



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	J WATUMULL SADHUBELLA GIRLS COLLEGE ULHASNAGAR
Name of the head of the Institution	Dr. Vasant Pandit Mali
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02512731736
Mobile no.	9421281551
Registered Email	sadhubella@gmail.com
Alternate Email	vasant.mali@redifmail.com
Address	Near Government Dispensary
City/Town	Ulhasnagar
State/UT	Maharashtra
Pincode	421001

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Women																
Location			Urban																
Financial Status			Self financed and grant-in-aid																
Name of the IQAC co-ordinator/Director			Asst. Prof. Rajesh Kumar Singh																
Phone no/Alternate Phone no.			02512731736																
Mobile no.			9561508378																
Registered Email			sadhubella@gmail.com																
Alternate Email			iqacsadhubella2018@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://sadhubellacollege.org/wp-content/uploads/2020/03/Sadhubella-AQAR-2017-18.pdf																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://sadhubellacollege.org/wp-content/uploads/2020/01/Academic-Calendar-2018-19.pdf																
5. Accrediation Details																			
<table border="1"> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> <tr> <td>1</td> <td>C++</td> <td>66.00</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	C++	66.00	2004	03-May-2004	02-May-2009
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	C++	66.00	2004	03-May-2004	02-May-2009														
6. Date of Establishment of IQAC			20-Jul-2005																
7. Internal Quality Assurance System																			
<table border="1"> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries								
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One Day Symposium on IPR, Plagiarism, International Business, Green HRM & Mutual Fund	11-Apr-2019 01	80
Vocational Training in Banking and Finance, Retail, ITES, Hospitality and Telecom.	28-Feb-2019 45	39
BFSI Training by Kotak Edu. Foundation	13-May-2019 70	26
Seminar on	04-Jan-2019 1	135
Mega Job Fair	24-Apr-2019 1	142
Tech Mahindra Training by Udyogini foundation	18-Jan-2019 80	38
IQAC Meeting	05-Jul-2018 1	12
IQAC Meeting	05-Nov-2018 1	12
IQAC Meeting	08-Dec-2018 1	12
IQAC Meeting	23-Apr-2019 1	12
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. One Day Symposium on IPR, Plagiarism, International Business, Mutual Funds and Green HRM. 2. Training Programme by Citi Bank, Kotak Education Foundation, Tech Mahindra. 3. Mega Job Fair. 4. Installation of Solar Panel 5. A Multidisciplinary International Conference on Innovative Ideas in the fields of Science, Technology, Social Sciences and Humanity was conducted at Paris, France.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Arranging Various Training Programmes	1. Training programme by Citi Bank on Banking, Financial Services and Insurance was conducted. 2. Organized Home Science Training for the Students by Pidilite in which training was given as to how waste materials can be made useful, how to paint TShirts, Making Diyas, Jewellery etc.. 3. A Training programme on Banking Financial Services was arranged in the College premises in collaboration with Kotak Education Foundation.
Conduct of Green Audit	1. Green Audit of the Campus was conducted, deficiencies were identified for future progress
Solar Energy Generation	Six solar panels were installed on the terrace of the College Building having 2KWh capacity.
Arranging Skill Development Programmes for Employability and Entrepreneurship	A skill development programme was arranged in collaboration with NAZ foundation to enhance the skills of the learners for employability and entrepreneurship.
To Conduct an International Conference.	In Collaboration with International Cultural and Social Forum, Mauritius, a Multidisciplinary International Conference on "Innovative Ideas in the fields of Science, Technology, Social Sciences and Humanity" was conducted by the college at Paris, France.
Signing of MOUs and Collaboration	1. The institution signed a MOU with Pidilite Industries LTD. under the head "Artist in Me". By Fevicryl for 5 years

	from 2018 onwards. 2. A MOU was signed with Citi Bank & Edu. Bridge Learning Pvt. Ltd. Mumbai on "Employability Skills". 3. A MOU was signed with E-Learn under the head "Aptitude Training" for 3 years from June 2018 onwards. 4. A MOU was signed with Thane District Rugby Association for Two years (2018-2019 and 2019-2020) on 23rd August 2018 for sports activities.
Campus Placement Drive	1. Campus Placement drive was organised by 4G Info Sources in which 13 students were placed. 2. A Mega Job Fair consisting of 14 organizations was arranged in the college premises. 142 students participated. 3. Citi Bank has placed 20 students. 4. Kotak Education Foundation placed 02 Students. 5. Tech Mahindra Foundation has placed 19 students.
To conduct a National Level Seminar.	A National Level Seminar was Conducted on "Importance of Scientific Technical Terminology in Library and Information Science with special reference to regional language (Marathi)" dated 18th and 19th June 2018.
Conduct of Workshops	1. Workshop on "Be a Smart Investor" by Consumer Guidance Cell was held on 28/01/2019. 2. Workshop on Career in Banking & Financial Services was conducted by Times Pro on 04/09/2018. 3. The National Stock Exchange conducted a Workshop on "Financial Literacy" on 23/08/2018. 4. Workshop on Fabric Art was conducted on 11/07/2018. 5. Six Workshops on "Artist in Me" by Pidilite Company were conducted.
To Conduct a Symposium	1. One Day Symposium on Intellectual Property Rights, Plagiarism, International Business , Mutual Fund and Green HRM was conducted on 11/04/2019.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>Management</td><td>22-Dec-2019</td></tr> </table>		Name of Statutory Body	Meeting Date	Management	22-Dec-2019
Name of Statutory Body	Meeting Date				
Management	22-Dec-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	06-Jul-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>For effective functioning/managing of an institution, good communication system is essential. It links the institution with the university, government department, alumni, parents, students and staff. Management Information System provides the communication link to all stakeholders. The decision making authority, the Principal, gets necessary information for effective decision making. There is a need for the collection of data regarding university requirement, university policies, changes in the policy of the Government. The institution collects and stores the data and generates various reports to be submitted to the management, government, local bodies etc. Data is collected from the students, staff, non teaching staff, alumni and parents and the same is classified for various parameters. Such information is transmitted to the Head of the Institution for taking necessary decisions. The MIS of the college consists of hardware, software, data / information for decision making, procedures to be adopted in future, other such matters. The MIS at the college level is continuous in nature, the system collects the data and analyses the same. Based on such analysis, communication is sent to different stakeholders like management, staff, students, parents, alumni etc. The teaching staff, non teaching staff are properly trained to collect the data, analyse the same and forward to the head of the institution. All information collected from different sources are stored in the Principal's computer. Such information is used for planning for the future. The MIS system of this college gets the data from</p>

different sources and managerial decisions are taken based on such data. The support staff ensures continuous working of the computers. A specialized technician looks after the institution's computer network. The Institution has Office Module, Examination Module, Admission Module, etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

This Institution is affiliated to the University of Mumbai and having minority status. The curriculum is designed and developed by the Board of Studies, University of Mumbai and the same is delivered by the Institution. The Institution ensures effective curriculum delivery. The Curriculum is discussed by the respective departments in the beginning of the academic year. Individual subject teachers prepare teaching plan, week wise/ month wise of a particular semester. The same is communicated to the learners. Similarly an academic calendar is prepared every year for an effective academic planning. To ensure proper implementation of the teaching plan, the teachers maintain teaching notes and the learners are expected to maintain daily notes of the topic/ lesson taught. While delivering the curriculum/syllabus, a recap is given to maintain continuity in teaching and learning. The teachers follow traditional black board/ duster method, use LCD projectors, adopt question and answer method, group discussion etc for effective teaching. After the completion of each lesson/topic, a question bank is given to the learners to enable them to understand the nature of questions likely to be asked in the examination. A class test is also taken by the concerned teachers. In the beginning of the semester, an orientation programme is arranged to prepare the students for learning different subjects of a particular course. So also, the learners are given the details of the Institution, rules of discipline, rules of attendance, evaluation system, infrastructure etc. The Head of the institution/ Departmental Head conducts periodical visits to the classrooms to ensure the curriculum delivery is effective as per plan. By the end of semester, the teachers are expected to forward "Syllabus Completion Report" counter signed by few students in each subject. During the course of curriculum delivery, the subject teacher identifies slow learners and advance learners. Special attention is given to the slow learners by adopting corrective measures. The advance learners are encouraged to show better performance. The mentoring system helps both slow learners and advance learners to show better performance. Feedback is taken from the learners regarding completion of syllabus and effective teaching. Such feedback is analyzed for further enhancement of effective teaching and curriculum delivery. Question bank is given to the learners prior to the commencement of semester end examination for effective preparation. The performance of the learners is taken to assess the effectiveness of curriculum delivery and teaching. The examination results are properly analyzed by the IQAC based on which strategies are adopted for further improvement. Feedback is taken from other stakeholders like parents, alumni regarding the effectiveness of teaching and quality of teaching to enable the IQAC to frame necessary policies to enhance the quality of higher education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Artist in Me		10/08/2018	06	Entrepreneurship	Bring out Creativity Imagination, Focus Artistic Skills, Expose hidden talent.
Business Correspondent/ Business Facilitator		06/02/2019	45	Employability in 5 Industries i.e. Banking /Finance Retail/ITES Hospitality, Telecom.	To Groom the Students by Providing Vocational Training.
Skill for Market Training (SMART)		18/01/2019	90	Employability training for youth placement assistance providing multiple employment options.	Personality Development, Interview Techniques etc.
Banking, Finance, Service Insurance		13/05/2019	70	Employability	Communication Skills, Soft Skills, Computer Competency. Knowledge of Banking, Finance, IT, Retail, Hospitality Telecom

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Nil	01/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Commerce	18/06/2018

BMS	Bachelor of Management Studies	18/06/2018
BCom	Banking and Insurance	18/06/2018
MCom	Advanced Accountancy	18/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	137	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Artist in Me	10/08/2018	34
BCBF Training with Placement Assistance	06/02/2019	39
Netball Training and Life Skill Education	13/03/2019	123
Skill for Market Training (SMART) Vocational Course	18/01/2019	38
Course on Capital Market	11/02/2019	26
BFSI Training with Placement Assistance at Zero Cost	13/05/2019	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Bachelor of Commerce (Banking and Insurance) BCBI	29
BMS	Bachelor of Business Management Studies (BMS)	34
MCom	Advanced Accountancy	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

This College takes feedback from students, teachers, parents and alumni to identify the deficiencies in different areas so as to attend them for the overall development of the institution. Students Feedback:- Students are given the feedback form with 10 parameters and they are asked to rate them on a four point scale- Excellent, Good, Average, Unsatisfactory. The data received is analysed and each teacher is communicated the score in each parameter so as to enable the teacher to enhance the performance in those parameters in which the score is less. This system enables the institution to improve overall teaching and learning process. Teachers Feedback:- All teachers are given feedback form consisting of 20 parameters and are asked to rate them on 5 point scale- Excellent, Very Good, Good, Satisfactory and Unsatisfactory. The data received is analysed and the score under each parameter is calculated. A graphical presentation is also prepared and the same is forwarded to the management through IQAC for necessary actions in those directions where deficiencies are observed. College Alumni Feedback:- Alumni who attend alumni meetings are issued the questionnaires and feedback is obtained. The outcome of such feedback is used for diverting more resources towards those directions where deficiencies are observed. Parents Feedback:- Parent's feedback is taken to ascertain the views of the parents towards the various activities of the College. The feedback forms are issued during the parents teachers meet. The parents are issued a sheet with 07 questions and are expected to answer them in Yes or No. The detail of such feedback is used to take necessary steps for the progress of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Bachelor of Commerce	720	511	490
BMS	Bachelor of Management Studies	180	82	70
BCom	Bachelor of Commerce (Banking & Insurance)	180	105	95
MCom	Advanced Accountancy	120	85	79

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	655	79	12	0	2

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	12	6	3	0	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

This institution has adopted students mentoring system with effect from the current academic year 2018-19. The word mentor means someone who imparts wisdom to and shares knowledge with the less experienced. In other words mentor is a wise advisor, intimate friend who also is a sage councillor especially for one who is young and inexperienced. This system is adopted with the following objectives. 1. To guide the learners to perform better in examination. 2. To enhance the attendance of the students for regular lectures. 3. To motivate the learners to participate in extension activities. 4. To enhance the discipline inside the campus. 5. To make the students more responsible towards themselves, their parents and the society. 6. To attend and solve their personal problems and family problems which come in the way of their studies. 7. To help them in solving their financial problems through NGOs and Charitable Trusts. 8. To help and guide them to make use of various student's support programmes extended by the College. 9. To create a sense of belonging towards the infrastructure provided by the College. 10. To guide them in selecting various courses after graduation for their better prospects. 11. To motivate them to participate in various cultural programmes arranged by the College and exploit their hidden talents. 12. To enhance good relation/ understanding between the teacher and the student. 13. To detect the weaknesses in the mentee and help her to overcome such weaknesses. 14. To maintain one to one contact between the teacher and the learner. During this academic year, total student's strength was 734 (All Girls Students) as mentees and total number of full time teachers-13. Therefore every teacher (Mentor) has 57 Mentees with a ratio of 1:57. The mentor maintains the profile of each mentee and remains as the mentor for three academic years. Every mentor has 57 mentees of all programmes taken together. The mentor maintain regular contact with the mentee and keeps the record of progress. During the current academic year two meetings were held with the mentees. Efforts have been made to attain the objectives of this system. The mentor maintains regular contact with the parents/guardian of the mentee whenever need arises so also refer some cases to the Head of the Institution for necessary guidance and action. The record maintained by the mentor indicates the efforts taken by the mentor for the holistic progress of the mentee. This system will definitely bring wonders in future years to come with regard to the progress of the students and institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
734	13	1:57

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	12	0	2	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Vasant Pandit Mali – National Level	Principal	Mahatma Phule National Lifetime Achievement Award,

			by Mahatma Jyotirao Phule Rashtriya Jagruti Manch, Maharashtra
2018	Dr. Dattatraya Kalbande- National Level	Assistant Professor	Best Librarian Award by Hyderabad Karnataka Librarians Association
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	JWSUGC.1	SEM-I	10/12/2018	10/01/2019
BCom	JWSUGC.1	SEM-II	12/04/2019	22/05/2019
BMS	JWSUGC.2	SEM-I	10/12/2018	10/01/2019
BMS	JWSUGC.2	SEM-II	12/04/2019	22/05/2019
BCom	JWSUGC.3	SEM-I	10/12/2018	10/01/2019
BCom	JWSUGC.3	SEM-II	12/04/2019	22/05/2019
BCom	JWSUGC.1	SEM-III	02/11/2018	05/12/2018
BCom	JWSUGC.1	SEM-IV	04/05/2019	04/06/2019
BMS	JWSUGC.2	SEM-III	03/11/2018	05/12/2018
BMS	JWSUGC.2	SEM-IV	04/05/2019	04/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

This College is affiliated to University of Mumbai. The entire evaluation system is determined by the University. However at the College level some measures for continuous evaluation have been adopted. 1. Question and Answer- A method of evaluation:- During the regular lectures, by the end of each lecture, the faculty members ask questions to the learners to evaluate them. In case of deficiency on the part of learners, the teachers may arrange remedial coaching or extra lectures. 2. Home Assignment:- Learners are given questions after the completion of a lesson and are asked to write the answers at home and submit the same to the concerned subject teacher. The teacher evaluates such assignments. 3. Class Test:- Few subject teachers, after completing certain lessons/ topics conduct class test during the regular lecture hours. The answer papers are handed over to the learners for self evaluation. 4. Open Book System:- Students are allowed to take notes, books, reference material etc in the examination hall. This kind of test, evaluates the ability of the student to find and apply information and knowledge. Full opportunity is given to the students to understand, interpret, critically think and present an organized well written answer. This kind of evaluation reduces memorization and the use of unfair means in the examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of every academic year, the institution prepares an Academic Calendar. A committee consisting of three senior teachers is constituted for the said purpose. The calendar includes the reopening day of the College after summer vacation with staff meeting. The calendar also includes examination planning of different departments (including the internal test), admission process, meetings of IQAC, meetings of College Development Committee, Student Council Meeting, Planning of various cultural activities, extension activities, meeting of planning of industrial visits, campus placement drive, sports activity, career guidance, alumni meeting, PTA Meeting, celebration of national days (Independence and Republic Day), planning of seminar, workshops and conferences at University/state/national and international level, Blood Donation Camp, Departmental Meetings etc. The copy of the academic calendar is displayed on the College notice board for learner's reference. The institution adheres to the activities planned every year for the smooth working of the institution and holistic development of the students. Programmes and meetings which are planned are held and the details like notice, attendance record and minutes are properly maintained. A review is taken regarding the effectiveness of the plan and its implementation, by the IQAC in the meetings.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://sadhubellacollege.org/departments/b-com-bachelor-of-commerce/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
JWSUGC . 1	BCom	Bachelor of Commerce	157	80	50.96
JWSUGC . 2	BMS	Bachelor of Management Studies	32	20	62.50
JWSUGC . 3	BCom	Bachelor of Commerce in Banking and Insurance	28	20	71.43
JWSPGD . 4	MCom	Advanced Accountancy	25	17	68.00

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://sadhubellacollege.org/wp-content/uploads/2020/06/Student-Satisfaction-Survey-summery-2018-19.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Major Projects	00	Nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One Day Symposium on IPR, Plagiarism, International Business, Mutual Funds Green HRM	Commerce, Bachelor of Management Studies Bachelor of Commerce(Banking Insurance)	11/04/2019
Be a Smart Investor	Department of Commerce	28/01/2019
Financial Literacy	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	23/08/2018
Career in Management	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	06/02/2019
Career in Banking and Financial Management	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	04/09/2018
Career Opportunities in Banking Sector	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	06/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	01/05/2019	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	01/05/2019
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

0	0
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	0	0
International	Commerce	6	5.52
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Physical Education	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	0
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	0	0	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	15	2	4
Presented papers	3	1	0	0
Resource persons	0	4	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS/Community	2	25

AIDS Awareness	NSS/Central Hospital, Ulhasnagar-3	2	17
Plastic ban Rally	NSS/Ulhasnagar Municipal Corporation	2	30
HP Gas Safety Programme	NSS/Hindustan Petroleum Corporation Ltd.	2	150
Blood Donation Camp	NSS/Central Hospital, Ulhasnagar-3	3	25
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Extension Activity under Govt.	NSS/Central Hospital, Ulhasnagar-3	AIDS Awareness	2	17
Extension Activity under Govt.	NSS/Ulhasnagar Municipal Corporation	Plastic ban Rally	2	30
Extension Activity under Govt.	NSS/Central Hospital, Ulhasnagar-3	Blood Donation Camp	3	25
Extension Activity under Govt.	NSS/Hindustan Petroleum Corporation Ltd.	HP Gas Safety Programme	2	150
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering	Duration From	Duration To	Participant
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		institution/ industry /research lab with contact details			
Internship	Course on Capital Market	Bombay Stock Exchange(BSE) , Phiroze Jeejeebhoy Towers, Dalal Street Mumbai- 400001 Phones : 91- 22-22721233/ 4, 91-22-665 45695	11/02/2019	11/03/2019	26
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Pidilite Industries Limited, Andheri (E), Mumbai.	10/08/2018	Skill Development	37
Citi Bank and EduBridge, Thane	06/02/2019	Training and Employability	41
E-Learn Institute, G 11, Howray Centurion Mall, Opp Petrol Pump, Nerul (E). New Mumbai.	11/06/2018	Aptitude Training and Job Placement	40
Thane District Rugby Association, Thane	23/08/2018	Sports Practices and Training.	1
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1.83	0.92

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Existing

Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12217	2274160	834	117473	13051	2391633
Reference Books	1822	372854	0	0	1822	372854
Journals	10	15000	10	15000	20	30000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	01/05/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	36	25	3	0	0	6	5	50	0
Added	0	0	0	0	0	0	0	0	0
Total	36	25	3	0	0	6	5	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.5	1.36	2	1.9

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

This institution follows a distinctive policy and adopts a simple procedure for maintaining and utilizing the physical, academic and support facilities.

Policies:-

A) Library:- As the library is the heart of the institution it is kept open on all working days for students, staff and outsiders. The institution ensures that library is equipped with books and journals as per the requirement of the learners. It is automated for the benefit of the learners. The library has required number of employees to cater the needs of the learners. It has books, journals, magazines and subject related books. Book bank facility is also available for the SC/ST/DTNT students. The reading room caters the needs of the students. The library has a library advisory committee. It decides the requirement of reference books, journals, text books etc. Such requirement is forwarded to Principal for necessary action.

B) Sports Activity:- A gymkhana has been made available to the students consisting of carrom, chess, table tennis, trade mill, exercise bicycle, punching bag etc, headed by a Physical Director. The gymkhana committee looks after the maintenance of various equipments as per need and forward its requirement to the Principal. It is well maintained and clean.

C) Computers:- The College has in all 25 computers in the computer lab and has computers in the Administrative Office, Library, Staff and Principal's room. A technician has been appointed for the smooth and continuous working of computers. All configurations are updated periodically by computer professionals.

D) Classrooms:- The College has 13 classrooms with a seating capacity of 120 / 60 each, 01 seminar hall, 02 student common rooms attached with washrooms. All lecture halls are well ventilated and provided with lights and fans. Three lecture halls have the facility of LCD projector. All classrooms are cleaned every day and dusting is done prior to the commencement of lecture in the morning. Support staff looks after the cleaning part of the institution.

E) Canteen Facility:- The College Canteen serve the students with Tea, Coffee and snacks. The canteen committee looks after the cleanliness, pricelist and other related matters connected with the canteen. The menu with price list is displayed at the entrance of the canteen. The day today requirement of the faculty members, office staff and students is catered by the canteen.

F) Cleanliness:- The College Cleanliness committee is incharge of all matters connected with cleaning inside the College building, outside open area, washrooms, corridors, staircases etc. Student's feedback is taken periodically regarding cleanliness of the institution. Cleaning materials are made available as and when required to maintain cleanliness in the campus.

G) Security:- For the safety and security of the staff and students, 24X 7 security has been made available in the campus. The security contractor ensures full security and safety of students and staff. The institution has installed 16 CCTV cameras in the college campus with necessary

back up system. The system is under AMC. H) Drinking water:- The institution has installed three water coolers connected with water purifying unit

<https://sadhubellacollege.org/wp-content/uploads/2020/06/Procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	3	14080
Financial Support from Other Sources			
a) National	GOI Post Matric Scholarship Free ship, Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishayavrutti Scheme, Association of Non- Government College (ANGC) Scholarship, Geeta Israni Scholarship, Indusindh Scholarship, Private Charitable Trusts	150	1052369
b) International	Nil	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Course on Capital Market	11/02/2019	26	Bombay Stock Exchange Brokers Forum, Fort, Mumbai.
Skills-for-Market Training [SMART]	18/01/2019	38	Tech Mahindra Foundation, Thane.
How to Manage Money and be a Smart Investor.	28/01/2019	71	Consumer Guidance Society of India, Block J, Azad Maidan, Mumbai, 400001
Life Skill Development Programme	13/03/2019	123	NAZ Foundation, A 86, East of Kailash, New Delhi-110065
BFSI Training with	13/05/2019	26	Kotak Education

Placement Assistance			Foundation, Mulund, Mumbai.
Business Correspondent/ Business Facilitator	06/02/2019	39	Government Certified Industry Professional Course Conducted by Edubridge NSDC Sponsored by Citi Bank.
Artist in Me	10/08/2018	34	Pidilite Industries Limited, Andheri (E), Mumbai.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Preparation for Public Service Commission Examinations	69	0	0	0
2018	Aptitude Training Programme for Competitive Examination & Corporate Placement	38	0	0	0
2018	Career Guidance After Graduation	40	0	0	0
2018	Career in Banking Sector	0	84	0	0
2019	Training on Employability, Livelihood Generation & Career Development	0	38	0	19
2019	Vocational Training & Placement	0	39	0	20
2019	Kotak Education	0	26	0	2

	Foundation				
2019	Career in Management	0	84	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	8

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
4 G Info Source Company, Citi Bank, Eduridge NSDC, Kotak Education Foundation, Tech Mahindra, Mega Job Fair (15 Companies Visited)	281	54	Nil	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	2	J. W. Sadhubella College, Ulhasnagar	Bachelor of Commerce in Banking and Insurance	Mansukhani Institute of Management, Ulhasnagar	MMS
2018	1	J. W. Sadhubella College, Ulhasnagar	Bachelor of Management Studies	Nepal	MBS
2018	3	J. W. Sadhubella College, Ulhasnagar	Bachelor of Management Studies	J.W.S.G. college, Ulhasnagar	M. Com.
2018	2	J. W. Sadhubella College,	Commerce	Seva Sadan College of Education,	B.Ed

		Ulhasnagar		Ulhasnagar .	
2018	8	J. W. Sadhubella College, Ulhasnagar	Commerce	IDOL, University of Mumbai, Mumbai	M.Com
2018	1	J. W. Sadhubella College, Ulhasnagar	Commerce	SPP, University, Pune	LLB
2018	19	J. W. Sadhubella College, Ulhasnagar	Commerce	J. W. S. G. College, Ulhasnagar	M.Com
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Rangoli competition	College Level	4
Tattoo making competition	College Level	4
Mehendi Competition	College Level	11
Fashion show competition	College Level	14
Singing Competition	College Level	3
Dance competition (solo Group Dance)	College Level	27
Annual Sports Day	College Level	202
Self-Defence	College Level	85
Yoga Day	College Level	28
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	National	0	0	0	Nil
2019	Nil	National	0	0	0	Nil
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

This institution has a Students Council duly formed as per University guidelines. Every year new council is formed with necessary changes. The Council's constitution and functioning are based on democratic principles. It consists of the Principal, a Senior Teaching Staff as Coordinator, Teacher in charge of NSS, Sports, Cultural Activities and the Student representatives from each class. The main objective of Student's Council is to give an opportunity to the learners to develop leadership qualities by organizing and carrying out activities and service projects. It plans events that contribute to College spirit and community welfare. It also works for the interest of all students. It provides a platform to the learners to share their views and ideas with the College administration. During 2018-19 the council had four meetings with specific agenda. The council conducted following activities during the year.

1. Felicitation Programme:- The institution under the leadership of Student's Council arranged a felicitation programme for Lieutenant Mrs. Gouri Mahadik on 2nd March 2019, widow of Major Prasad Mahadik who was martyred on 30th December 2017. The Principal felicitated her and in her honour, students performed dance and patriotic songs. Mrs. Mahadik addressed the students, explaining her journey from widow of Major Prasad Mahadik to a Lieutenant. Her speech was inspiring for the students with a message- " Nothing is Impossible".

2. Aptitude Test:- As per the suggestions from students, the Student Council arranged an "Aptitude Test" which was conducted on 22nd October 2018 to help the students to understand their aptitude. This will help them in selecting the best career.

Representation of students on academic administrative bodies/committees of the institution. The students of this College have been given their representation in almost all academic and administrative bodies of the College for effective working of the committees.

Academic Bodies/Committees:- 1. Academic Calendar 2. Orientation Programme for new entrants 3. Syllabus completion report- Students signatures are taken for confirmation 4. Time table committee 5. Cultural Committee 6. Women Development Cell 7. College Gymkhana Committee 8. Library Advisory Committee 9. College Magazine Committee 10. College Prospectus Committee

Administrative Bodies and Committees:- 1. Admission Committee 2. Discipline Committee 3. Attendance Committee 4. Student Grievance Cell 5. College Canteen Committee 6. Anti Raging Cell 7. College Infrastructure Maintenance Committee 8. College Development Committee 9. Students Support Committee 10. Environment Nature Club 11. Cleanliness Committee

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

222

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

During the current academic year, the institutions arranged two meetings of Alumni Association, one in each term. Members were issued notices of the meeting and details of discussion to be held. The minutes of the meetings were recorded in the minutes book. The association conducted following activities.

A. Workshop on “Vigilance, awareness and safety” :- A workshop was conducted in connection with the use of Liquefied Petroleum Gas by Hindustan Petroleum Corporation Ltd in collaboration with Rotary Club of Ulhasnagar. In this workshop, students were informed about the features of LPG, the quantity of Gas in a Cylinder, operation of the Cylinder and loss/ leak of gas etc. Details are given regarding the precautions/ measures to be taken in case of leak of gas, economical use of gas, how to deal with the situation during emergencies etc. About 200 students participated in the workshop.

B. Visit to APMC Market (Agricultural Produce Market Committee) :- One of the College alumni Ms. Mahek Manik arranged a study visit of the students and the staff to APMC Market at Vashi, New Mumbai. This visit helped the students and staff to understand the nature of such chain of markets. This includes transport, warehousing, competition, seasonal variation in price, government tax policy, retail distribution of agricultural goods to the retailers etc.

C. Financial Help through NGO :- Ms. Priyanka Sharma, an alumni who is associated with a NGO namely “Indusind Foundation” helped 04 students of Bachelor of Management Studies Programme (BMS) and Bachelor of Commerce in Banking and Insurance (BCBI) to the tune of Rs.40000/- as scholarship for making the payment of their College fees.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Work Assignment and monitoring the work done by the Supporting Staff. The practice of decentralization is visible among the supportive staff. In this institution there are 07 supporting staff members of which one senior most has been designated as “Head Peon” (Hereinafter referred as Head). All other supporting staff works under him. The Head in consultation with other supporting staff decides the reporting and departing time of each member. He assigns the daily work to them depending on the need of the institution. The entire work to be done by the supporting staff is distributed among them and the Head monitors their work. The Head with his long experience and cooperative nature sees to it that no work will remain unattended. The Head maintains the leave record of the employees working under him with the help of office clerk. He recommends for the sanction of leave to the employees working under him. Adjustment of work among the staff is done as and when the staff members remain absent. He also follows the system of rotation of work among the employees periodically so that all the work will be done by all members. This kind of arrangements induces the staff to remain present every day for work and a feeling of belongingness develops among them. There is no scope for any quarrel among them. Even if any differences arise, the Head will interfere and sort it out amicably.

2. College Development Committee (CDC) The College has constituted the College Development Committee consisting of Chairman, Secretary of the Society, Three Teachers, One Non Teaching Staff, One Head of the Department, IQAC Coordinator (Teacher), and the Principal (Teacher), President and Secretary of Student Council. It also includes four members nominated by the Management, specialized in the field of Education among which one is an

Alumni. This indicates that out of 15 members in the said committee, Six Teachers, Two Students, one alumni, totalling 09 members, the percentage of non management members arrives at 60 of the total members in the committee. Therefore participative management is clearly visible in this institution as the committee is the main managing body of the institution. The College Development Committee Consisting of students and staff (60) takes various management decisions. They are summarized below: 1. Prepare development plan which includes academic, administrative, infrastructure, co-curricular and extracurricular activities. 2. Prepare and execute annual academic calendar. 3. Introduction of new courses and creation of additional teaching and administrative post. 4. Review the performance of self financing courses and their improvement. 5. Recommend the management to encourage research, consultancy and extension. 6. Use of informative and communicative technology in teaching and learning process. 7. Organizing training programme for employees. 8. Preparing of annual budget, financial statements and proposal for new expenditure. 9. Framing of administrative procedures. 10. Planning of major events in the College. 11. Taking steps for discipline, safety and security of students and staff. 12. Taking necessary steps on inspection report, local inquiry committee, audit and NAAC reports

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • The College is an affiliated institution to the University of Mumbai. The syllabus/ curriculum is developed by the Board of Studies, University of Mumbai in the respective subjects/programmes. • Teachers attend the workshops arranged by the University Departments and affiliated Colleges connected with the curriculum and give suggestions wherever needed. • Teachers refer books, journals and other materials in each subject shown in the bibliography based on curriculum/ syllabus for better teaching and learning.
Teaching and Learning	<ul style="list-style-type: none"> • Teachers are given the workload as per University norms. They get themselves fully prepared for the lecture by referring various books/journals and other related material. • For effective delivery of curriculum ICT resources, LCD projectors are used. • Over and above traditional chalk and duster method, methods like group discussion, question and answer, class test, home assignment etc are followed. • Learners are classified into slow learners and advanced learners. Slow learners are given special coaching to bring them on

	<p>par with other learners whereas advanced learners are given extra coaching for higher performance. • A recap is given in the beginning of every lecture so as to maintain continuity in teaching and learning. • Feedback is taken from the learners to identify the deficiencies in teaching and learning and necessary steps are taken for further improvement.</p>
Examination and Evaluation	<p>• As the institution is following the semester system, as laid down by the University, by the end of each semester, examinations are conducted. • The schedule of examination, method of evaluation, declaration of result etc are determined by the University. The learners are informed accordingly. • Students are expected to forward their examination form online through the college. • Student's examination Admission Cards are issued online by the University. • In case of semester V and VI examinations, University directly conducts these examinations. Centralized assessment system is followed at the University or at other CAP centres. Such assessment is done online. The results are declared online within 30-45 days from the last day of the examination. • The learners are given the result of the examination on the basis of grades-O,A,B,C,D. • Projects are introduced in the courses which are self financing and professional in nature like Bachelor in Management Studies (BMS) and Bachelor of Commerce in Banking and Insurance (BCBI). However, in Bachelor of Commerce Programme one subject i.e. Foundation Course has a project. • The system of internal assessment has been followed in all self financing programmes so as to ensure continuous evaluation of the learners.</p>
Research and Development	<p>• The institution encourages the faculty members to undertake research projects in their respective subjects. • Two faculty members passed the qualifying examination (PET) of University of Mumbai. One among them has been admitted to the Ph. D. Degree in the Department of Statistics, University of Mumbai. • Teachers present research papers in various conferences and seminars organized by the University and other institutions.</p>

- The institution deputed faculty members as resource person in various workshops, conferences, seminars organized by University, Colleges and Institutions.
- The institution pays the registration fees / TA DA to attend the conferences, workshops, seminars etc. and also pays for publishing the research papers in the conference proceeding and Journals.
- The institution provides funds for arranging conferences/workshops/seminars at the international, national, state, regional and university level.
- Students who have completed their post graduation from this institution are encouraged to enroll themselves for Ph. D. Degree.
- Faculty members have published research papers in the UGC listed journals, conference proceedings.

Library, ICT and Physical Infrastructure / Instrumentation

- The College has a partially automated library, housed on the first floor of the building which is easily accessible. It is open for students and staff on all working days. The library is attached with a reading room wherein 10 of the total students can be accommodated.
- The library has a separate website on which all details are available to the students, parents, alumni and outsiders.
- The library not only provides text books, reference books, journals but also provides e-resources i.e open access resources.
- A separate computer with internet has been provided for the use of learners.
- The College office uses "Tally Software" for accounting purpose.
- Faculty members use ICT resources for effective teaching in the lecture hall which is equipped with LCD projector.
- The College has spacious, well ventilated, lecture halls equipped with lights and fans for regular lecturing.
- The College has Gymkhana (Sports Room), Staff Common room, Students Common Room, Computer Lab, wash rooms, auditorium etc, within the campus.
- The College has a play ground measuring about half an acre. Students play indoor games in the sports room and outdoor games like Volleyball, Badminton, Foot ball etc. in the ground. Annual Sports meet is conducted in the College ground every year.
- The institution has a canteen to cater the

	<p>needs of the staff and students. Tea, Coffee, Snacks etc. are supplied at a reasonable rate. • Learners and staff members are provided with clean, purified, cool drinking water.</p>
Human Resource Management	<p>• As this is an aided College, all rules and regulations pertaining to recruitment is as per norms. As and when vacancy arises, both in case of Teaching and Non Teaching post, advertisement inviting the eligible candidates is published in the leading news papers. Since the institution is recognized as a Minority Institution, the system of reservation as per roster is not followed. However reserve category candidates are given preference. Eligible candidates are interviewed by constituting proper selection committee as per norms. Initially the candidates are appointed on probation and are confirmed after successful completion of the probation period. • Teachers are paid regular salaries as per the scale/UGC norms and are given annual increments. They are required to be present in the College premises for a period of 6 hours every day for teaching and other academic activities. Every teacher is given weekly timetable showing the details of his/her workload. • Non teaching staff (Class-III) is required to be in the premises for 7.5 hrs and supporting staff is required for 8 hours every day. • Disobeying the code of conduct and any other misconduct is dealt with, as per the rules.</p>
Industry Interaction / Collaboration	<p>The Intuition maintains constant interaction with the industry and collaborates with them by signing Memorandum of Understanding every year. The detail of such interaction and collaboration is given below. 1. A MOU was signed with Tech Mahindra Foundation, Udyogini, Mumbai, for a period- December 2017 to December 2022, to conduct placement training and regular placement. During the academic year 2018-19, 38 students from B.Com, BMS, BCBI and M.Com were trained by the said organization. Out of 38 students, 19 were placed in different organizations. 2. The institution has signed a MOU with Pidilite Industries Ltd., Mumbai, for conducting a workshop series namely "Artist in Me". The main</p>

objectives of the workshop is to bring out creativity, imagination, artistic skill and hidden talents of the students. Six workshops were conducted by the said organization in the College premises. 3. MOU was signed between the College and Citi Bank, Edubridge, NSDC for training the students to obtain employability skills. 39 students registered for training with duration of 110 hours from 06/02/2019 to 31/03/2019. 20 students successfully completed the training and were placed in different organizations. 4. Kotak Education Foundation conducted placement training for the students of this College. 26 students registered themselves for the training. 2 students have been placed by them. 5. Bombay Stock Exchange conducted 5 Days training programme for the students of this College, on "Derivatives", in the college premises. 26 students attended the training programme. 6. 26 students attended internship programme at Bombay Stock Exchange, Mumbai, from 17th February 2019 to 14th March 2019.

Admission of Students

- Admissions to all programmes are done online as per University norms. First year students are expected to apply online for the admission to the courses of their choice. The institution generate list of eligible candidates seeking admission in different courses. Such list is displayed on the notice board and admission is granted strictly on the basis of merit. However 50 seats in each course are reserved for Sindhi speaking minority students. The schedule of admission is followed as per University directives.
- The College Admission Committee looks after the process of admission as per norms.
- Admission cancellation and refund of fees are done as per norms.
- Efforts are made to utilize the full intake capacity in all programmes.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>This institution as an affiliated College to the University of Mumbai, uses Electronic Governance System in the area of planning and development.</p> <p>The IQAC which is a planning and development body uses computers and printers for issuing notices, preparing</p>

minutes and other related matters. Every department has its own planning. Teacher's teaching plan, academic calendar etc. are prepared through computer. Planning of infrastructure, examination and evaluation etc. are done through e-governance. Details of College activities, fee structure, various programmes, examination results, College prospectus, College magazines, etc are displayed on College website.

Administration

College Administration is computerized. All clerks in the office, the Librarian, Head of the Institution etc, are using computers for effective administration.

- Biometric attendance system is adopted for time management.
- All salary sheets, salary slips are generated through the computers.
- PF and other deductions are done through the software and forwarded to the concerned department.
- Continuation and extension of affiliation application are generated and forwarded to the University online and payment is also made online, including annual affiliation fees.
- Leave record of all employees are maintained in the computer and copy of the leave record is issued to the employees.
- Students, Staff profile is maintained by the office- Computerised.
- Details of reserve category students are separately maintained through the computer.
- Student's enrolment in the University is done online.
- Applications for government scholarship, free ships etc. are forwarded to the social welfare department online.
- The copy of the Prospectus giving all details of the courses taught, fee structures are displayed on the College website.
- Teacher's workload, timetable, class timetable are computer generated.
- All notices issued to the staff and students are electronically generated.
- Institution forwards eligibility cases to the concerned department online and record of the same is maintained.
- For effective and safe security system, CCTV cameras are installed in the campus.
- All important College documents are scanned and stored electronically.
- Employees Annual Performance Appraisal is computerised.

Finance and Accounts	<ul style="list-style-type: none"> • All fees collected are computerised and receipts are issued through the computer. Outstanding fees statement is also generated. • Daily accounts are tallied through net banking. • Payments to the University are done through RTGS. • Funds received from government department, salaries and allowances are received through bank electronically. • College books of accounts- Cashbook, Ledger are maintained electronically. • Receipts and payments statements, Income and Expenditure statements, balance sheet are generated through the software. • Salary statements, PF and other deductions are done electronically and forwarded to the concerned department. • Petty Cash account is maintained through computer. • Monthly financial statements, quarterly bank reconciliation statements are generated electronically.
Student Admission and Support	<ul style="list-style-type: none"> • All correspondence, circulars connected with admission are downloaded or received by email from the University are displayed on the College notice board. • Application list for admission/ merit lists are computer generated. • Fees received and receipts issued are done through the computers. • Daily admission report, vacant seats report are generated electronically. • Student enrolment in the University are done online by the College. • Students classification connected with SC/ST/OBC/DT/NT etc. are done electronically. • Students scholarship/ Free ship forms are forwarded online to the concerned departments. Statements are electronically generated to that effect. • Student's profile is maintained so also the details of mentor and mentee are maintained electronically.
Examination	<p>Computers and electronic media play a dominant role in conducting the examinations and declaration of results.</p> <ul style="list-style-type: none"> • Students examination application forms are generated and forwarded online to the University. • Examination admission cards are downloaded and issued to the candidates. • Seating arrangements are made through computers. • Question papers are downloaded on daily basis, reports are generated and forwarded to

the University electronically. • Students attendance reports and other reports are electronically generated. • The answer papers of final year students (SEM-V and VI) are assessed by the faculty members through OSM System and internal marks are forwarded to the University. • Preparation of College examination results, grading etc. are done electronically. • Examination timetable, results are displayed on the College notice board dully generated electronically.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. V. P. Mali	International Symposium on Fungal Biology: Advances, Applications and Conservation 45th Annual Meeting of Mycological Society of India.	--	7000
2018	Dr. V. P. Mali	--	Mycological Society of India.	4000
2019	Dr. V. P. Mali	International Conference on Recent Advances in Traditional Medicine, Medicinal Plants and Phytochemistry	--	1200
2018	Mrs. Vrushali Deshmukh	Role of Physical Education and other disciplines in enhancing the performance of players and fitness for young and New India	--	1000

2018	Mrs. Smita Chawak	One Day workshop on Revised Syllabus of T.Y.B.M.S. at Rajiv Gandhi College, Vashi	--	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	01/05/2019	01/05/2019	0	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Library and Information Science	1	04/01/2019	24/01/2019	21
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	2	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Zero Percent loan facility is available for all staff members at the time of emergency/need. 2. Financial Assistance is provide to class IV employee at the time of eventualities.	1. Zero Percent loan facility is available for all staff members at the time of emergency/need. 2. Financial Assistance is provide to class IV employee at the time of eventualities.	1. Government Free ship/ Scholarship are being implemented. 2. Scholarship for self finance courses of Rs.10000/- is arranged from NGO, Israni Foundation, on the basis of merit for 20 Students (10000 × 20200000/-) 3. Instalment facility is being provided in the payment of fees. 4.

Scholarship for self financing courses of Rs.10000/- is arranged from NGO, Indusind on the basis of merit for 4 Students i. e. 40000/-.

5. Scholarship from Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme for 3 Students i.e Rs. 33,258/-

6. Provision for financial assistance in the form of fees has been made by College Authorities from student welfare fund for needy students.

7. Medical Assistance is provided to the injured students by the College authorities.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

This institution maintains books of accounts as per norms. A special software “Tally” has been used for Accounting. Though internal audit is not conducted on regular basis, through this software accounts are maintained upto date, verified by the Head of the Institution periodically. This College is managed by Sadhubella Education Society which appoints the auditor for the financial audit. Nathani Rachh and Associates, a Chartered Accountant firm, regularly conducts the audit. Their team visits the College in April/May every year and verifies the documents/ vouchers and other financial transactions including the salaries paid to the employees for the financial year. This institution has four departments. Each department’s audit is done and audit report of each is issued by the firm. The copy of the balance sheet, income and expenditure statement is sent to the office of Joint Director on or before 31st July without fail. The copy is also forwarded to the management for their reference.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai	Yes	Principal

Administrative	No	NA	Yes	Principal
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The College has a Parent teachers Association. Though it is not registered, it has a constitution giving details of membership, objectives, office bearers, meetings, finance etc. Through this association, the parents and teachers come on one platform to discuss about the academic progress of the students and other related matters. In a year at least Two meetings of the association are held in which parents and teachers directly interact. 1. During the current academic year, the association arranged a special lecture on “Strategies for the Brave New World” on 26th September 2018 at Mansukhani Institute of Management, Ulhasnagar. The main objective of the lecture was to create self confidence and develop managerial skill among the young students. 22 Undergraduate students participated in this activity and were awarded certificates. 2. The association also arranged a session on “Career in Management” for the students of management studies (BMS). They were given guidance with regard to appearing for Common Entrance Test (CET) to secure admission to MBA and other Management Courses. 3. Student’s performance in various examinations, the percentage of attendance maintained by the students etc. are brought before the parents and advise them in connection with the future progress of the learners. The PTA also helps the institution in maintaining good discipline in the campus especially regarding late reporting and early departure of the students etc. Through this association both parents and teachers keep continuous observation on the progress of the learners.

6.5.3 – Development programmes for support staff (at least three)

The role of supporting staff in the regular functioning of the institution cannot be undermined. It is the responsibility of the institution to extend timely support to them. 1. Financial Help:- As the supporting staff come under the last cadre of employment in the institution and are paid low salaries, very often they require financial support from the institution. This College helps the supporting staff as and when they are in need of funds especially for medical treatment, school admission etc. They are also given short term advance against the salary without interest. 2. Books and Stationary:- The Institution provides books and stationary for the school going children of supporting staff so as to help them to get their children basic education. 3. Inducement to enhance the academic qualification:- The institution always induces the supporting staff to enhance their academic qualification so as to enable them to get promotion for higher scale.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Professional Courses i.e Bachelor of Management Studies Bachelor of Commerce in Banking and Insurance 2. Introduction of Post Graduate Course i.e M.Com in Advanced Accountancy 3. Grant of Permanent Affiliation from University of Mumbai 4. Appointment of Full Fledged Principal

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	One Day Symposium on IPR, Plagiarism, International Business, Green HRM Mutual Fund	11/04/2019	11/04/2019	11/04/2019	80
2019	City Bank (Training by Edubridge)	28/02/2019	28/02/2019	15/04/2019	39
2019	BFSI Training by Kotak Education Foundation	13/05/2019	13/05/2019	08/08/2019	26
2019	Seminar on "Income Tax Awareness".	04/01/2019	04/01/2019	04/01/2019	135
2019	Mega Job Fair	24/04/2019	24/04/2019	24/04/2019	142
2019	Tech Mahindra Training	18/01/2019	18/01/2019	16/04/2019	38
2018	IQAC Meeting	05/07/2018	05/07/2018	05/07/2018	12
2018	IQAC Meeting	05/11/2018	05/11/2018	05/11/2018	12
2018	IQAC Meeting	08/12/2018	08/12/2018	08/12/2018	12
2019	IQAC Meeting	23/04/2019	23/04/2019	23/04/2019	12
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Swamini – “A fight for self respect of Women”	22/01/2019	22/01/2019	120	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution undertakes various activities to protect the environment. Every year tree plantation has been undertaken in the College premises. Indoor plants have been kept at different prominent places inside the College building. The institute has a compost pit to produce organic fertilizer from wet waste. Dust free chalks, marker pens are used in the class room for regular lectures. As far as possible Compact Fluorescent Lamp (CFL) and Light Emitting Diode (LED) lights have been used to save the energy. Electrical equipments are properly

maintained and are put off when not in use. To save electricity, six solar panels have been installed during the current academic year on the terrace of the College building with an output capacity of 2 kWh which constitutes 28.5 percent of the total institution's average consumption of electricity. Through NSS, to create awareness about discouraging the use of plastic bags, rally was taken out in the vicinity of the College. A Rally on save water was organized to create public awareness. The garbage and waste materials from College, canteen, premises and E-waste are disposed as per the norms of Municipal Corporation. All efforts are made to keep the campus clean and green.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	02/03/2019	01	Blood Donation Camp	Encouraging society specially youngsters to Volunteer for Blood Donation.	28
2018	1	1	28/08/2018	01	Plastic Ban	To stop improper disposal and excessive use of plastic	32
2018	1	1	01/12/2018	01	AIDS Awareness	Aware society about	17

						causes of AIDS and Prevention from AIDS.	
2019	1	1	07/02/2019	03	Awareness on Rights to Vote	To Strengthen Democratic Values among common citizens through voting awareness.	101
2019	1	1	19/01/2019	01	Road Safety Week	Explain to society the need of adhering to traffic rules for the safety of self and others	9
2018	1	1	13/08/2018	01	Street Play on Swatch Bharat Abhiyan	Importance of Sanitation and clean surrounding.	27
2018	1	1	13/08/2018	01	Spreading Awareness on Swatch Bharat	Awareness on How to keep self and society and Clean	27
2019	1	1	08/02/2019	01	Promotion for College Admission	To utilize total Intec capacity	152
2019	1	1	16/02/2019	01	Dental Check up	Importance of oral health and awareness on Keeping Teeth and Gums Clean.	128

2018	1	1	09/10/2018	01	Awareness of Polycystic Ovary Disease	Spread awareness about POD, Cause and Cure for the same.	84
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code Conduct for Parents	10/05/2018	The College has a Parent Teachers Association. The Parents of Regular student become the member of this Association. They are issued the copy of PTA Constitution in which the code of Conduct for Parents is given and they are expected to follow the same strictly. Every year, in the First PTA meet, the Head of the Institution and the teacher in charge of the association explains the Code of Conduct to the Parents in detail and request them to follow the same. The parents are expected to follow the Code as and when they visit the college to attend the meeting, or when they meet the teaching and non-teaching staff and other employees.
Code Conduct for Teachers (Revised)	10/05/2018	All teachers are issued the Code of Conduct every year in the beginning of the academic year. In the first staff meeting, the Code of Conduct is properly discussed and the Head of the Institution instructs the staff to implement the same in all respect. He also informs them that non compliance/ Implementation leads to disciplinary action. The Head of the Institution reviews the

		implementation of the Code of Conduct every year and issue necessary directives if need arises for the effective implementation.
Code Conduct for Students	10/05/2018	<p>At the time of admission, all learners are issued the prospectus/hand book which includes the Code of Conduct for learners.</p> <p>Every year in the Orientation Program, senior teachers explains the Code of Conduct to the learners and expect them to follow the same.</p> <p>During the regular lectures, the subject teachers also advise the learners to follow the Code of Conduct strictly.</p> <p>Every teacher, being a mentor, instructs the mentees to adhere to the Code of Conduct for their academic and personal progress. All teachers and the Head of the Institution keep a constant vigilance/attention towards the implementation of Code of Conduct by the learners both inside and outside the classroom. Strict implementation of the code of conduct helps the learners to become more discipline and responsible.</p>
Code Conduct for Alumni	10/05/2018	<p>As soon as an ex-student of this college register herself as the member of Alumni Association, she will be issued the booklet of the Alumni Association. In the said booklet, the Code of Conduct for the Alumni has been given which they have to observe as and when they visit the college. The college Alumni, organizes various programs like Blood Donation Camp , Campus</p>

placement, etc . They also participate in the annual day function, various competitions etc. During the course of their presence in the campus, there are expected to follow the Code of Conduct. The teacher in charge of Alumni Association organizes at least two meetings of the Alumni in the campus. In such meetings, they are requested to observe the Code strictly so that the regular student/ learners follow them and enhance the general discipline in the campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day Symposium on IPR, Plagiarism, International Business, Green HRM Mutual Fund	11/04/2019	11/04/2019	80
EK Muthi Yojna	02/02/2019	02/02/2019	40
Swamini	22/01/2019	22/01/2019	120
Swatch Bharat Abhiyan	13/08/2018	13/08/2018	25
Tree Plantation	15/02/2019	15/02/2019	50
Plastic Ban	28/08/2018	28/08/2018	30
Felicitatation of Mrs.Gauri Mahadik (Message: Service to Nation)	02/03/2019	02/03/2019	136
Anti Terrorism Day	21/05/2018	21/05/2018	14
Maharana Pratap Jayanti.	28/05/2018	28/05/2018	5
Rajshree Shahu Maharaj Jayanti.	26/06/2018	26/06/2018	74
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation 2. Plastic Ban Rally 3. Swatch Bharat Abhiyan 4. Installation of Solar Panel 5. Compost Pit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice- I

1. Introduction: This College adopts a practice of conducting a special activity every year for the holistic development of the students and enhancement of their knowledge in different fields over and above the regular curriculum. By inviting specialized persons from different areas, specialized knowledge is made available for the learners.

2. Title of the practice: One Day Symposium on IPR, Plagiarism, International Business, Green HRM Mutual Fund

3. Goal of the practice:

- To understand how to eliminate competition by enjoying Intellectual Property Rights in business.
- To create interest among the learners in choosing their career after graduation.
- To share knowledge with young learners connected with certain areas supplementary to their regular curriculum.
- To enhance the knowledge pertaining to investment in mutual funds.
- To enable the learners to understand the nature/trends in international business.
- To promote Green Human Resource Management.

4. The context: Today's world is dynamic. Information Technology, Scientific Technology etc, are changing at a faster rate. Therefore every individual / learner should prepare himself/ herself to face the new challenges. This induced the institution to arrange a Symposia to enable the learners to get broader and specialized knowledge.

a) Rising prices of stocks have induced the investors to go towards mutual funds for higher returns. The question faced by young investors is how to invest, how to make investment plans, different investment schemes, legal aspects of such investments etc. To understand these matters and how to become a successful investor, this Symposium plays an important role.

b) Business firms attain intellectual property rights in the form of patents, trade marks, names and images etc. Such rights enable the firm to enjoy monopoly. Lack of competition may lead to consumer exploitation. Therefore knowledge of intellectual property rights is necessary for the learners.

c) In the modern international business- trade of goods and services, technology, capital etc, occupy an important role. It also includes logistic and other related matters like balance of trade/ payment, exchange rate variation and its effect on trade etc. Commerce, Management and Finance students need special knowledge in this field so as to enable them to select the profession of their choice.

5. The Practice: The IQAC of this College planned to conduct a Symposia consisting of special lectures on Intellectual Property Rights, Plagiarism, International Business, Mutual Funds and Green HRM on 11/04/2019 in the College premises. The learners and staff were given advance notice so that they may attend in large number. The Symposia helps the students of Commerce (both UG PG), Management students and students of Banking and Insurance. In the morning session Intellectual Property Rights and International Business lectures were held by Adv.Ms. Rupali Yeranaes and Mr. Chetan Deshmukh respectively. In the afternoon session, Mutual Funds, Green HRM and Plagiarism lectures were held by Mr. Inderkumar Lulla, Mr. Stepehen Daniel and Dr. Dattatraya Kalbande respectively. Students not only participated in the Symposia in large number but also raised questions for better understanding. Student's feedback was obtained to ascertain the extent of success of the Symposia. Students and Staff participation in large number and an excellent feedback enhanced the confidence of the speakers and organizers. During the concluding remarks, the Head of the institution declared that the conduct of Symposia will continue every year and experts from different fields will be invited for its grand success.

6. Evidence of Success: Symposia, an annual event, attained its objectives. It was a knowledge sharing session and is a complimentary session for Commerce and Management Students. Interaction on Mutual Fund investment enhanced confidence among the student investors. It enhanced the knowledge of learners regarding export/import and International business and Intellectual Property Rights. 66 students (both UG PG) and 14 faculty members participated in this Symposium and made the event a grand success. Large number of students selected these topics for their project assignment which is a part their curriculum.

7. Problem encountered and resource required: Conducting Symposia requires the efforts of students and

staff for inviting resource persons, program planning and execution etc. Since this was a full day programme, regular teaching and learning could not be held as the faculty and students participated in the Symposia. Necessary arrangements like ensuring continuous power supply, arranging refreshments, lunch, distribution of stationary to the delegates are the main responsibilities of the organizing team. Since this was a self financing event, no grants, donations, sponsorship were received by College. Registration fee received from delegates was hardly sufficient to meet the expenses. The conveyance paid to the resource persons, their honorarium etc were paid by the institution. Conducting this Symposium has put additional financial burden on the institution.

8. Conclusion: This is a successful event and is beneficial to one and all. The institution has declared that every year this activity will be continued as one of the best practices.

Best Practice- II 1. Introduction:- Skill development is a process of identifying skills. It is important because skills determine ability to execute the plans with success and in achieving goals. Skill works as a tool in attaining the destination. Efforts are being made by organising different skill development programmes to enhance the same.

It is a volunteer programme. 2. Name of the Practice:- Skill Development Programmes 3. Goal of the Practice:- a) To create opportunities, space and scope for the talents of young students. b) To identify new sectors for skill development. c) To increase the efficiency and quality of labour for improved productivity and economic growth. d) Skill building is a powerful tool for women empowerment and enhancement of their social status. e) To increase employment opportunities. f) To motivate girls to become entrepreneurs. g) To enhance the proportion of Women Entrepreneurs as compared to Male Entrepreneurs. h) To make Girls/ Women self sufficient and self reliant. i) To understand the Interview techniques. j) To upgrade the knowledge of Capital Market. k) To enhance self confidence, communication skill and soft skill. 4.

The Context:- Regular class room teaching and learning based on the syllabus is insufficient for holistic development of the learners. Opportunities scope, space and environment will have to be provided to the young learners to exploit their talents. This is possible by bringing out creativity and imagination with focus on artistic skills. For better employability in industries, there is a need for grooming the learners by providing vocational training in the field of banking, finance, hospitality, telecommunication, capital market etc. Factors like body language, communication skill, self confidence, computer competency also play a dominant role in employability. In the context of above referred details, the institution organized value added courses imparting transferable and life skills. 5. The practice:- This institution has continued the practice of arranging special training programmes in different areas so as to enable the learners to get prepared to enter the field of employment and entrepreneurship.

To bring out the creativity and imagination, to explore hidden talents and artistic skills, the training programme "Artist in Me" has been continued. The main focus of this training is entrepreneurship. In this country, women entrepreneurs are few in number as compared to men. Promoting girl students to become entrepreneurs is complimentary to the mission of this institution. In this academic year, the institution has started vocational training programme to enhance the skills of the learners. This training will help them to get employment in the area of banking, finance, retail/ITES, hospitality, telecom etc. This programme was conducted by Edubridge and NSDC, sponsored by Citi bank in collaboration with this College. In collaboration with Kotak Education Foundation, on 13/05/2019, a skill development programme was arranged to enhance the communication skills, soft skills, computer competency of the learners. The main focus of this training is employability. As the percentage of women employment has been increasing, this kind of training definitely will help them to perform better and to get employment. Training sessions were conducted from 13/03/2019 to 02/04/2019, on enhancing self confidence, communication skills and techniques of health and stress management, in

collaboration with NAZ foundation. The main focus of this training is life skills development. Udyogini Tech Mahindra foundation has conducted training session on personality development, interview techniques etc, with a focus on placement assistance under multiple employment options. Training was given by Bombay Stock Exchange and Brokers Forum to the students. It was organized by this College from 11/02/2019 to 14/03/2019 to upgrade the student's knowledge in capital market, particularly investment in stocks and derivatives .This will help the students to enter the capital market and invest or to get employment in related areas. 6. Evidence of Success:- In this mega training programme, both faculty members and students participated. 286 students were trained by different organizations in collaboration with this College. Student's feedback was taken on each training programme. Such feedback was analyzed which indicated that 90 of the participants liked the programme and confirmed that the training programme is really worth and will be helpful to them in future days. 7. Problem encountered and resource required: Conducting this

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sadhubellacollege.org/wp-content/uploads/2020/06/Best-Practices-2018-19.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Introduction:- This College is located in the thickly populated area of Ulhasnagar, Dist.Thane, Maharashtra. The College locality consist of middle and lower middle class people, majority of them staying in barracks. Looking at their needs, the management of this College introduced a college exclusively for girls with four departments including one PG department. This is a distinctive feature of this institution. This is the only College exclusively for girls in the entire Taluka of Ulhasnagar and the adjoining Talukas like Kalyan, Murbad, Ambarnath, Shahapur etc, affiliated to University of Mumbai. The location of this College has benefitted not only the girl students staying in the vicinity of the College but also belonging to adjoining Talukas. The parents prefer to educate their girls through this Institution. At present the institution imparts higher education to 734 students. The vision of the institution is to work hard to attain greater heights of excellence in higher education, particularly for girl students. To attain this vision, the institution has a mission which is the need of our present society. The main objective of the institution is to impart higher education, both UG and PG, to girls to strengthen their social, political, economical, judicial and other rights so that there will be no discrimination between men and women. Educating girls enable them to get respect, dignity and independence in their life and lifestyle, take decisions by their own choice, get equal opportunities in all areas and lead a free and secured life. This institution by educating girl students, help them to meet various challenges, socio-economic needs with human values and to undertake various social responsibilities and achieve excellence with quality in every activity. This institution is committed to enhance the welfare of the girl students in all respects. All eligible candidates are granted admission to various courses of their choice irrespective of their percentage of marks scored in the qualifying examination (12th Standard). They are extended all support like freeships, scholarships, payment of fees in instalments, financial support etc. Women Development Cell of the College looks after the welfare of the students. Special attention has been given to differently abled students. Efforts are made to place all the students after completing the course. Special coaching is given to enhance their communication skills and soft skills. To enhance their confidence, interclass/

intercollegiate competitions are arranged and they are motivated to participate in cultural/ sports activities. Efforts are made to enhance their academic performance every year. The performance of the institution in attaining the holistic development of the students, fulfilling social responsibility by focusing on women empowerment is clearly visible. This is a distinctive characteristic of this institution.

Provide the weblink of the institution

https://sadhubellacollege.org/wp-content/uploads/2020/07/Institutional_Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Review the plan of action and its implementation for the current academic year 2018-19 based on these review necessary steps be taken in those areas where implementation could not be done either partially or fully. 2. Celebration of various days a) World environment Day- Conducting a rally on save environment. b) International Yoga Day- Yoga Session in the College, Lecture on Yoga and its benefits. c) Lokmanya Tilak Jayanti Celebration- Lecture on the contribution of Lokmanya Tilak in the Indian freedom struggle. d) Celebration of Gurupurnima- Importance of Guru in Indian Mythology e) Independence Day Celebration- Flag Hosting- Singing Competition on patriotic songs. f) Mahatma Gandhi Jayanti- Lecture on "Gandhiyan Philosophy", Quiz competition on the life and contribution of Mahatma Gandhi. g) Sardar Vallabhbhai Patel Jayanti- Lecture on the contribution of Sardar Vallabh Bhai Patel in Indian freedom movement and unification of India. h) Mahatma Jyotiba Phule Punyatithi- Lecture on Mahatma Jyotiba Phule and Savitribai Phule- Their Contribution to the Society and Women. i) Netaji Subhash Chandra Bose Jayanti- Lecture on Life and Contribution of Netaji in Indian Freedom Movement. j) Republic Day Celebration- Quiz competition on Indian Freedom Movement since 1857. k) International Women's Day- Special Inspiring lecture by an eminent lady. l) Dr. Babasaheb Ambedkar Jayanti- Contribution to Indian Society and Constitution of India. 3. Conduct of workshops/seminars/FDP at College/University/ State/ National /International level. 4. Feedback from stakeholders- Students, Staff, Alumni, Parents - it's analysis and use of outcome for the progress of the Institution. 5. Conduct of Academic and Administrative Audit, Green Audit, Students Progression Audit etc. 6. Signing MOUs with industries for students placements. At least three new MOUs be signed. 7. To conduct placement drive. 8. To conduct a programme on gender equity. 9. To hold a session on Anti - Dowry. 10. Training programme for skill development, soft skills and training on Banking and Financial Services. 11. Improvement in the College Infrastructure. 12. Conduct of at least four meetings of IQAC in the academic year 2019-2020 for implementation of quality enhancement measures. 13. Addition of extension activities- Life Long Learning and Extension. 14. Addition of few value added courses for the enhancement of Employment Opportunities. 15. Conduct of examinations both internal and external as per University norms and declaration of results within a maximum period of 30 days from the last day of examination. 16. Appointment of a part time Sports Director for enhancing sports activities. 17. Increase in the number of ICT enabled class rooms with projectors to enhance the use of ICT resources in the teaching and learning process.