

**READY RECKONER OF
SUGGESTIONS
GIVEN BY
AUDIT COMMITTEES
(Academic Year 2022 -2023)**

**Compiled for CDC Meeting
9th December 2023**

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IQAC Co Ordinator**

OBSERVATIONS & RECOMMENDATIONS

14th July 2023

1. LIBRARY LOCATION & AMBIENCE**Observations:**

- Total area is 1000 sq.ft.
- Clean, naturally well-lit and ventilated place
- Overall quiet space that is beneficial for academic pursuits

Suggestions:

- Separate reading section for faculty

2. POLICIES**Observations:**

- The Library follows a well thought out policies both procurement and issue of books.
- Library committee is in place as per the requirement.

Suggestions:

- Prepare a manual for library policies.

3. LIBRARY BUDGET**Observations:**

- Library fee collected by the college is optimally spent on library collection.

Suggestions:

- The budget can be enhanced to allow more reference collection.

4. LIBRARY COLLECTION**Observations:**

- Collection (more textbook oriented)
- Books (8000), Journals (3), Multilingual Newspapers (3)
- E Resources (N-List)

Suggestions:

- Increase Reference Collection
- Subscribe more journals (e.g. Ministry Journal Set, EPW, Employment News)

5. COMPUTERISATION**Observations:**

- Libman Software

Suggestions:

- On website include Library Tab.

6. CIRCULATION SECTION**Observations:**

- Proper circulation process is followed.

Suggestions:

- No Suggestion

7. STOCK TAKING**Suggestions:**

- Yearly stock taking to be carried out systematic stocktaking report should be maintained.

8. LIBRARY SERVICES**Observations:**

- Internet, Book Bank, Past Question Paper Services are provided along with the other regular library services.

Suggestions:

- More attention should be given to offer services which match the needs of college users.
- Library Extension service events should linked with college activities.

OTHER ADDITIONAL SUGGESTIONS

- A formal library advisory committee can be formed with the help of outside library experts who can guide and monitor the library advancement. The committee can meet quarterly to screen the progress on a regular basis.
- A section for staff publications can be maintained.
- Separate section for competitive examination collection can be set.
- Record management need more attention.

LIBRARY AUDIT FOR ACADEMIC YEAR 2022 -2023



IMPLEMENTED

- **Separate Reading Section for Faculty:** created in Naac Room.
- **Prepare a Manual for Library Policies:** prepared and uploaded on website.
- **Subscribe more Journals:** Subscription increased from 2 to 12.
- **On Website include library tab:** Included.
- **Yearly Systematic Stock Taking Report should be maintained:** Ready for years 2018 -2023.
- **Create Section for Staff Publication:** Created.
- **Separate Section for Competitive Examinations:** Created

IN PROGRESS

- **Enhancing Reference Collection:** List prepared and submitted.
- **Enhance services according to needs of college users:** Created and circulated open ended questionnaire to be filled by students.
- **Library events to be linked with college activities** Displays in Library linked with college activities.
- **A Library Advisory Committee to be formed:** Being formed.
- **Record Management need more attention:** Working on it.

14TH

15th July 2023

Suggestions by Green, Energy and Environment Audit Committee

For Immediate Action:

held on 15/07/2023

- *Solar Street Lights
- *Sand bucket outside science lab
- *Fire Escape Route plan (Floor plan highlighting staircase and passage area)
- *Water tanks should be painted with Information of capacity, size and usage and photos for the same to be uploaded in criterion.
- *Aerator should be fixed in all taps.
- *For Water Management we have to do Rain Water Harvesting by fixing water tank with the capacity of 5000 litres connected to rooftop.
- *For waste Management bio composter can be purchased.
- *Posters of Save water and energy should be kept at various positions.
- *Fire Exit signage should be there at appropriate positions.
- *Each tree and plant should have English and scientific name with QR Code.

For next 1.5 years:

- * For disabled friendly environment we should have Brail signage and abral software
- *Sprinkler and sensor base fire alarm system.



IMPLEMENTED

- Temporary sand Bucket
- Fire Escape Route Plan
- Water Tank Displaying Information
- Aerator in most of the taps.
- Posters of Water and Energy Conservation.
- Fire Exit Signage
- Trees with English and Scientific name with QR Code.

DECISIONS TO BE TAKEN BY MANAGEMENT

- Solar Panels in Campus
- Rain Water Harvesting
- Bio Composter for Waste Management
- Brail Signage and Abral Software
- Sprinkler and Sensor base Fire Alarm System
- Proper sand Bucket

GENDER AUDIT

RECOMMENDATIONS FOR MAKING JES COLLEGE A GENDER SENSITIVE

COLLEGE: - held on 19/07/2023

1. It is suggested to appoint a female security guard.
2. Ensure two workshop/training on POSH, gender sensitization and POSCO each year.
3. College is taking appropriate initiatives to make the campus gender inclusive workplace. It is suggested to make an action plan for its better implementation.
4. College is also ensuring the welfare of transgender community, it would be great if a systematic process for their economic empowerment can be ensured through Skill Development.
5. A survey for all the stakeholders should be conducted and should be analysed for this gender audit report.
6. College's one of the innovative practice "Annapurna" deserves a huge round of applause, for it is recommended that each year it should be organised as a Pilot project.
7. An electronic system to calculate the put fall in the library can be one of the addition to library learning resource management.
8. College has one sanitary napkin vending machine, it is suggested to install one more machine.
9. A value added certificate course also can be started for gender studies.



IN PROGRESS

- Atleast 2 Workshops on POSH and POSCO
- Action Plan to make Campus Gender Inclusive Workplace.
- Economic Empowerment of Transgender Community through Skill Development.
- A Survey to be conducted on Gender Inclusiveness in the Campus.
- Annapurna to be continued.
- Value Added Certification Courses (Craft Bakers & Marketing Skills in a Jewellery Shop).

DECISIONS TO BE TAKEN BY MANAGEMENT

- Appointment of a Female Security Guard.
- Electronic System to calculate put fall in the Library.
- One more Sanitary Napkin Vending Machine.

OVERALL OBSERVATIONS AND RECOMMENDATIONS FOR THE COLLEGE

INSTITUTIONAL STRENGTHS:-

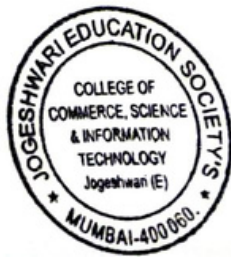
- Active Faculty teaching and non teaching
 - Documents documented well.
 - Basic amenities and a reasonably well-maintained infrastructure.
 - Student centric events conducted to enhance the development of students.
 - A registered Alumni
 - Well designed & ventilated classrooms.
 - Library with D-Inst facility and good set of books from all year.
 - Well equipped sports infrastructure.
- WEAKNESS
- Placement Cell and all committees to be maintained
 - Alumni contribution (financial & other mean to further
 - To see strengthen MOU. - Physical by workshop / conf / student.
 - To define the Teaching-learning process.
 - Mapping of PO → PSO → CO → their student progression / performance.
 - Teacher appraisal. / Qualified staff to look into.
 - Feedback Analysis

SUGGESTIONS

- Mentoring process to be defined
- Bridges courses - to be more specific & document well.
- Departmental workload. / lesson plan. to be maintained.
- Departmental Add on courses.

RECOMMENDATIONS

- students are motivated to attend / participated in skill development program.
- Record students progression.
- Staff well fare.



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ACADEMIC AUDIT FOR ACADEMIC YEAR 2022 - 2023



IMPLEMENTED

- **Mentoring Program:** Personality Development & Connect to Career Program conducted.
- **Placement Cell & Alumni Cell:** Functional
- **Mapping PO - PSO - COs:** Done
- **Feedback Analysis:** Already done.
- **Students Progression:** Already documented.
- **Define Teaching Learning Process:** Workshop on Bloom's Taxonomy conducted.

IN PROGRESS

- **Staff Welfare:** Measures initiated.
- **Departmental Workload & Lesson Plan by Teachers:** Supervisor instructed.
- **Skill Development Courses:** Started.
- **Strengthening MOUs:** Initiated
- **Bridge Courses:** Initiated
- **Departmental Add on Courses:** Co ordinators Instructed

DECISIONS TO BE TAKEN BY MANAGEMENT

- Teachers Approval and Qualified Staff appointment.

13th Sept 2023

Areas of improvement:— **ADMINISTRATIVE AUDIT**

1. To appoint non-teaching staff as per staffing pattern
2. To depute non-teaching staff to attend training / workshops conducted by different colleges from time to time.
3. To Prepare Service books of all the employees.

Name & Signature of Members of the Committee with Date:

 13/09/2023

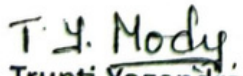
1. **D. S. Khemani**

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 13/09/2023

2. **Mrs. Trupti Yogendra Mody**

Dean Administration

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DEAN

Administration

Kandivli Education Society's

B. K. Shroff College of Arts &

M. H. Shroff College of Commerce

Bhulabhai Desai Road,

Kandivli (West), Mumbai - 67.

Date: 13/09/2023

Place: Jogeshwari, Mumbai

ADMINISTRATIVE AUDIT FOR ACADEMIC YEAR 2022 -2023



IN PROGRESS

- **Depute Non Teaching Staff to attend Training /Workshops:** Steps taken to implement the suggestion.
- **Service Books of all Employees:** Procedure started.

DECISIONS TO BE TAKEN BY MANAGEMENT

- **Appointment of Non Teaching Staff as per Staffing Pattern:**

An Un - aided College with 1000 students needs to have 3 administrative staff, and the posts are as follows:

- Office Superintendent
- Senior Clerk
- Junior Clerk