Science

The Academic and Administrative Audit Committee visited this college on:

Day: Sunday	Date: 14/01/2024	Time: 02.30 PM
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The External Peer committee members for AAA appointed by institute:

No	Name	Designation	Address	Signature
1	Dr. Ganesh R. Bhagure	Chairman	Satish Pradhan Dnyan Sadhana, College of Arts, Commerce & Science. Dnyansadhana Marg. Dist.- Thane	
2	Dr. Anil M. Palwe	Member	Mahatma Phule Arts, Science and Commerce College, Panvel. Dist. - Raigad	
3	Mr. Dinesh M. Joshi	Member	Satish Pradhan Dnyan Sadhana, College of Arts, Commerce & Science. Dnyansadhana Marg. Dist.- Thane	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1	Mr. S. Zainuddin S. Umar Kadiri	Management Representative	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
2	Dr. Sajid F. Shaikh	I/C Principal	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
3	Mr. Tausif Fattey	CDC member	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
4	Dr. Amanulla Khan Nasrulla Khan Pathan	IQAC Incharge	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
5	Mr. Zuhaib S. Modi	Registrar or equivalent	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
6	Mr. Shoyeab M. Khan	Teacher representative	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	

Committee Chairman

(Dr. G. R. Bhagure)

I/C Principal

I/C PRINCIPAL
Anjuman Islam Janjira
Degree College of science
Janjira -murud. Dist. Raigad



Section I: Basic Details of the Organization:

I	Name of the Trust/ Society Address	ANJUMAN ISLAM JANJIRA Lokmanya Tilak Road, Bazar Peth Murud – Janjira, Dist. – Raigad, Pin Code: 402401
	Phone no: E-mail Year of Establishment:	7038601376 aijcollege@gmail.com February 1907
II	Name of the College/ Institute:	ANJUMAN ISLAM JANJIRA DEGREE COLLEGE OF SCIENCE, MURUD - JANJIRA
	Address:	Lokmanya Tilak Road, Bazar Peth Murud – Janjira, Dist. – Raigad, Pin Code: 402401
	Year of Establishment	2009 - 10
	Contact Details: 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	-- -- 7038601376 aijcollege@gmail.com https://www.aijdegrecollege.edu.in/
III.	Institutional Status 1. Affiliating University: 2. Affiliation Status: 3. UGC Approval 4. Financial Status:	University of Mumbai Temporary ---- Grant in Aid + Self-Financing
IV.	Type of College:	a) Affiliated b) --- c) Rural
V.	Type of Faculty/Programme	Multi Faculty Science/Computer Science/BMS/BAF
VI.	Special status conferred	Minority Status
	UGC-Special Assistance Programme	NIL

Section II:**What are the Objectives to Conduct the Academic Audit?**

(Kindly list at least three objectives of conducting the Academic Audit)

- To identify obstacles in current administrative processes and highlighting possibilities for reforms in academics, administration, and examinations.
- Evaluating the present system involves analyzing the strengths and weaknesses of both Departments and Administrative Units of the institute.
- To actively contribute to the continual improvement of quality, we will consider criteria and reports provided by the relevant auditing committee.
- To develop methods for overcoming weaknesses in the administrative and academic unit of the institute

Section III: Governance Structure and Policies:

No	Metric details	200	YES/NIL	File No.
1.	Vision/ Mission and Goals The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters:	10	YES	File No. 1
2.	Principal (Incharge (approved) Name& relevant details	02	YES	File No. 2
3.	CDC	10	YES	File No. 3
	a) Meetings held since formation	2/10		
	b) Agenda, Minutes and Action Taken Report of each meeting. % Implementation of decisions	3/10		
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	5/10		
4.	IQAC	50	YES	File No. 4
	a) Is Committee formed according to the IQAC norms?	5/50		
	b) Number of Meetings held	2/50		
	c) Agenda, minutes and Action taken report	3/50		
	d) The working of the organizational IQAC is in tune with its vision and mission statements	5/50		
	e) Whether a Perspective plan is in place and is working? What is the % of success?	3/50		
	f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	3/50		
	g) How best the Peers from the committee are helping the organization grow?	3/50		
	h) Number of decisions made and its impact on the college.	08/50		
	i) Number of decisions taken in one year (more than 6, 4 to 5/ 2 to 3/ less than 2)	(15 for first Cycle)		
	j) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	3/50		
	k) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year	5/50		
	l) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	5/50		
m) Audits conducted other than AAA? (Environmental/ teaching/ electrical/ water/ gender, etc.)	5/50			
5.	Student Council committee	10	YES	File No. 5
	a) Whether the student council has been formed as per the norms?	3/10		
	b) Whether the student council is active?	1/10		

	c) Decisions made by student's council?	2/10		
	d) How active is the student council?	1/10		
	e) Student achievements related to the decisions done by student council	3/10		
6.	Student Redressal Cell	5	YES	File No. 6
	a) Redressal Policy of the college.	2/5		
	b) Number of meetings conducted per year? Decisions taken	1/5		
	c) Number and nature of complaints received? Action taken on it?	1/5		
	d) Redressal procedure?	1/5		
7.	Internal Complaints Committee	5	YES	File No. 6
	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)?,	1/5		
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	1/5		
	Number of complaints received and action taken?	1/5		
	Number of meetings conducted and activities conducted by the Committee?	2/5		
8.	Anti- ragging committee	5	YES	File No. 6
	a) Whether notifications about anti-ragging are put up on the campus?	1/5		
	b) Awareness about anti ragging done?	2/5		
	c) Meetings and report of cases. Action taken?	2/5		
9.	Student grievance cell and its timely redressal	5	YES	File No. 6
	<ul style="list-style-type: none"> Proper committee formation and procedure for grievance filing. Action taken on grievance. 			
10.	Minority Affairs committee (SC/ST)	5	YES	File No. 6
	a) Meetings held and issues discussed and new aspects implemented	1/5		
	b) Priority in Admissions, progression and during appointments.	1/5		
	c) Efforts to prevent discrimination at workplace and to create congenial environment.	3/5		
11.	Right To Information (RTI)	05	NIL	-
	a) Whether committee exists with proper Authority	1/5	YES	
	b) Whether the name of Appellate authority and the committee is displayed at visible place?	1/5		
	c) No of RTI cases & solutions?	3/5		
12.	Purchase Committee	5	YES	File No. 7
	Functional purchase committee with standard procedures present/ absent?			
	Sanctions of purchase done			
	Purchased products/ goods have been delivered.			
13.	Development & Utilization fund	8	YES	File No. 8
	Records of meetings, funding agencies and timely utilization and disbursement Development fund utilization committee? Its minutes and decisions taken & implemented?			
14.		01	YES	File No. 9

	AISHE – whether each year certificate is obtained and the organization is registered with AISHE			
15.	NIRF- ranking of the organization and procedures completed.	03	YES	File No. 9
16.	ISO – completed?	03	YES	File No. 9
17.	Any other accreditation?	03	YES	File No. 9
18.	Standard Operating Procedures, policies & Benchmarks Developed:	25	YES	File No. 9
	a) Number of SOP's developed and areas into which they are working.(% new created from previous AAA)			
	b) Average no of SOP's created each year and implemented.	10/25		
	c) Policies formulated? How are they implemented?	8/25		
	d) Bench marks created?	7/25		
19.	Committee working?	30	YES	File No. 10
	a) Library-			
	i. Decisions taken by library committee and implemented in last one year?	3/20		
	ii. % budget spent on library for purchase of books and Journals	3/20		
	iii. Library memberships with other libraries.	3/20		
	iv. OPAC installed and working?	3/20		
	v. Digitalization of library and computer to student ratio in library/	2/20		
	vi. Library utilization by; staff and by students?	2/20		
	vii. Old and rare books and method to preserve them	1/20		
	viii. Facilities for students?	1/20		
	ix. Best practices by the library (number).	2/20		
	b) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure		YES	File No. 3
		3/20		
	c) Details of		YES	File No. 11
	- Number of computers & computer to student ratio			
	- Computer to administrative office staff ratio			
	- Available band width currently			
	- Facilities such as lecture capturing system/ media centre.			
	- Wi- fi updating last done.			
	- No of rooms for academic purpose (class rooms, benches & accommodation in classes, class wise furniture and other details)	3/20	YES	File No. 12
	e) other committees, their meetings, minutes and action taken reports			
	Departmental filing (department wise)		YES	
	1. Departmental staff details, appointments, etc.			
	2. Workload,			
	3. Timetable,			

- | | | | |
|---|--|--|--|
| <ol style="list-style-type: none">4. Teaching plan and monthly teaching schedule.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 manuals17. Practical related documentation18. Practical Certification and dates,19. Remedial course planning and execution methodology20. 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 & Internal25. Student feedback on departmental functioning.26. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.27. Annual Departmental calendar | | | |
|---|--|--|--|

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	----	YES	File No. 13
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%	10	YES	File No. 13
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students	08	YES	File No. 13
4.	Students from other states	05	NIL	
5.	Students from other nations	02	NIL	
6.	% Divyang students and efforts to attract them.	05	NIL	
7.	Ratio of Boys to Girls?	10	YES	File No. 13
8.	Total number of students appeared for final year (find dropout ratio also) % drop out of girls vs. boys	10	YES	File No. 13
9.	Total number of students passed in final year.	10	YES	File No. 14
10.	Percent attendance of the current year until the last month.	10	YES	File No. 15
11.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	10	YES	File No. 16
12.	Welfare schemes for students: its details and beneficiaries	10	YES	File No. 17
13.	Awards given to students (total amount vs. total no of students)	10	YES	File No. 18
14.	Awards won by students from cultural events (national/ international/ state/ University/ Local)	10	YES	File No. 18
15.	Participation of students in cultural events(number of events and percent participation at college level)	10	YES	File No. 18
16.	Student participation in sports at international/ national/ state/ university/ local level)	10	YES	File No. 19
17.	Awards won in sports at various levels vs. total number of students	10	YES	File No. 19
18.	Sports events conducted in college and percent participation and total number of games played	10	YES	File No. 19
19.	Percent participation of student's in a) NSS b) NCC c) Any other	10	YES	File No. 20
20.		10	YES	File No. 20

	Number of events conducted by NSS/ NCC/ others in one year (previous Year)			
21	Students completed graduation/ masters and employed by the college placement cell (give details) <ul style="list-style-type: none"> - Number of student registered for placement cell - No of trainings conducted by placement cell and students benefitted. - Number of pre-placement sessions conducted. - Students directly placed. - Students placed on campus through job fairs - Students placed off campus through job fairs. - Total number of MoU/ tie-ups created by institution in current year for placement. - % students who have gone for entrepreneurship/ family businesses. 	30	YES	File No. 21
22	Students who have pursued their education further (Progression) <ul style="list-style-type: none"> - % progression of students passed. - Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression. - % progressed into interdisciplinary areas. - % students who have stopped progression (@home/married/etc.) 	20	YES	File No. 21
23	Capability enhancement schemes conducted. Percent enrolment and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other	10	YES	File No. 21
24	Vocational training centre is present(give courses and benefitted students in one year)	10	NO	--
25	Field and on hands training of at least 10 to 15 days (more than (60hours)	20	YES	File No. 21A
26	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	10	NO	--
27	Registered alumni association present Alumni support:	10/30	YES	File No. 22
	1. % of new Alumni registered: New registered/passed out students X 100 (with all details)	05/30		
	2. Monetary Support In terms of funds: up to 1 lakh per year Up to 5 lakhs per year Support more than 5 lakhs	05/30		
	3. support in services: Parenting support to existing students Support in kind: library/ Sports/ infrastructure/etc. Support in terms of services: guest lecture/ mentoring/ etc. Support in placements	05/30		
	4. Alumni meetings:	05/30		

Section IV Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	05	YES	File No. 23
2.	New , university or programs included in last five years	10	YES	File No. 23
3.	Programs with choice based credit system	05	YES	File No. 23
4.	Number of Add-on programs conducted	10	YES	File No. 23
5.	Number of a) value added courses (30 hours skill based) or more offering skills b) Human value & professional ethics courses in education	10	YES	File No. 23
6.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)	(already counted)	YES	File No. 24
7.	Curriculum enrichment provided in class room is prepared and uploaded on website.	10	YES	
8.	Number of teaching methodologies used with details.	20	YES	
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.(list the tools and resources available	10	YES	File No. 25
10.	Number of ICT enabled classrooms and smart class rooms.	10	YES	File No. 25
11.	Whether - Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the website?	10	YES	File No. 26
12.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage Passing analysis; Distinction First Class Second Class Pass Class Failed:	15	YES	File No. 14
13.	Attainment for every course, faculty and Overall college.	20	YES	
14	How does college analyse results and how are they used for the future development of the organization?	15	YES	File No. 14

Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC):

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	10	YES	File No. 27
2.	Percentage of teachers recognised as research guides	10	NIL	--
3.	Number of teachers who have completed their Ph.D. in last five years	10	NIL	--
4.	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	10	YES	File No. 27
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	05	NIL	--
6.	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.	20	YES	File No. 27
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	05	YES	File No. 27
8.	Number of books published by teaching community at national and international level	05	YES	File No. 27
9.	Number of teachers as research guides	10	NIL	--
10.	Innovations done by teachers	10	NO	--
11.	Consultancies provided by teaching staff and amounts generated.	05	NO	--

Section VI: Community & environmental services (% participation)

1)	NSS related activities – reports & Camps	20	YES	File No. 20
2)	Activities other than NSS	10	YES	File No. 20
3)	Environment related activities	10	YES	File No. 20
4)	Cleanliness programs	10	YES	File No. 20
5)	Gender equity programs	10	YES	File No. 28
6)	Gender sensitivity awareness programs	10	YES	File No. 20
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	10	YES	File No. 20
8)	Solar energy put on the grid in last one year	10	YES	File No. 20
9)	Human values & Professional ethics courses	10	YES	File No. 23

Section : VII: OFFICE ASPECTS

(Restricted to 5 bullet points under each aspect) (office filing)

Sr.No.	Observation on Key Aspects (10 marks each)	250 (10 each)		
1.	<p>General Administration</p> <ul style="list-style-type: none"> • Fees Collection – Computerized/ not computerized • Roll Call – Generated from Software/ not generated • General Register • L.C. - Computerized <p>Transfer process computerized?</p>		YES	
2.	<p>Extension & Continuation of Affiliation</p> <p>*Aided: First Affiliation, Extension, Permanent Affiliation and Annual Affiliation</p> <p>*Unaided: First Affiliation, Continuation of Affiliation and Permanent Affiliation applied</p>		YES	
3.	<p>Selection, Advertisements & Interview Procedures</p> <p>Aided:</p> <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 Chart prepared • Selection Committee Report <p>*Unaided: As per university norms [as above procedure]</p> <p>*Ext. Course: Local Selection Committee, necessary sanctions Dept.[as above procedure]</p>		YES	
4.	<p>Teaching Staff Approvals</p> <p>*Aided:</p> <ul style="list-style-type: none"> • Selection is done and the report is sent for approval at university • 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>*Unaided: As per university norms [as above procedure]</p>		YES	

5.	<p>Non- Teaching Staff Appointments & Promotions</p> <p>*Aided:</p> <ul style="list-style-type: none"> • Government NOC • Advertisement in 2 News Papers [Regional & 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 of 12yrs. & 24yrs. • Seniority Promotion <p>*Unaided Course Dept.:</p> <ul style="list-style-type: none"> • Staff is appointed as when the need arises <p>Yearly hike is approved</p>		YES	
6.	<p>Statistical Information University of i MIS(DHE, Pune) AISHE(UGC) NIRF</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • MIS information uploaded to DHE Pune in September [online data] – file ready • All India Survey Higher Education [online data] file ready <p>Uploading done/ not done</p>		YES	
7.	<p>Service Books & Leave Records (Teaching & Non – Teaching Staff)</p> <p>Aided:</p> <ul style="list-style-type: none"> • Service Books maintained as per Joint Director Office • Computerized Leave Record is maintained as per service book <p>* Unaided dept.: Leave Record Bio-Metric</p>		YES	
8.	<p>Admissions Procedures</p> <p>*Aided/Unaided/ Ext. Course dept.:</p> <ul style="list-style-type: none"> • Filling up of Pre Admission Form designed by the college • Online Admission Form Filling on the digital portal • Confirmation of Admission on portal & fees collection on customized software • Submission to Registration of the confirmed student 		NO YES	
9.	<p>Enrolment, Eligibility & Migration</p> <p>*Aided/Unaided:</p> <ul style="list-style-type: none"> • Provisional Eligibility applied by students • Provisional Admission is provided on producing Provisional Eligibility Certificate 		YES	

	<ul style="list-style-type: none"> Migration Certificate required for Confirmed Admission 			
10.	<p>*Aided/Unaided:</p> <ul style="list-style-type: none"> college level examination for U.G. Courses & (Sem. III to Sem. VI are conducted by University) All exam's conducted by University for P.G. course Uploading Question paper of sem. I& II college exam on college portal selection of set by Principal Generation of Exam Forms for University exam from University Portal Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions 1st Year stamping of Marksheet & Ledgers from University 1st Year Ledger submission in binding format at University 		YES	
11.	<p>*Aided/Unaided:</p> <ul style="list-style-type: none"> As and when demanded by students providing them 2 copies of transcript as per University Format Rs. 500 is collected towards fees for the same Bonafide Certificate is issued as and when demanded by students Rs. 10 is charged towards the issue of Bonafide certificate 		YES	
12.	<p>Railway/ Bus Concessions *Aided & Unaided</p> <ul style="list-style-type: none"> Railway/ Bus Concession is issued from 1st to 10th date of every month Monthly statement is prepared on excel sheets <p>Submitting the same at Railway/ Bus to the Office</p>		YES	
13.	<p>Government Scholarships & Free Ships *Aided/Unaided:</p> <ul style="list-style-type: none"> Students and Parent are orientated with procedure and norms. Display of Notice on Digital Signage & 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 Generation of Statement B and submitting the same at social welfare department Received Scholarship amount from Department 		YES	

	<ul style="list-style-type: none"> • Order Collected from dept. • Payment is disbursed in student's personal A/c Utilization Certificate submitted to department			
13.b	Non-Government scholarships, free ships, concessions. Organizational effort to provide help to needy: Concession in fees list Other supporting documents.		YES	
14.	Inward & Outward Registers Aided/Unaided/ Ext. Course dept.: Digitized		YES NO	
15.	Dead Stock Registers *Aided/Unaided Course dept.: Register is maintained in excel format		YES	
16.	Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee & PTA *Aided/Unaided/ Ext. Course dept.: <ul style="list-style-type: none"> • Records Maintained • LMC-Twice a year • IQAC – Thrice a year (minimum) • Management committee - Twice a year Office as and when need conducts meeting [general, accounts & budgets meeting]		YES	
17.	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's *Aided/Unaided Course dept.: <ul style="list-style-type: none"> • Purchase of new equipment is recorded in the Dead Stock Register • New purchases are numbered • List Attached • Scrap is also donated & recorded 		YES	
18.	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. Aided/Unaided Course dept.: <ul style="list-style-type: none"> • Accounts is maintained in Tally ERP9 • Vouchers are printed from the Tally Software, Reconciliation is maintained in Tally ERP9 • Salary Register of the Full Time Faculty's & Non-Teaching Staff are maintained • Fees Receipts are printed from the customized software Fee Register is maintained in the excel format		YES	
19.	College Budgets & Audited Balance Sheet *Aided/Unaided Course dept.: <ul style="list-style-type: none"> • Budget is prepared programme wise every year • Audited Balance Sheet is also prepared and submitted to the trust 		YES	

20.	Teachers Workload & Class Time Tables *Aided/Unaided: <ul style="list-style-type: none">As per University norms & approved form University/Joint Director Office *Unaided:		YES	
21.	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers *Aided/Unaided Course dept.: List Enclosed		YES	
22.	Non- Teaching Staff Welfare Aided/Unaided/ Ext. Course dept.: <ul style="list-style-type: none">Medical Assistance on requestFees / Financial Assistance on requestFamily PicnicFestival Celebration Birthdays Celebration		YES	
23.	Workshops attended by non-teaching staff Aided/Unaided Course dept.:		YES	
24.	*Aided/Unaided/ Ext. Course dept.: <ul style="list-style-type: none">		NO	
25.	*Overall neatness, presentation & non-teaching staff cooperation.		YES	

Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70 & one distinctive practice 30 marks)

1. In Curriculum	YES
2. Academics	YES
3. Extension	YES
4. student progression	YES
5. management practices	YES
6. Environment	YES
7. Distinctive practices	YES

INSPECTION COMMITTEE REPORT

For Academic Year 2021-22 & 2022-23

College Name: Anjuman Islam Janjira Degree College of Science

The Academic and Administrative Audit Committee visited this college on:

Day: Sunday	Date: 14/01/2024	Time: 02.30 PM
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The External Peer committee members for AAA appointed by institute:

No	Name	Designation	Address	Signature
1	Dr. Ganesh R. Bhagure	Chairman	Satish Pradhan Dnyan Sadhana, College of Arts, Commerce & Science. Dnyansadhana Marg. Dist.- Thane	
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2	Dr. Sajid F. Shaikh	I/C Principal	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
3	Mr. Tausif Fattey	CDC member	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
4	Dr. Amanulla Khan Nasrulla Khan Pathan	IQAC Incharge	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
5	Mr. Zuhaib S. Modi	Registrar or equivalent	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	
6	Mr. Shoyeab M. Khan	Teacher representative	Anjuman Islam Janjira Degree College of Science, Murud - Janjira	

Committee Chairman

(Dr. G. R. Bhagure)

I/C Principal



I/C PRINCIPAL
Anjuman Islam Janjira
Degree College of science
Janjira -murud. Dist. Raigad



ANJUMAN ISLAM JANJIRA DEGREE COLLEGE OF SCIENCE

(Affiliated to University of Mumbai)
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ISO 9001:2015 (Quality Management Systems)

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Anjuman Islam Janjira
Established in 1907

NAAC
Accredited With
2.35 CGPA
B Grade

**Best College
Award 2019-20**
By Jolly Club-

Date: 02/02/2024

Academic and Administrative Audit (AAA) Action Taken Report (ATR)

Sr. no.	Recommendation by AAA Committee	Action Taken
Section III: Governance Structure and Policies / Student Progression		
01	Guidelines of the Student Council, followed by the Student Redressal Cell, Internal Compliments Committee, and Anti-Ragging Cell/Committee	Guidelines for the Student Council, Student Redressal Cell, Internal Compliments Committee, and Anti-Ragging Cell/Committee have been compiled and distributed. These guidelines outline the roles, responsibilities, and procedures of each committee.
02	Create an online tab on the website for students to submit grievances under the Student Redressal Cell.	Online tabs for student grievances will be create and integrate into the college website.
03	Develop Standard Operating Procedures (SOPs) Teaching-Learning, Examination, Admission, Library	Standard Operating Procedures (SOPs) have been meticulously developed for Teaching-Learning, Examination, Admission, and Library processes. These SOPs document the step-by-step procedures, responsibilities, and quality measures for each process, ensuring consistency and efficiency.
04	Conduct sensitization programs on the National Education Policy-2020 for all stakeholders.	Sensitization programs on the National Education Policy-2020 have been actively planned and initiated. These programs involve workshops, seminars, and interactive sessions for faculty, staff, and students.
05	Develop a perspective plan for each department for the next five years, aligning the institute's perspective plan.	A comprehensive perspective plan has been developed, aligning with the overall institute's perspective plan. These plans outline the vision, mission, goals, and strategies for the next five years.
Section VI: Community & Environmental Services		
01	Organize Department-wise outreach programs.	Department-wise outreach programs have been actively planned for fostering community engagement and environmental awareness.
Section VII: Office Aspects		
01	Conduct training programs for the administrative staff of the college.	Planning for training programs for administrative staff is in progress. These programs will cover various aspects of office management, including efficient record-keeping, communication protocols, and customer service.



(Signature)
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