



Yearly Status Report - 2019-2020

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.	02512705387
Mobile no.	9421281551
Registered Email	sadhubella@gmail.com
Alternate Email	vasant.mali@rediffmail.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			Dr. Dattatraya Kalbande																
Phone no/Alternate Phone no.			02512705387																
Mobile no.			9403773528																
Registered Email			iqacsadhubella2018@gmail.com																
Alternate Email			kalbanded@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://sadhubellacollege.org/wp-content/uploads/2020/07/Aqar_report-2018-19.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/2020/11/Acdamic-Calendar-2019-20.pdf																
5. Accreditation 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 Accreditation</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 Accreditation	Validity		Period From	Period To	1	C++	66.00	2004	03-May-2004	02-May-2009
Cycle	Grade	CGPA	Year of Accreditation	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</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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IQAC		
Energy Audit	11-Mar-2020 1	681
Green Audit	11-Mar-2020 1	681
Environmental Audit	11-Mar-2020 1	681
Academic and Administrative Audit	05-Nov-2020 2	681
Online Feedback from Stakeholders on implementation of Syllabus.	04-Nov-2020 4	670
Submission of AQAR 2018-19	27-Jun-2020 2	661
Fourth meeting of Internal Quality Assurance Cell (IQAC)	28-Apr-2020 1	16
Third meeting of Internal Quality Assurance Cell (IQAC)	17-Feb-2020 1	16
Second meeting of Internal Quality Assurance Cell (IQAC)	23-Oct-2019 1	16
First meeting of Internal Quality Assurance Cell (IQAC)	17-Jun-2019 1	16
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	2020 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

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<p>1. International Faculty Development Programme on “Libraries’ Response to COVID19: Enhanced Online Library Services organized dated 12/05/2020 to 18/05/2020. 2. Training Programme by ITAA Education Private Ltd EduBridge Learning Pvt.Ltd, Mumbai organized. 3. Mega Job Fair was organized, 14 Companies/ organizations visited and 96 students placed. 4. Online Quiz conducted on various issues i.e COVID19 Awareness, Environmental Awareness and World Earth Day awareness. 5. Linkages created with Bombay Stock Exchnge, Mumbai, Guru Kripa Agency, Ulhasnagar, 4G infosource, Thane, Century Rayon, Shahad, Sherkhan, Ltd Ulhasnagar and FS Services, Ambarnath for Internship and 41 students successfully completed internship in said organizations.</p>

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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
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Plan of Action	Achivements/Outcomes
Organize Various Quiz.	1. Online Quiz on Awareness of COVID-19 on 23/04/2020 2. Online Quiz on Environmental Awareness organized on the occasion of World Earth Day on 24/04/2020 3. Online Quiz on World Environment Day on 05/06/2020.
To create Linkages with Institution/ Industries for Internship.	1. 31 students attended internship at Bombay Stock Exchange, Mumbai from 02/12/2019 to 20/12/2019. 2. 02 students attended internship programme at Guru kripa Agency, Ulhasnagar from 01/01/2020 to 15/01/2020. 3. 01 Student attended internship programme at 4g infosource, Thane from 07/05/2019 to 06/10/2019. 4. 01 Student attended internship programme at Century Rayon, Shahad from 17/10/2019 to 15/11/2019. 5. 01 Student attended internship programme at Sharekhan Ltd, Ulhasnagar from 21/10/2019 to 21/01/2020. 6. 05 students attended internship programme at FS Services, Ambernath from 10/12/2019 to 10/01/2020.
Campus Placement Drive	1. Under Mega Job Fair 14 Companies participated and total 96 students were placed. 2. Campus Placement Drive was conducted on 16/01/2020.

Signing of MOUs and Collaboration	1. MoU signed with ITAA Education Private Ltd, 801, Lodha Supremus, Road Number 22, Wagle Estate, Thane West-400608 on 01/08-2019. 2. MoU Signed with EduBridge Learning Pvt. Ltd, Mumbai Date 14/11/2019.
Conduct Faculty Development Programme	1. National Level Faculty Development Programme on Investing in these challenging times and Indian Economy Road Ahead conducted on 03/06/2020 & 04/06/2020. Total 782 participants registered from all over the country. 2. International Faculty Development Programme on "Librarie's Response to COVID 19: Enhanced Online Library Services on 12/05/2020 to 18/05/2020. Total 2697 participants registered from the all over word.
To organize Seminar/ Webinar.	1. Seminar on "Use of Tally Making Accounting Easy" Organized on 27/08/2019. 2. Seminar on " General Insurance" organized on 31/08/2019. 3. Seminar on "Communication Skills for Corporate" organized on 22/01/2020 4. Seminar on "Digitalization in Banking Sector" organized on 22/01/2020. 5. National Level Webinar Conducted on Introduce to Intellectual Property Rights in India: Patents, Trademarks and Copyrights on 27/04/2020 6. Webinar on Stress Management during COVID -19 conducted on 16/05/2020. 7. National Level Webinar Organized on " Research Methodology" on 21/05/2020. 8. Webinar organized on "Fitness During COVID-19 (Zumba)" on 14/06/2020. 9. Webinar organized on the occasion of " International Yoga Day, "Yoga for the Lung" on 21/05/2020.
To Conduct Certificate Courses	1. Artist in Me- 30 hrs. 2. Business Correspondent/ Business Facilitator- 110 hrs. 3. Tally. ERP 9+ total -60 hrs.
Conduct of Quality Audits	1. Green Audit, Environmental Audit, Energy Audit & AAA of the Campus was conducted, deficiencies were identified for future progress
Arranging Various Training Programmes	1. Organized training programme in collaboration with ITAA Education Private Ltd, Thane to enhance accounting knowledge for employment purpose dated 11/11/2019 and 24 students participated. 2. Organized training programme in collaboration with EduBridge Learning Pvt. Ltd, Mumbai to enhance employability skills

among students on 09/12/2019. Total 40 students successfully completed training. 3. Training programme organized in collaboration with Pidilite to bring out creativity artistic skills among the students from 29/08/2019. Total 35 students participated.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Management

06-Nov-2020

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

2020

Date of Submission

29-Feb-2020

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)

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 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. Due to COVID-19 pandemic situation from March 2020 and instructions given by Government and University of Mumbai from time to time, all the teachers delivered curriculum/ syllabus through online by using various apps i.e ZOOM, google meet, google forms, etc. 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	Nil	29/08/2019	15	Entrepreneurship	Bring out Creativity, Imagination, Focus Artistic Skills, Expose hidden talent, focus on employability.
Business Correspondent / Business Facilitator	Nil	09/12/2019	30	Employability in 5 Industries i.e. Banking /Finance Retail/ITES Hospitality, Telecom.	To Groom the Students by Providing Vocational Training.
Tally. ERP 9 Industrial Accounting	Nil	11/11/2019	30	Employability	Accounting Skills, Computer Literacy

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	NIL	12/12/2020
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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	06/06/2019
BMS	Bachelor of Management Studies	06/06/2019
BCom	Bachelor of Commerce in Banking and Insurance	06/06/2019
MCom	Advanced Accountancy	06/06/2019

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

	Certificate	Diploma Course
Number of Students	99	Nil

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	29/08/2019	35
Business Correspondent/ Business Facilitator	09/12/2019	40
Tally. ERP 9 Industrial Accounting Conducted by ITAA Education Pvt Ltd	11/11/2019	24
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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 In Banking and Insurance	35
BMS	Bachelor of Business Management Studies	40
MCom	Advanced Accountancy	24
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
MCom	Advanced Accountancy	120	80	80
BCom	Bachelor of Commerce (Banking & Insurance)	180	79	79
BMS	Bachelor of Management Studies	180	54	54
BCom	Bachelor of Commerce	720	448	448
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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

2019	661	80	12	Nil	2
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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	13	6	4	1	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 2019-20. 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 661 (All Girls Students) as mentees and total number of full time teachers-12. Therefore every teacher (Mentor) has 55 Mentees with a ratio of 1:55. The mentor maintains the profile of each mentee and remains as the mentor for three academic years. Every mentor has 55 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
661	12	1:55

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	13	Nil	1	Nil

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

2020	Nil	IQAC / CIQA coordinator	Nil
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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-IV	05/08/2020	05/08/2020
BCom	JWSUGC.1	SEM-III	28/09/2019	04/11/2019
BCom	JWSUGC.3	SEM-II	05/08/2020	05/08/2020
BCom	JWSUGC.3	SEM-I	27/11/2019	03/01/2020
BMS	JWSUGC.2	SEM-II	05/08/2020	05/08/2020
BMS	JWSUGC.2	SEM-I	27/11/2019	03/01/2020
BCom	JWSUGC.1	SEM-II	05/08/2020	05/08/2020
BCom	JWSUGC.1	SEM-I	27/11/2019	03/01/2020

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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:-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://sadhbellacollege.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
JWSPGD . 4	MCom	Advanced Accountancy	43	43	100
JWSUGC . 3	BCom	Banking and Insurance	33	31	93.93
JWSUGC . 2	BMS	Management Studies	12	12	100
JWSUGC . 1	BCom	Commerce	145	135	93.10

[View File](#)

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://sadhbellacollege.org/wp-content/uploads/2020/11/Student-Satisfaction-Survey-SSS.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 agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	365	University of Mumbai	0.4	0

[View File](#)

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
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Introduce to Intellectual Property Rights in India: Patents, Trademarks and Copyrights	BMBG Degree College, Bhiwandi in Collaboration with J. W. Sadhubella Girls College, Ulhasnagar GKS College, Khadavli.	24/07/2020
Use of Tally and Making Accounting Easy	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	27/08/2019
Seminar on General Insurance	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	31/08/2019
Seminar on Communication Skills for Corporate	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	22/01/2020
Seminar on Digitalization in Banking Sector	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance)	22/01/2020
Faculty Development Programme on Investing in these challenging times and Indian Economy road ahead.	Bachelor of Management Studies Bachelor of Commerce (Banking Insurance) IQAC	03/06/2020

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	11/11/2020	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	11/11/2020
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	1	3.75

International	Commerce	5	6.2
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
Commerce	2
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	2020	0	Nil	Nil
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	2020	Nil	Nil	Nil
View File						

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

Number of Faculty	International	National	State	Local
Presented papers	2	1	Nil	Nil
Resource persons	Nil	7	Nil	Nil
Attended/Seminars/Workshops	38	152	17	8
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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
Stationary Distribution	Kotwalwadi Trust Hostel	5	48
Cloth Donation	Navjeevan Trust	2	25
Swacch Bharat Abhiyan	Ulhasnagar Municipal Co-operation	2	45
Mental Health Awareness	Anubhuti Trust	2	80

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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	Nil

[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 NGO	Kotwalwadi Trust	Stationary Distribution	2	48
Extension Activity Under NGO	Kotwalwadi Trust	Mother Child Care	2	48
Extension Activity Under NGO	Kotwalwadi Trust	Yoga Practice	2	48
Extension Activity Under NGO	Kotwalwadi Trust	Awareness on Social Issues	2	48
Extension Activity Under NGO	Kotwalwadi Trust	Swachh Bharat Abhiyan	2	48
Extension Activity Under NGO	Kotwalwadi Trust	Plastic Ban	2	48
Extension Activity Under NGO	Navjeevan Trust – Kalyan	Cloth Donation	2	25
Extension Activity under Govt.	NSS	Rally on Voter Awareness	2	32

[View File](#)

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	Nil	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 institution/	Duration From	Duration To	Participant
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		industry /research lab with contact details			
Internship	Internship	FS Services. Add: Office No 15, Sakat Apartment, Opp. Rotary club Ambarnath (East). Contact: 9923463619, 8308158603	10/12/2019	10/01/2020	5
Internship	Internship	Sharekhan Ltd, Sadhubella School Road, Bevas Chowk, Shop No.03, Ulhasnagar-1 , Phone. 7666851250	21/10/2019	21/01/2020	1
Internship	Internship	Century Rayon Add: Plant Murbad Road Shahd -42103. Thane , Maharashtra, India. Contact: 912 51-2733670/ 91251-273006 4	17/10/2019	15/11/2019	1
Internship	Internship	4g infosource Add: B-2,3rd floor ashar IT park,Road No.16Z, wagle, Estat e, Thane- 400604. Contact: 022-25828582	07/05/2019	06/10/2019	1
Internship	Internship	Guru kripa Agency. Add: Anand palace Bhatia chowk opp Murli wala complex, Ulhasnagar:	01/01/2020	15/01/2020	2

		421004. Contact No: 9767117000			
Internship	Internship	Bombay stock exchange. Add: Phiroze Jeejeebhoy Towers, Dalal St, Kala Ghoda, Fort, Mumbai, Maharashtra 400001. Contact: 8082766643	02/12/2019	20/12/2019	31
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
ITAA Education Private Ltd, 801, Lodha Supremus, Road Number 22, Wagle Estate, Thane West-400608	01/08/2019	To enhance Accounting knowledge for employment purpose. Training in Accounts	24
EduBridge Learning Pvt. Ltd, Mumbai	14/11/2019	To enhance Employability skills among the students	40
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
5	4.63

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	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 patially)	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	13051	2391633	697	107230	13748	2498863
Reference Books	1822	372854	Nil	Nil	1822	372854
Journals	10	15000	Nil	Nil	10	15000
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	11/11/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	36	25	3	0	0	6	5	50	0
Added	6	0	0	0	0	0	6	0	0
Total	42	25	3	0	0	6	11	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	https://sadhbellacollege.org/

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
1.19	119626	4.6	463452

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 aram, 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 31 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	4	14549
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, Private Charitable Trusts	145	1437836
b) International	Nil	Nil	0
View File			

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
Use of Tally-Making Accounting Easy	27/08/2019	88	ITAA Education Private Ltd, 801, Lodha Supremus, Road Number 22, Wagle Estate, Thane West - 400608
E-learning Workshop (Competitive Exams)	30/01/2020	28	E-learning Institute
E-learning Workshop (Competitive Exams)	23/01/2020	9	E-learning Institute
E-learning Workshop (Competitive Exams)	09/01/2020	31	E-learning Institute
E-learning Workshop (Competitive Exams)	02/01/2020	19	E-learning Institute
E-learning Workshop (Competitive Exams)	19/12/2019	57	E-learning Institute
E-learning Workshop (Competitive Exams)	12/12/2019	60	E-learning Institute

Business Correspondent/ Business Facilitator	09/12/2019	40	Edubridge Pvt. Ltd Mumbai
Artist in Me	29/08/2019	35	Pidilite Industries Limited, Andheri (E), Mumbai
Skills-for-Market-Training (SMART)	22/01/2020	20	Tech Mahindra Foundation, Thane.
View File			

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
2019	Guidance for Competitive Exams	60	Nil	Nil	Nil
2019	Guidance for Competitive Exams.	57	Nil	Nil	Nil
2020	Guidance for Competitive Exams.	17	Nil	Nil	Nil
2020	Guidance for Competitive Exams.	30	Nil	Nil	Nil
2020	Guidance for Competitive Exams.	9	Nil	Nil	Nil
2020	Guidance for Competitive Exams.	28	Nil	Nil	Nil
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	7

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
F S Services.4G Info Source, ICICI Prudential Life Insurance, Unigro Infranet online Pvt Ltd, 4G Info Source, Unigro Infranet online Pvt Ltd, Axis Bank ltd, Hexaware BPS, I Process, Star Daichi Life,	644	96	00	Nil	Nil
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
2020	4	B.Com	Commerce	J.Watumull Sadhubella Girls 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
GMAT	2
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
Running Competition 1	College Level	61
Badminton Competition 1	College Level	10
Volleyball Competition 1	College Level	12

Box cricket Competition 1	College Level	32
Chess Competition 1	College Level	6
Carrom Competition 1	College Level	36
Skipping Competition 1	College Level	43
Tug of War 1	College Level	73
Mehendi Competition 1	College Level	24
Face Painting Competition 1	College Level	13
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
2020	Nil	National	Nil	Nil	00	Nil
View File						

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

Introduction:- 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 2019-20 the council had four meetings with specific agenda. The council conducted following activity during the year.

Seminar on When Coal Turned Gold :- Student Council of J W Sadhubella Girls College in collaboration with Bombay Stock exchange organized a seminar at Bombay Stock Exchange Brokers Forum on " When Coal Turned Gold" Date :28th November, 2019. Time: 4.30 PM. The Speakers of the Programme was Mr. Partha Bhattacharya a Author of the book " WHEN COAL TURNED GOLD" and Ms. Arundhati Bhattacharya Ex. Chairperson of State Bank of India was Chief Guest for the same and 27 Students were registered and participated in this seminar.

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

372

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. Blood Test Camp:- Alumni Association organized Blood Test Camp by our Alumni student Ms. Anjali Bohra on 8th February, 2020. The motive behind organizing this camp is getting contribution from our Ex Students for the benefit of the current students of our college and creating and maintain a bonding with the Ex Students so that they are attached with their college. We arranged the camp in J W Sadhubella Girls College campus in room no 1 at 8.30 Am. 22 Students and Parents participated in this event. The most important tests like Sugar (random) Calcium Hemoglobin and Thyroid were conducted at a discounted rate i.e. Rs 199. And also Sugar and Cholesterol test were conducted at a discounted price Rs 10 each.

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
Admission of Students	<ul style="list-style-type: none"> • 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.
Industry Interaction / Collaboration	<p>The Institution 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.</p> <p>7. As per the MOU with Pidilite Industries Ltd.,</p>

Mumbai, for conducting a workshop series namely "Artist in Me". The main objectives of the workshop is to bring out creativity, imagination, artistic skill and hidden talents of the students. Four workshops were conducted by the said organization in the College premises. 8. MOU was signed between the College and ITAA Education Private Ltd, 801, Lodha Supremus, Road Number 22, Wagle Estate, Thane West-400608 for training the students to obtain Accounting Skills and Tally Software . 24 students registered for training with duration of 60 hours. 9. MoU signed with EduBridge Learning Pvt. Ltd, Mumbai for enhance employability skills among students. 40 students registered for training programme. 10. 31 students attended internship programme at Bombay Stock Exchange, Mumbai, from 02/12/2019 to 20/12/2019 11. 02 students attended internship programme at Guru kripa Agency, Ulhasnagar from 01/01/2020 to 15/01/2020. 12. 01 Student attended internship programme at 4g infosource, Thane from 07/05/2019 to 06/10/2019. 13. 01 Student attended internship programme at Century Rayon, Shahad from 17/10/2019 to 15/11/2019. 14. 01 Students attended internship programme at Sharekhan Ltd, Ulhasnagar from 21/10/2019 to 21/01/2020. 15. 05 students attended internship programme at FS Services, Ambernath from 10/12/2019 to 10/01/2020.

Human Resource Management

- 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.

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 computers 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 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.

Research and Development

• The institution encourages the faculty members to undertake research projects in their respective subjects. • Teachers present research papers in

various conferences and seminars organized by the University and other institutions. • The institution deputed faculty members as resource person in various workshops, conferences, seminars, Webinars, FDP, Orientation and refresher programmes organized by HRDC, 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.

Examination and Evaluation

• 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. • Online examinations were conducted by using the application i.e Auto Proctor Google forms. • 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), Bachelor of Commerce in Banking and Insurance (BCBI) and Master of Commerce (M.Com). 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.

Teaching and Learning

- 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.
- Due to COVID-19 pandemic situation, online lectures were conducted by using various applications i.e Zoom, Google Meet, Google Forms, Videos, and Audios.
- Learners are classified into slow learners and advanced learners. Slow learners are given special coaching to bring them on 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.

Curriculum Development

- 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.

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

E-governance area

Details

Planning and Development

This institution as an affiliated College to the University of Mumbai, uses Electronic Governance System in the area of planning and development.

The IQAC which is a planning and development body uses computers and printers for issuing notices, preparing 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

- 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

- 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

Computers and electronic media play a dominant role in conducting the examinations and declaration of results. • 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. • Online examinations were conducted by using the application i.e Auto Proctor Google forms.

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
2019	Dr. V. P. Mali	International Conference on Innovative Ideas in the Fields of Science, Technology, Social Sciences and Humanity, at Paris	Nil	68786
View File				

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)
2020	International Faculty Development Programme on "Librarian's Response to COVID	Nil	12/05/2020	18/05/2020	2697	Nil

	19: Enhanced Online Library Services					
2020	National Level Faculty De velopment Programme on "Investing in these c hallenging times and Indian economy road ahead".	Nil	03/06/2020	04/06/2020	782	Nil
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
Online Faculty Development Program on Evolution from offline to online teaching.	7	30/05/2020	03/06/2020	5
Online Faculty Development Program on NAAC Revised Accreditation framework 2020	1	26/05/2020	30/05/2020	5
Online Faculty Development Program on Emerging Trends and Practices in Accounting and Taxation.	1	09/05/2020	13/05/2020	5
Online Faculty Development Program on How to train media	7	04/05/2020	08/05/2020	5

students to handle pandemics like Covid - 19.				
Online Faculty Development Program on E - Filing of Income Tax Returns.	3	23/04/2020	23/04/2020	1
Faculty Development Programme on "Drupal"	4	11/05/2020	15/05/2020	5
Online Training Programme on Educational Video Creation (E- Content)	1	11/05/2020	13/05/2020	3
FDP Online College Management Online on Content Creation Tools	6	30/04/2020	02/05/2020	4
Online Faculty Development Program on ICT Tools for Effective Teaching Learning	2	27/04/2020	02/05/2020	6
Orientation Programme for " Faculty in Universities/Colleges/Institutes of Higher Education	1	04/06/2020	01/07/2020	28
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Zero Percent loan facility is available for	1. Zero Percent loan facility is available for	1. Government Free ship/ Scholarship are

all staff members at the time of emergency/need. 2. Financial Assistance is provide to class IV employee at the time of eventualities.

all staff members at the time of emergency/need. 2. Financial Assistance is provide to class IV employee at the time of eventualities.

being implemented. 2. Scholarship for self finance courses of Rs.10000/- is arranged from NGO, Israni Foundation, on the basis of merit. 3. Instalment facility is being provided in the payment of fees. 4. Scholarship from Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme . 5. Provision for financial assistance in the form of fees has been made by College Authorities from student welfare fund for needy students. 6. 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

0

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	Nil	Yes	Principal

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 meeting of the association are held in which parents and teachers directly interact.

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	No

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
2020	International Faculty Development Programme on "Libraries' Response to COVID-19: Enhanced Online Library Services	12/05/2020	12/05/2020	18/05/2020	2697
2020	National	03/06/2020	03/06/2020	04/06/2020	782

	Level Faculty Development programme on “Investing in these challenging times and Indian Economy road ahead”.				
2019	Training programme on Business Correspondent/ Business Facilitator in collaboration with EduBridge NSDC sponsored by Citi Bank	09/12/2019	09/12/2019	07/02/2020	40
2019	Training programme on Use of Tally-Making Accounting Easy organized in collaboration with ITAA Education Private Ltd	27/08/2019	27/08/2019	04/01/2020	24
2020	Mega Job Fair	25/01/2020	25/01/2020	25/01/2020	96
2020	Seminar on Health Fitness Strategy against COVID-19 (Corona Virus)	14/03/2020	14/03/2020	14/03/2020	71
2020	Online Quiz on World’s Environmental Day	05/06/2020	05/06/2020	08/06/2020	395
2020	Online Quiz on Laws related to COVID-19	15/05/2020	15/05/2020	16/05/2020	310
2020	Awareness	18/04/2020	18/04/2020	22/07/2020	3798

	Programme on COVID-19				
2020	Mammography Test (Breast Cancer Detection	13/02/2020	13/02/2020	13/02/2020	30
View File					

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
Awareness on Womens Violence Cyber Crime	23/07/2019	23/07/2019	132	Nil
Savitri Bai Phule Jayanti	03/01/2020	03/01/2020	70	Nil
Women Safety and its Awareness” Program on the occasion of International Women’s Day	05/03/2020	05/03/2020	182	Nil

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
<p>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. Through NSS, to create awareness about discouraging the use of plastic bags, rally was taken out in the vicinity of the College. 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.</p>

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
Rest Rooms	Yes	1

Scribes for examination	Yes	1
Any other similar facility	Yes	1

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	25/06/2019	1	Free Medical Check-up Camp	General Check-up, Dental Check-up Eye Testing	150
2019	1	1	09/10/2019	1	Fit India Program	Zumba Knowledge (Health is Wealth)	54
2019	1	1	26/06/2019	1	International No Drug Day	Awareness regarding Anti Drug Day	55
2020	1	1	14/03/2020	1	Health Fitness Strategy against COVID-19 (Corona Virus)	How to Prevent from Corona Virus	71
2019	1	1	11/07/2019	1	Dindi Yatra (Rally)	Awareness regarding Save Environment and World Population Day	167
2020	1	1	21/01/2020	1	State Level Marathi Kavisammelan	Importance of Poets and poetries	22
2020	1	1	27/02/2020	1	Prabodhanatmak Katha Kathan	Importance of Marathi Bhasha Gaurav Divas and	89

						to inculcate Values and traditions in the students and How to behave in a Society	
2020	1	1	25/01/2020	1	Mega Job Fair	Creating Employment Opportunities	110
2020	1	1	08/02/2020	1	Blood Test Camp	Sugar Test, Hemoglobin and Thyroid Test	30
View File							

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 Teachers (Revised)	10/05/2019	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	10/05/2019	At the time of admission, all learners are issued the prospectus/hand book which includes the Code of Conduct for learners. Every year in the

		<p>Orientation Program, senior teachers explain 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. 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	10/05/2019	<p>As soon as an ex-student of this college registers 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 placement, etc. They also participate in the annual day function, various competitions etc.</p> <p>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</p>

		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.
Code Conduct for Parents	10/05/2019	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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Webinar on Introduction to Intellectual Property Rights in India: Patents, Trademarks and Copyrights	27/04/2020	27/04/2020	122
Rally on Voter Awareness	07/10/2019	07/10/2019	34
Cloth Donation	14/10/2019	14/10/2019	6
Plastic Ban	23/01/2020	23/01/2020	50
Swacch Bharat Abhiyan	24/01/2020	24/01/2020	50
Awareness on Social Issues	25/01/2020	25/01/2020	50

Yoga Practice	26/01/2020	26/01/2020	50
Mother Child Care	27/01/2020	27/01/2020	50
Stationary Distribution	27/01/2020	27/01/2020	50
Rajshree Shahu Maharaj Jayanti.	26/06/2019	26/06/2019	46
View File			

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. Compost Pit
5. Earth Home Culture

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 staff for 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 and staff.

2. Title of the practice: One Day State Level Webinar on Introduction to Intellectual Property Rights in India: Patents, Trademarks and Copyrights.

3. Goal of the practice:

- To understand how to eliminate competition by enjoying Intellectual Property Rights in India.
- To create interest among the learners and teachers in Patents registrations.
- To share knowledge with young learners connected with innovative research.
- To enhance the knowledge about Trademarks and its importance in business.
- To enable the learners to understand the trends in Patents worldwide.

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 webinar to enable the learners teachers to get broader and specialized knowledge.

a) 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 and teachers

b) Intellectual property protection is critical for fostering innovation. Without protection of ideas, businesses and individuals would not reap the full benefits of their inventions and would focus less on research and development.

The effort was made to educate the faculties and research about the legal aspects of Intellectual Property Rights by organizing webinar.

5. The Practice:

The Department of Commerce of this College planned to conduct a Webinar consisting of special lectures on Introduction to Intellectual Property Rights in India: Patents, Trademarks and Copyrights on 27/04/2020 on zoom app in joint association with Mansi Bharat Gada Degree College of Commerce, Bhiwandi G.K.S. College of Arts, Commerce and Science, Khadavli. The learners and staff were given advance notice so that they may attend in large number. The webinar helps the students Staff from the all over Maharashtra. The webinar initiated with introduction of the concept note of webinar by Prin. Dr Snehal Donde, Convenor. She explained the need for Research and innovation among researchers and benefits to be achieved due to IPR. Prin. Dr. Vasant Mali, Co convener, expressed his gratitude towards Dr. Snehal Donde for organizing the webinar. He also explained the importance of webinar and wished for the success of the webinar. Prin. Dr. B.L. Jadhav, co-convener also shared his views on need for IPR Webinar. The first Technical session taken by resource person Dr. Poonam Gawali, she started the session with the gratitude towards the organizers for

organizing the webinar on topic of IPR. During her session she covered the following aspects of IPR : IPR Act and its sections, Process of application for Patents, Inventions not patentable, Scope of IPR and the Validity of patents.

She conducted the session with the help of PPT and interactive mode.

Participants participated in the webinar in large number (130 registered 122 filled feedbacks) and raised questions for better understanding. Participant's feedback was obtained to ascertain the extent of success of the webinar.

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 webinar will continue every year and experts from different fields will be invited for its grand success. 6. Evidence of Success: Webinar, an annual event, attained its objectives. It was a knowledge sharing session and is a complimentary session for the teachers and students from the all over Maharashtra. It enhanced the knowledge of learners regarding Intellectual Property Rights. 122 participants participated in this webinar and made the event a grand success. 7. Problem

encountered and resource required: Conducting webinar in COVID-19 pandemic situation requires the efforts of students and staff for inviting resource persons, program planning and execution etc. Since this was a online programme, all faculty staff members and students little bit faced technical problems. 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. The training started from 29th August,2019 consisting of 30 Hrs divided into 6 workshops. The institution signed the MOU with Edubridge for Vocational

training programme to enhance the skill of the learners. This training will help them to get employment in the area of banking, finance, retail/ITES, hospitality, telecom etc. The duration of the training was 110 hrs which commenced from 09/12/2019. The institution also signed the MoU with ITAA for vocational training programme to enhance the skills of accounting and Tally software. This training will help them to get employment in the area of banking, finance, retail/ITES, hospitality, telecom etc. The duration of the training was 60 hrs with commenced from 11/11/2019. 6. Evidence of Success:- In this mega training programme, both faculty members and students participated. 99 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 kind of Skill Development Programmes requires the efforts of students and staff for arranging/ inviting resource persons, program planning and execution etc. Necessary arrangements like ensuring continuous power supply, arranging refreshments, lunch, distribution of stationary to the delegates are the main responsibilities of the organizing team. 8. Conclusion: This is a successful event. It has benefited to one and all. The institution has declared that every year this activity will be continued as one of the best practices

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/2020/11/Best-Practices-2019-20.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

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 2019-20 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) Celebration of Gurupurnima- Importance of Guru in Indian Mythology d) Independence Day Celebration- Flag Hosting- Singing Competition on patriotic songs. e) Mahatma Gandhi Jayanti- Lecture on "Gandhiyan Philosophy", Quiz competition on the life and contribution of Mahatma Gandhi. f) Sardar Vallabhbhai Patel Jayanti- Lecture on the contribution of Sardar Vallabh Bhai Patel in Indian freedom movement and unification of India. g) Mahatma Jyotiba Phule Punyatithi- Lecture on Mahatma Jyotiba Phule and Savitribai Phule- Their Contribution to the Society and Women. h) Netaji Subhash Chandra Bose Jayanti- Lecture on Life and Contribution of Netaji in Indian Freedom Movement. i) Republic Day Celebration- Quiz competition on Indian Freedom Movement since 1857. j) International Women's Day- Special Inspiring lecture by an eminent lady. k) 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 2020-21 for implementation of quality enhancement measures. 13. Addition of extension activities- Life Long Learning and Extension. 14. Participation of students at National International Level in Cultural Sports Activities. 15. Addition of few value added courses for the enhancement of Employment Opportunities. 16. Conduct of online 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. 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.