



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**J WATUMULL SADHUBELLA GIRLS COLLEGE
ULHASNAGAR**

NEAR GOVERNMENT DISPENSARY, ULHASNAGAR-1
421001

<https://sadhubellacollege.org>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

J. Watumull Sadhubella Girls College started its pious journey with the blessings of Acharya Swami Ganeshdasji Maharaj, the founder of Sadhubella Education Society. He believes that *“The need of the time is to nourish the students for all-round personality development much beyond academic excellence.* The kind hearted Swamiji was inspired to lay the foundation for the educational institute exclusively for *the weaker female section neglected by the Indian Society since centuries.*

The college made a humble beginning in the academic year 1994 on a piece of land measuring 02 Acres in the congested city of Ulhasnagar with 38 students only and a single department. It is the only girl’s college in the Mumbai Central sub-urban area. Initially it was on non-grant basis, later on grant was released by the government from 1998-99 for B.Com. course.

The college was accredited in 2003-04 by NAAC and was awarded C++ Grade. Due to globalization and active participation of women in every field, a new professional course- Bachelor of Management Studies (BMS) was introduced in the academic year 2004-05 and subsequently another course- Bachelor of Commerce in Banking and Insurance (BCBI) was introduced in 2006-07. Both courses are on non-grant basis with a maximum intake of 60 students each. As large number of students intends to take admission for PG course in Commerce, M.Com (Accountancy) was started in 2010-11.

In May 2013, The Government of Maharashtra conferred the “Linguistic Minority Status” to our institution to encourage the Sindhi Speaking Girls students, enabling them to enrol for different courses. In 2017-18 the University of Mumbai granted permanent affiliation to this college. 2(f) and 12 (b) Status was granted in July, 2020. At present 661 students have been imparted education by this institution with 14 faculty members and a Librarian.

The College has achieved academic excellence in a very short span of time. The students have excelled themselves in academic field, sports & cultural activities. The faculties of the College strive hard for the overall development of the students to make them better human being to face the challenges of the Life.

Vision

To strive hard to scale greater heights of excellence in higher education.

Mission

Women empowerment through education; particularly through higher education to meet the challenges, socio-economic needs with human values and purposeful social responsibility and to achieve excellence with quality in every activity and make them self-dependent to face today’s complex and competitive worlds.

Aims & Objectives

- Education to Girls
- Inculcating Moral, Social, Cultural values
- Empowerment of Girls
- Building Confidence & Personality Development
- Economic Independence
- Making them competent in the field of Sports, Oratory, Art, Music, Literature etc.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Only Girls College.
- Organizing International, National, State level conferences/seminar/workshops.
- Welfare scheme for students and staff of the college.
- Organize skill development programs for holistic development of students.
- Enhance social, cultural and economic status of female by organizing Women Empowerment Programs.
- Enhance the Knowledge by establishing MOUs and Collaboration with various industries/institutes.
- Campus Placement Cell of the college acts as a career resource center for students.
- Active Participation of the students in Academic and Administrative decision-making process.

Institutional Weakness

- Non receipt of financial assistance from government agencies.
- Customary practice of early marriage hinders girl students for future education.
- Infrastructure needs to be Augmented.
- Poor Participation of Students in Extension Activities at National & International Level.
- Low Contribution by the Alumni

Institutional Opportunity

- Endeavor to provide 100% scholarship to all the students.
- Motivate the students to prepare and appear for the competitive examinations.
- Measures to decrease drop out ratio
- To start new programmes and certificate courses.
- To start extension activities to adopt new knowledge and skills.
- To introduce earn and learn scheme.

Institutional Challenge

- To maintain the total strength of students.
- To instill research attitude among teachers and students.
- Alumni involvement for the overall development of the institution.
- Participation of students in international, national and state level cocurricular activities.
- Fund generation from available resources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution is permanently affiliated to University of Mumbai. The curriculum is designed and developed by Board of Studies, University of Mumbai and the same is adopted by the Institution.

For the effective delivery of curriculum, the planning for the execution of the same is done through departmental meetings and HOD are asked to prepare time table. Every teacher is allotted workload, teaching plan, teaching diaries etc. The syllabus completion report for the same is obtained from the learners. Programme and course outcomes are discussed with the learners and the same are uploaded on college website for ready reference. Apart from classroom learning various field visits, industrial visits and internships are organized for students to reinforce experiential and contextual learning. This helps to enhance classroom learning by making real world connections. Academic calendar prepared by the committee is issued to all stakeholders to get an idea of the curriculum and co-curriculum activities. To assess the academic performance of the learner, continuous evaluation is done through projects, assignment, open book test etc. Teachers are granted duty leave to attend seminars organized by University of Mumbai/ Colleges to encourage them to be upgraded with the changes taking place in curriculum from time to time. They are also deputed for question paper setting, external examination assessment, moderation at the College/University level.

The institute runs four programs i.e., B. Com, B.M.S., B.C.B.I and M.Com. under CBCS system from 2015-2016 to till date. Institution conducts various certificate courses on skill and personality development through MOUs/ collaboration with various organizations viz. Pidilite, NAZ, NSDC, Tech Mahindra, EduBridge and ITAA. In the last five years 752 students enrolled for the same and completed the course successfully.

The Institution takes initiative to provide values added programs on environmental protection, gender equality, professional ethics, human values, etc. The learners are taught various concepts of environment, professional ethics, human values, gender equality in the various courses and enrich them to be better citizen.

Online feedback is collected from the various stakeholders. The same is analyzed and forwarded to authorities for perusal.

Teaching-learning and Evaluation

As per University guidelines in-house students are given admission on priority basis and other available seats are allotted on first cum first basis. Reserve category candidates are allotted seats as per reservation policy. All the admission process is carried out as per the norms of University of Mumbai.

98% of the staff sanctioned post are filled. To boost the teaching and learning experience, combination of both traditional and contemporary methods are used like chalk and board method along with ICT tools like computer, LCD projector, social media, Google Tools, video conferencing apps etc. During the pandemic covid -19 all the faculty members were asked to upgrade themselves with ICT tools to enable them to conduct online lectures.

Along with classroom teaching, practical exposure to the academic syllabus is given to the students through internship, projects, field visits, industrial visits, seminars, workshops, activities, and also many other skill and

personality development programs. On the basis of performance of common test, learners are classified into slow, medium and advance learners. To revive students learning methods various remedial coaching, group discussions, sample notes, guest lectures etc. are arranged for slow learners. Advance learners are encouraged to participate in paper presentation, seminar and workshops, etc.

Mentor-Mentee system has helped to build one-to-one rapport with the students. 57 students/mentees are allotted to an individual mentor.

Teachers are always encouraged and funded to organize and attend various international, national and state level conferences, seminars and faculty developments programs for enrichment of knowledge. Programme outcomes are outlined by the college which is made available on the college website and are discussed with students in the orientation program. Result analysis is conducted every year to understand the performance of the learners.

Student Satisfaction Survey was conducted at college level and 690 responses were received. The Examination Committee looks after the arrangement of the examinations, result processing and exam related grievances. Unfair Means Enquiry Committee deals with unfair practices in the examination. The mechanism for examination is transparent. Faculty members were appreciated and awarded for their outstanding performance at the university, local and state level.

Research, Innovations and Extension

College is taking step to promote research. Under the supervision of Dr. Vasant P. Mali, one student has been awarded Ph. D. degree, one student submitted the thesis and 4 students are perusing for Ph. D. degree in the subject of Botany. There are 2 full time teachers with Ph. D. in the college. During the last five years 22 research papers were published in UGC CARE listed Journals. Besides these three edited books and 24 research papers were published in National and International level conferences. Dr. Dattatraya Kalbande has 222 google scholar citations with 8 h index and 7 i10 index for all publications, also he has 3 citations and 1 h index in Scopus database. In addition, Minor Research Project has been sanctioned by the University of Mumbai. Dr. Vasant P. Mali has 8 google scholar citations with 2 h index.

For the promotion & awareness about IPR , Research Methodology and entrepreneurship skills, College conducted 23 workshops/seminars. For the research, college library provides various databases, e-books & e-journals under remote access of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. In addition, open access resources i.e. databases, e-books and e-Journal links are available on college website. The College provides financial support to the faculties for publication of research papers in journals, conferences, seminars etc.

Various programmes have been undertaken by the college on ecosystem, innovations for transfer of knowledge viz. Aspiring Mind Cell, Skill and personality development programmes, Rain water harvesting, compost pit. To bridge the industry- academia gap the college has established Campus Placement Cell.

The institution organizes various activities in the neighbourhood community, which sensitized the students to social issues for their holistic development. NSS Unit in associations with various organisations conducted programs like Tree plantation, Blood Donation Camps, Health Check-up, etc. As a part of corporate social responsibility college also donated clothes, grains, stationary etc.

The College has very strong collaborative network with various industries for the purpose of internship. 255 students successfully completed internship. College has signed 11 MOUs with industries, academic institutes and NGOs for collaborations and student centric activities.

Infrastructure and Learning Resources

The institution has a huge building consisting of ground plus two floors and one annex building which is designed for various requirements of the learners. The college has fifteen lecture rooms and a seminar hall, of which seven lecture rooms are equipped with LCD projectors, smart board, audio visual aids etc. The institution has one computer lab with a total number of 25 computers with internet bandwidth. There is a seminar hall having a capacity of 150 delegates and open auditorium with a capacity of 500 students to conduct cultural and academic activities.

The college has a gymkhana on the fourth floor equipped with fitness equipment like a treadmill, keep fit bicycle, carrom, chess, table tennis etc. for indoor games. The college has half acre sports ground for outdoor games.

The college has a library with vast array of books and journals to quench the academic thirst of students and staff alike. Library is partially automated with SOUL 2.0 library management software. OPAC is available in the local area network. Apart from this, the library has developed one portal with links of various e-resources, under remote access of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. All text books are bar coded for the instant home lending service. Total 10 computers are available in the e-library with 50 Mbps internet speed. Institutional repository developed in open-source software i.e Dspace. On average 1.85 Lacs Rupees is spent on purchase of books, journals.

Every year as per the requirements of the users, ICT facilities are upgraded viz. antivirus, computers, software's, CCTV cameras, hard disk, operating system etc. The college library provides wi-fi facility to the learners. Solar panel has been installed on the terrace of college building. Inverter and Generator is used as and when required. Policies are made for maintaining and utilizing physical, academic and support facilities. College spends approximately six lacs for the maintainance of physical facilities.

Student Support and Progression

Student support is given in the form of financial assistance by providing scholarships. Total 17% students are benefited from the government and non-government agencies.

The college has always taken initiatives for the holistic development of students through soft skills, language and communication skills, life skills and ICT / computing skills programmes. Around 35 programmes were arranged in collaboration with various agencies and industries to meet our goal.

Students are benefited by arranging sessions on career counselling and competitive exams. 207 students were placed in the different companies, banks, service sector, etc. through the campus placement.

College has formed Anti Ragging Committee, Internal Complaints Committee, College Grievance Redressal Cell as per the norms. The aggrieved students are asked to file the complaint through online/off line with the respective committee and the cognizance of the same is taken by following the procedure to solve the same

amicably. Circular pertaining to above is uploaded on college website for the ready reference.

Due to customary early marriages, it becomes difficult for the students to peruse their higher education. In spite of this, college through career counselling has initiated the best efforts and as a result approximately 30% students have been persuaded to continue their higher education.

Students were propelled for participation in the co-curricular activities by the strenuous efforts of the staff members and it resulted in the form of achievements at the inter-colligate and state level. For inculcating the leadership qualities amongst the students, institution strives hard for student centric methods.

Governance, Leadership and Management

Institution is governed, led and managed by governing body of the college which is the highest decision-making body. The organization structure is decentralized with well-defined authority and responsibility. Students, teachers, administrative staff participate in the administration. The institution is headed by a competent, experienced, progress-oriented leader i.e., Principal. Leadership is visible in various institutional practices.

The institution has a systematic appraisal system for teaching and non-teaching staff members. It directs to put efforts into the areas where progress is expected. The institutional perspective plan is effectively deployed to make girls self-sufficient and self-reliant. The institution maintains absolute transparency in the area of finance. It conducts both internal and external audit regularly to avoid any misuse of fund.

The institution has extended various welfare measures for the benefit of the employees like payment of advance against salary, faculty development programme, reimbursement of registration fee for seminars, conferences, etc. Head of the institution always motivates staff members to organize conference, seminars etc. As a result national and international level conferences/seminars has been organized. The alumni being one of the vital resources have contributed in organizing various programmes, financial assistance, guidance of the students as well as to the institution for holistic development.

IQAC contributes significantly in quality enhancement in teaching learning process and evaluate programme outcomes through feedback taken from various stakeholders. IQAC review the whole process through periodical meeting. The IQAC of the college has taken quality initiative which have been institutionalized by the college viz timely submission of AQAR, Academic and Administrative Audit, Seminar and conferences etc.

Institutional Values and Best Practices

The college is exclusively for girls in entire taluka of Ulhasnagar. The institution is committed to enhance the welfare of the girl students in all respect. The objective of the institution is to impart higher education, to strengthen their social, political, economic, judicial and other rights and enable them to get respect, dignity and independence in their life. The college regularly organizes gender equality programmes to sensitize the safety and security. Solar panels has been installed as alternate source of energy and use of LED bulbs for energy conservation. Principal insists on green initiatives wherever possible. The institution is committed to maintain a clean campus environment and undertakes various activities to protect the environment. Students are advised to use public transport system. Waste management process provides eco-friendly environment in the campus.

Differently abled student's friendliness resources are available with ramp and elevator facility. Green audit, energy audit, environmental audit is undertaken by the institution for clean and green campus. The location of the college is easily accessible for the students. Handbook of the code of conduct is available for the various stake holders. Institution celebrates various activities on national and international commemorative days to highlight the contribution of great personalities to the society. Next objective that exists behind is that students may be acquainted with extrinsic and intrinsic values because life of the great personalities are repleted with it. The institution maintains complete transparency in its financial, academic and administrative function by regular audits. The rainwater harvesting system is maintained by the college. Blood donation camp, tree plantation programme, Swachh Bharat Abhiyan etc. conducted every year under the banner of NSS. Sadhubella week is organized to encourage the spirit of art and culture among the students.

The institution emphasizes on skill and personality development programmes for students and by Organising seminars, symposium for faculty members along with students. The institutional distinctiveness is to enhance the welfare of the girls students by dint of quality education, empowerment skills etc.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	J WATUMULL SADHUBELLA GIRLS COLLEGE ULHASNAGAR
Address	Near Government Dispensary, Ulhasnagar-1
City	Ulhasnagar
State	Maharashtra
Pin	421001
Website	https://sadhubellacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vasant Pandit Mali	0251-2705387	9421281551	-	sadhubella@gmail.com
IQAC / CIQA coordinator	Dattatraya Trayambak Kalbande	0251-2731736	9403773528	-	kalbanded@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes minority.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Sindhi Linguistic
Any Other	

Establishment Details				
Date of establishment of the college	29-08-1994			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	07-07-2020	View Document		
12B of UGC	07-07-2020	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Near Government Dispensary, Ulhasnagar-1	Urban	2	1909.12

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	XII	English	720	396
UG	BMS, Bachelor Of Management Studies	36	XII	English	180	58
UG	BCom, Bachelor Of Commerce In Banking And Insurance	36	XII	English	180	58
PG	MCom, Master Of Commerce	24	B.COM BMS BCBI	English	120	64

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				5			
Recruited	0	0	0	0	1	0	0	1	2	2	0	4
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				15			
Recruited	0	0	0	0	0	0	0	0	2	13	0	15
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	2	6	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	1	0	0	2
M.Phil.	0	0	0	0	1	0	0	0	0	1
PG	0	0	0	0	0	0	1	1	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	12	0	14

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		5		7

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	511	1	0	0	512
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	64	0	0	0	64
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	86	72	80	77
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	3	1	1	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	37	48	36	28
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	724	652	617	556
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		850	773	734	661

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
154	154	160	156	144
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
661	734	773	850	846
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
99	99	99	99	99

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
229	249	219	277	289

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
17	17	18	17	15

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 15

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
8.55	6.05	7.28	6.31	3.94

4.3

Number of Computers

Response: 32

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

This Institution is affiliated with the University of Mumbai and having minority status. The curriculum is designed and developed by the Board of Studies, the University of Mumbai and the same is adopted by the Institution.

Planning

First Working Day Meeting: The Principal conducts the first working day meeting in each semester and instructs each department to conduct department wise meetings.

Department-wise meetings: As per the instructions of the Principal each Department of the College conduct meeting chaired by the Principal/ Head of the Department. In this meeting, a thorough discussion about the execution of the curriculum is done and allotments of the courses are done to every teacher. Each teacher prepares the teaching plan of that course.

Agenda of department wise meetings:

1. Teaching Dairy
2. Distribution of workload,
3. Teaching Plan,
4. Departmental Time Table,
5. Academic calendar,
6. Teaching Methodology,
7. Assessment Methods,
8. Finalization of PO etc.

Implementation:-

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 the traditional blackboard/ duster method, use LCD projectors, adopt question and answer method, group discussion, study tours, google classrooms, regular attendance, a computer lab for project and practical work, etc for effective teaching.

After the completion of each lesson/topic, a question bank is given to the learners to enable them to understand the nature of questions likely to be asked in the examination. A class test is also taken by the concerned teacher.

At 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 and as per plan.

By the end of the semester, the teachers are expected to forward the “Syllabus Completion Report” countersigned 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 and advanced learners to show better performance.

The question bank is given to the learners prior to the commencement of the semester-end examination for effective preparation. The performance of the learners is taken to assess the effectiveness of curriculum delivery and teaching.

Review and Reforms of implementation

- Feedback is taken from the learners and 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.
- The examination results are properly analyzed by the IQAC based on which strategies are adopted for further improvement

File Description	Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution conducts a continuous evaluation to assess the academic performance of the learners. The continuous evaluation includes class tests, semester-end examination, project evaluation, internal test, asking questions on the topics taught, and open book test, etc.

The institution prepares Academic Calendar at the beginning of every academic year and implements the same as far as possible. The schedule of class tests, the semester-end examination are included in the academic calendar. A copy of the calendar is issued to the learners, teachers, non-teaching staff, and other stakeholders.

However, the schedule of class tests, project assignments, open-book tests, oral tests, etc. are determined by the subject teacher in consultation with the head of the department or coordinator and the evaluation schedule of these tests are not shown in the academic calendar as some of these tests are conducted on the spot without prior notice to assess the real performance of the students.

The Semester End Exam (I to VI) is conducted by the college, by inculcating the necessary changes issued by the University of Mumbai from time to time. The schedule for the same is not included in the academic calendar as it is finalized and conveyed by the University.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 10

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	1	1	1

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 19.37

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
64	259	115	221	93

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The Institution brings together all developmental initiatives which have a positive effect on issues such as gender equality, environment, human values and professional ethics into the curriculum. Both undergraduate and postgraduate programmes address the above-referred issues.

The matter connected with gender equality and its related issues is taught to the students of all programmes under the compulsory/ optional subjects. However as this college is a girls college, gender issues do not play a dominant role. 99% of the employees are females who look after teaching and administration of the college efficiently and smoothly.

The subject, Environmental Studies is taught in the Commerce programme and Bachelor of Management Studies as a compulsory subject. The learners are taught various concepts of environment, environment degradation, environment conservation, non-conventional energy sources, waste management, organic farming and business projects for a green future.

The college maintains a green and clean environment in and around the campus which is clean on regular basis. It has an underground drainage system that ensures that there is no stink and mosquito menace in the vicinity.

The College has installed Solar panel on the terrace to generate electricity as non-conventional sources of energy.

Human values and professional ethics have been included in the syllabus of Commerce and professional programmes in which business ethics, sources and approaches to business ethics is addressed. It also includes the Gandhian Trusteeship Principle and Corporate Social Responsibility in the curriculum.

The Institution undertakes various activities like Tree Plantation, Public Awareness Campaign on different Socio-Economic issues like Child Abuse, Road Safety Awareness, Swachh Bharat Abhiyan, Blood Donation, AIDS Awareness, Organ Donation Awareness, Personality Development, and Personal Hygiene, Waste Management, Plastic Ban Rally, Self Defence, etc, to inculcate the sense of human values.

Birth and death anniversary programmes of National Leaders have been organized every year through which efforts are made to inculcate human values among the learners.

The Institution has conducted symposia, workshops, seminars which included Plagiarism, IPR, Green HRM, Solid Waste Management etc.

Programmes on Women Empowerment like Skill and Personality Development have been organized to enhance self-confidence, self-defence, professional qualities, etc.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.47

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	5	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year

Response: 19.52

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 129

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 64.4

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
661	734	773	850	846

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1200	1200	1200	1200	1200

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 44.65

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
39	38	42	69	33

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The Institution adheres to the admission procedure laid down by the University of Mumbai. When the entire admission process gets over, all new entrants of each programme will be informed to attend an orientation lecture in the college premises. They are informed about the institution, objectives of the programme and are also given time table for regular lectures.

Every subject teacher is expected to maintain the student profile of the students he/she teaches. After a week's regular teaching, a common test was arranged by the respective department. Based on the performance of this test, the learners are divided into - Slow learners, Medium Learners and Advanced Learners. The department then prepares a list of slow learners and advanced learners based on the performance in the common test.

The first meeting of the slow learners is arranged and the learners are made to understand the need for special coaching. They are taught the basic in the beginning and slowly they are trained and brought up to a reasonable standard. A proper record of the performance of each student is maintained. Prior to every examination, slow learners are given extra exam-oriented coaching. Regular reviews are taken to assess the progress in their performance.

In case of advanced learners, after their identification, are given special coaching and are also given a list of books, journals and other advanced specialized material to enable them to show excellent performance. They are informed/ deputed to attend/participate in various seminars, workshops connected with their curriculum. Periodical reviews are taken to assess the progress of their performance.

Continuous observation is maintained to ascertain their progress in attendance, performance in the test and semester examination and proper analysis of the performance is done. The parents are also informed about the progress of the learners periodically. This process is continued till the learner completes the programme.

Following activities are done by teachers for students: Slow learners: 1. Individual counselling. 2. Remedial Coaching 3. Simple notes. 4. Group discussion session. 5. Internal examination process. 6. Encouragement in NSS, Sports and academic activities. 7. Extra library books.

Advanced learners: 1. Advance notes 2. Seminar sessions 3. Participative learning sessions 4. Experimental learning sessions i.e. Industrial Tour 5. Projects 6. Assessments 7. Group discussion sessions 8. Internet facility. 9. Advance questions papers 10. To enhance their confidence level, the college conducts various activities such as Cultural, NSS, and Sports to develop their overall personality.

File Description	Document
Past link for additional Information	View Document

File Description	Document
2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)	
Response: 38.88	
Any additional information	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p>This institution has changed the pattern of teaching and learning from teachers centered teaching to students centered learning. Students are at the center of the entire teaching and learning process.</p> <ol style="list-style-type: none"> Lecture Method:- Oral Direct Communicative System is adopted by using the traditional chalk and duster method. During the course of the lecture, the learners take down the main points in their notebooks. They ask questions in case of any confusion/ lack of understanding of the topics/subtopics. The teacher teaches the learners intensively till the learners are satisfied. Interactive Method:- Learners are made into groups consisting of ten to fifteen students based on their learning abilities. Group discussions, presentations, posters, educational games, questions, and answers on current affairs have been undertaken. ICT Enabled Teaching:- The Institution has classrooms with LCD projectors and amplifiers. During the regular lecture, subject synopsis, topics, subtopics, etc are displayed on the screen and proper explanation is given on each topic and sub-topic. Project-Based Learning:- Students are given projects which are subject-related to enable them to do independent work and involve in the subject. This also enables them to develop creativity and critical thinking. These projects are evaluated and marks are assigned. Internship:- Students are given an opportunity to undergo an internship which will help them to understand the working of the industry/organization. Every year about 50 students get an internship which helps them to get employment after the completion of study either in the same industry or in a related industry. Industrial Visit:- Over and above the classroom teaching, students are taken out of campus for industrial visits. The faculty members take the students on field trips so as to enable them to learn the working of the organization at the grass-roots level. They also learn financial, marketing systems of the organization. Every year about 100 students take part in the industrial visit which enables them to understand and learn the actual functioning of industries/organizations. Production, logistics, service industry, and financial organizations viz. SEBI Mumbai: Team Global Logistics- Mumbai: Go Cheez-Pune: RBI-Mumbai: APMC Market-Vashi New Mumbai: Monginis
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Company-Goa: Godrej Lock-Goa: Kagziz industry-Jaipur: ParleG-Silvasa: Alok Industry-Silvasa: etc. were visited by the students as a part of their learning.

7. **Field Trip:**-Field trips are educational tours to experience the subject of study in its natural environment. Every year college organizes field trips under Travel and Tourism, Environmental Studies for the purpose of cultural, environmental, and social knowledge.
8. **Seminar/ Workshops:**-As a part of learning, students are made to attend various seminars and workshops related to their subject. They are advised to present papers in such seminars to enable them to inculcate the habit of independent study, creativity and enhance their knowledge and self-confidence.
9. **Experimental Learning:**- Audio-visual aids, industrial visits, organizing exhibitions, paper presentations, analyzing case studies, quiz competition on the syllabus, etc. have been followed to involve the students in the learning process.

File Description	Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The faculty members of this Institution use ICT-enabled tools for effective teaching and learning process. They use the technology that provides access to information through Telecommunications which includes storing, retrieving, manipulating, transmitting, receiving information electronically, in a digital form, by using computers, laptops, E-mail, cell phones, etc.

a] Use of LCD projectors :

To make the teaching process more effective and interesting, student's involvement is necessary. Teachers prepare the teaching notes in digital form and with the help of a laptop, LCD overhead projectors, and amplifier, proper presentation is done. More than 50% of the faculty members use this kind of digital teaching method.

b] Use of E-mail :

Learners are given projects as a part of their curriculum. Students/ student groups prepare the project and store it digitally. They forward such projects to the teachers for corrections and suggestions through E-mail. Teachers send back such projects, with suggestions and recommendations to the students/students group by email. In this case, data is transferred digitally.

c] Computer :

Teaching notes are put in the computers as a e-format and students are made to read such notes independently directly from the desktop/mobile. Students are taken to the computer lab and explained the topics. Here teaching and learning become more effective as the students read and listen to the topics simultaneously. Students of M.Com and professional courses used computers for preparing their PPT and

projects.

d] Cell Phones :

The teachers collect various video clips connected with the subject to be taught and along with oral explanation, learners are shown the video clips for better understanding.

e] Students presentation :

The topics are given to the students to prepare and present the same in the lecture hall by using LCD projector. This kind of preparation and presentation enables the learners to get the experience of independent work and effective presentation.

f] Use of Social Media :

Teachers use Whatsapp, Facebook, Telegram, etc for effective communication / to send messages concern with the lectures, assignments, and other related subject matters. This electronic system enhances the effective communication system in the teaching and learning process.

g] Use of Video Conferencing tools/ applications

Teachers use Zoom, google meet, skype, webex, etc for online teaching and learning process.

h] Google Classroom

Teachers used Google Classroom for online teaching and learning process. In google classroom teacher uploads study material, assignments, videos, and tests for the study purpose.

I] Google Tools

Teachers use free Google tools like Google Forms, Google Docs, Autoproctoring, Google Sheet, Gmail, Google Drive, Google Meet, YouTube, etc for effective teaching and learning.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 50.85

2.3.3.1 Number of mentors

Response: 13

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 105

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 9.28

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	2	0

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 6.88

2.4.3.1 Total experience of full-time teachers

Response: 117

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The system of internal assessment has been followed by this institution as per the directives of the University of Mumbai. Every academic year is divided into two semesters. At the UG level, the learners will have to complete six semesters and four semesters at the PG Level. The learner is declared passed in a program (Both UG and PG) provided she passes in internal and external exams for all semesters. However, the learners are allowed to keep the term (ATKT) for higher standard as per the University guidelines.

This system of evaluation is 100% transparent and robust as

- 1.The learners are issued the prospectus that gives full detail of the subject taught and system of evaluation.
- 2.The allotment of marks under this system is explained known to the learners in the beginning of the academic year in the orientation program like- marks for class test, project, attendance, discipline, and semester-end examination, etc.
- 3.The learners are allowed to apply for reanking of marks, photocopy of the assessed answer papers and revaluation of answer papers, etc.
- 4.The schedule of examinations to be held in each semester is published as time table and given to the learners. Notice to that effect is displayed on the examination notice board for the reference of the learners.
- 5.Class tests are a part of internal assessment, are taken after 45 days of the starting of the semester and the semester-end examination is taken after 90 days of classroom teaching. The examination timetable is displayed on the notice board.
- 6.The result of semester-end examination is displayed on the notice board.
- 7.Under this system 100, 75:25, 60:40 marks are divided between external and internal evaluation, as per university directives from time to time. The learners are made aware of such ratios.
- 8.The examinations are conducted strictly as per university norms. Question papers are set at the University level/ college level for semester-end examination. However, question papers for internal exams are set at the college level. Seating arrangements, time duration of the paper, appointment of invigilators, etc are done as per norms.

9. In case of using unfair means during the examination by the students, the matter will be dealt with as per university guidelines. The nature of punishment depends on the gravity of the case. The details of punishment for using unfair means are informed to the students before the commencement of the examination and are also given in the prospectus/ website.

10. To maintain confidentiality internal question papers are prepared and printed in-house.

11. The fieldwork, visit reports, and project works are strictly monitored by the subject teachers.

The college administration gives freedom to the departments to choose the method of formative evaluation to bring the variety in the methods of internal examination and evaluation which includes:

- Multiple choice question tests
- Home Assignments
- Seminars
- Class test
- Project report
- Oral tests/Viva-Voce

The Mechanism of internal assessment is transparent, strong, healthy in terms of frequency and the method in which such assessment is conducted.

File Description	Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The College conducts the examinations on behalf of the University of Mumbai from Semester I to IV. Hence the grievances related to these semesters are dealt with at the college level. However, as the examination for Semester V & VI at UG level and Semester I to IV at PG level are conducted by the University of Mumbai, the grievances related to these semesters, if received by the college are forwarded to the university for further disposal.

The Examination Committee constituted at the college level, consisting of the Chairperson, three teachers, and one non-teaching staff (5 Members) deals with examination related grievances like examination timings, mistakes in the question papers, ineffective invigilation, availability of infrastructure, assessment of answer papers, declaration of results, etc. The Committee ensures transparent, time-bound, and efficient mechanism to redress the grievances.

At the end of the examinations, examinees are informed about the tentative date of declaration of results and the procedure to be followed for the submission of examination-related grievances. Aggrieved students are asked to give their representation orally/written for the issues pertaining to the examination, either to

the college office or examination committee. An acknowledgment of that effect is given. If the grievance is connected with the conduct of examination, it is dealt with on day to day basis i.e next day of the examination and if it is connected with the assessment of answer papers, the revaluation form will have to be submitted within eight days from the date of issue of mark sheet. All revaluation forms are properly arranged subject-wise and are handedover to the examination committee. The learners can go for rechecking of marks and /or to get a photocopy of the assessed answer papers. Grievances related to the reevaluation of answers books are dealt with by the examination committee by appointing external examiner after the payment of necessary fees as per university norms.

All grievances are redressed within a specified period.

1. Verification of Marks:- 07 Days
2. Photocopy of the Answer Paper:- 08 Days
3. Revaluation of Answer Paper:- 15 Days

The learner can apply for all three options if she is not satisfied with one or other option. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The Principal keeps an eye on the overall procedure by conducting the meeting with the examination committee. This indicates that the mechanism is transparent and necessary efforts are initiated by the examination committee for the declaration of the results as prescribed by the University of Mumbai.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Commerce

1. **CO1:-** The learners opting for this course and completing three years integrated programme would gain a thorough knowledge pertaining to commerce, accountancy, finance etc.
2. **CO2:-** In today's world, with high growth of the service sector, there is an acute need for candidates having knowledge of commerce, finance, accountancy etc. B.Com. the programme provides a specialised curriculum focusing on not only theoretical but also practical experience which will help them to face the challenges in business, particularly in finance and commerce.
3. **CO3:-** The programme offers job oriented and value-based subjects to get specialised knowledge and training in commerce, finance and accountancy at the advanced level.

BMS

1. **CO1:-** Acquire knowledge about management practices that facilitate them to become effective professionals in management.
2. **CO2:-** The Programme enables them to pursue higher studies in the field of management such as Business Administration, Human Resource Management, Financial Management, Material Management, Media Studies etc.
3. **CO3:-** The learners become capable of developing a positive attitude towards lifelong learning and research.
4. **CO4:-** They are adequately trained to become entrepreneurs in different fields.
5. **CO5:-** They acquire excellent communication skills and soft skills.
6. **CO6:-** The learners acquire skills to initiate and develop business models.

BCBI

1. **CO1:-** Create an additional avenue of self-employment and benefit banks, insurance companies and industries by providing suitable and trained persons in the field of Banking and Insurance.
2. **CO2:-** The Learners become capable of exploring opportunities in the field of banking and insurance due to globalization, privatization and liberalization.
3. **CO3:-** The programme enables the learners to get adequate exposure to operational environment in the field of banking and insurance.
4. **CO4:-** It inculcates training and practical approach among the learners by using modern technologies in the field of banking and insurance.
5. **CO5:-** The programme provides basic and advance knowledge/ understanding in the field of banking and insurance.

M.Com.

1. **CO1:-** To acquaint a student with conventional as well as contemporary areas in the discipline of commerce.
2. **CO2:-** To enable the student to get well versed in national as well as international trends.
3. **CO3:-** To enable the student for conducting business, accounting and auditing practice to understand the role of regulatory bodies in corporate and financial sectors, nature of various financial instruments etc.
4. **CO4:-** To provide in-depth knowledge of all core areas specifically Advanced Accounting, International Accounting, Research Methodology, Tax Planning, etc.

The Course outcomes of all programmes are communicated to the teachers and students through a proper mechanism.

Teachers:- At the beginning of every academic year, the teacher is given a copy of the course outcomes of the programmes he/she teaches. The Head of the Institution also communicates the course outcomes to the teachers in the staff meeting.

Learners:- The subject teachers communicate the course outcomes and the objectives of the programme to the learners at the beginning of the academic year in the orientation programme for all new entrants.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

This institution enrolls students for 04 programmes- Bachelor of Commerce, Bachelor of Management Studies, Bachelor of Commerce in Banking and Insurance and Master of Commerce (Three UG and One PG). Each programme has its own programme outcome, programme specific outcome and course outcome i.e the skill and knowledge the learners should attain during and after the course and at the point of completion of the programme. The PO and CO are made known to the learners at the beginning of each programme and periodically they are evaluated during the programme at different levels which includes both formative evaluation and summative evaluation.

All programmes conducted by the college have semester system- 6 semesters for UG and 4 for PG. Learners are evaluated on 10 point grading system consisting of external and/or internal assessment which includes class test, asking questions on the topic, home assignments, presentation, quiz etc.

The faculty evaluates the skill and knowledge attained by the learners on regular basis under internal/external assessment and conducts remedial teaching, extra coaching for low performance and bring them on par with other learners.

After the declaration of results of the semester examination, the subject-wise performance of the learners is evaluated by the department and students with low/unsatisfactory performance are identified and chalk out desirable intervention to achieve better outcomes. So also, a Class test, open-book test, projects, presentations, assignments are conducted for the students with an objective to assess their learning outcomes. The outcome of such tests is used for taking suitable remedial measures.

Every learner has a mentor who keeps close contact with the mentee and also observes the attainment of programme/ course outcome throughout the programme and forwards his suggestions/observations to the concerned department for necessary intervention for further progress.

After the completion of the programme, the institution evaluates the learners by collecting information about their progression to ascertain the attainment of course outcome. Every year students who have passed out the programme are contacted and details are collected regarding their placements/engagements. It is observed that 95% of the students of this institution who have completed the programme are placed/engaged in some or other areas depending on their skill and knowledge showing the attainment of the objectives of the programme.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 71.14

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
205	133	157	202	197

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
229	249	219	277	289

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.76

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0.4

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.4	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 5.88

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 5

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Institution has inculcated a spirit of innovation among the learners, faculty members and other stakeholders which includes various programmes/activities undertaken by the institution to create and transfer of knowledge. The college has “Aspiring Mind Cell” constituted/ established mainly to trained and develop the youth. It helps the learners to enhance the quality in them and perform well in a professional way. Through this cell, the learners get a platform to undertake various professional activities in a collaborative way.

The college has taken initiative to organize skill and personality development programmes, training programmes and certificate courses by Pidilite Industry, Tech Mahindra, Citi Bank Edubridge, NAZ Foundation, Art of Living and NSDC, Kotak Education Foundation, Bombay Stock Exchange, ITAA in Tally Accounting Skills.

The College has a Placement Cell to bridge the industry-academia gap. The college arranges industrial visits, field trips, campus placements etc. Specialized persons in different fields are invited to deliver the lectures for the advancement of knowledge of the learners.

Under the faculty development programme members of teaching staff are deputed to undergo Orientation and Refreshers Courses. They are also deputed to attend workshops, seminars in their respective subjects.

This college is a Commerce college and therefore there is less scope for the students to get acquainted with environment and nature. The Nature Club has taken various initiatives to enhance the knowledge of the learners. Learners are taught the importance of vermiculture for the manufacturing of manures. Learners are taken to the Pit where fertilizer is produced using worms. Similarly, learners are given knowledge regarding various medicinal plants, their usage and how they are grown in residential houses.

As the groundwater level is declining, so there is a need for Rain Water Harvesting. The learners are given practical Knowledge as to how Rain Water is collected and preserved by forming rainwater harvesting pit and by diverting the rainwater into this pit. This knowledge helps the learners to undertake such activities at the place of their residence.

Students are also taught how to make natural fertilizer through compost pit. They are given practical training as to how waste materials are converted into fertilizer. Such training enables them to undertake similar activity at the place of their residence.

The college promotes students participation in extension activities, cultural and co-curricular activities, sports and games etc. The college IQAC plays a dominant role in undertaking various programmes and activities for the benefit of the learners and promotes the use of ICT resources in teaching and learning process. The Cell encourages the faculty members to undertake major/minor research projects in their respective subjects and other research activities.

File Description	Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 20

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	6	3	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**Response:** 5**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 05

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 1.31**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	5	3	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.37**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	3	5	13

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college organizes various activities which sensitize the students to social issues and their holistic development. Following are the main activities conducted and their impact on social issues and holistic development of the students.

Tree Plantation :

Every year the learners plant trees inside the campus. This activity sensitizes them towards the maintenance of a clean environment, soil conservation, preserve groundwater, etc.

Blood donation :

Every year the NSS unit organizes blood donation camp as a part of extension activity. This activity sensitizes the learners towards the significance of Blood donation where the donor saves the life of some needy person.

Rally on save water :

The learners sensitize the people staying in the vicinity of the college towards economical use of water. In this country, both in cities and villages, there is an acute shortage of water. This activity address the problem faced by our society by spreading the message “Sharing the limited Resources”. This also helps the learners in their holistic development.

Ban on Plastic :

Health Club of our college organized a poster competition on the theme “Ban on Plastic” to create awareness among students. The rally on plastic ban was also organized which not only sensitizes the students but also the neighborhood community. Even cotton cloth bags were distributed in and outside the campus. The use of plastic bags is banned in the college campus.

Women safety and rights :

WDC of our college has conducted programs on Women Rights Against Violence and women safety and its awareness. The programs were conducted to aware students about the rights and measures to be taken against women's Violence.

Residential Camp :

NSS unit of our college organizes seven days residential camp in rural areas. Students interact with the villagers through various programs/ activities. This sensitizes the students towards the village life without any comforts and makes them understand the extent of poverty prevailing in the rural areas.

Road Safety :

NSS unit conducts lectures, workshops to sensitize the students towards road safety and the impact of road accidents. They are advised to adhere to the traffic rules, drive carefully, wear helmets, seat belts. The college students participated in the road safety week program organized by the Traffic Police department. The students performed a street play emphasizing the importance of traffic rules.

Swachh Bharat Abhiyan :

Lack of cleanliness leads to health hazards both in villages and cities. As a part of extension activity, NSS unit organises rallies in the vicinity of the college which sensitises the neighborhood community and the learners of this college for their good health and holistic development.

Social Responsibilities

College has donated Clothes, Grains, Stationary, Disaster relief fund to fulfill the social responsibilities towards society.

Health program:

Various health camps and awareness programs have been arranged to address the health issues of our society like obesity, PCOD, Cancer, AIDS, and general checkup. Students are sensitized towards maintaining health and hygiene for their holistic development.

File Description	Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**Response:** 41**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	12	3	7	9

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 18.62**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
258	134	38	118	144

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 141

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
41	34	22	28	16

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 11

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	3	1	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The institution has a huge building consisting of ground plus two floors and one annex building which is designed for various requirements of the learners as per the specification of competent bodies like the University of Mumbai, Director of Higher Education, etc.

1. Lecture Halls:-

The College has six big lecture halls, two on the first floor and four on the second floor with a seating capacity of more than 120 each. It also has 07 lecture halls on the fourth floor of the school building with a seating capacity of 60 each for professional courses. These halls are properly ventilated, well equipped with light and fans. These halls have enough number of benches. Each bench accommodates three students with sufficient leg space. Out of six halls, three are equipped with LCD projector operated with remote control. The green glass board and a raised platform enable the teachers to teach more effectively. However, in other classrooms, the benches are of small size to accommodate two students and the lecture halls are comparatively smaller in size to accommodate maximum capacity of sixty students for effective teaching.

2. Computer Laboratory:-

The institution has one computer lab with a total number of 25 computers with internet connectivity. All computers are periodically updated by the concerned technician.

3. Library

The Institution has a library on the first floor of the building, with ample stock of textbooks, reference books, journals, newspapers, magazines, etc. The Library also has an E-Library facility with 07 computers and internet connectivity.

4. Seminar Hall/ Auditorium

There is a seminar hall having a capacity of 150 delegates in which guest lectures, seminars, workshops, etc. are conducted. The college has an auditorium on the ground floor of the building, with a capacity of 500 to conduct cultural and academic activities including the Annual Day Celebration. All electrical equipment is properly maintained for the smooth conduct of the same.

5. Gymkhana

The college has a gymkhana on the fourth floor. It has fitness equipment like a treadmill, keep fit bicycle, etc., and carrom, chess, table tennis, etc for indoor games. The college also has half acre sports ground for outdoor games. The Gymkhana is headed by a Physical Director and the SportsCommittee looks after the

maintenance of various equipment as per need and forwards its requirement to the Principal. It is well maintained and clean.

6. Backup Facility

The college has a generator, three inverter units for an uninterrupted supply of electricity to facilitate continues teaching and learning.

File Description	Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The institution encourages the learners to participate in various sports activities. A Physical Director has been appointed to train the students in sports, games, and athletics at college, intercollegiate and university levels. Fitness equipment like Treadmill, Keep Fit Cycle, Weight lifting and other gymnastic instruments are available to the students in the college gymkhana. The college conducts annual athletic meet every year in the college campus. Indoor games like Carrom, Chess, Table Tennis, etc have been made available to them. Volleyball court, Badminton Court, Basket Ball Court have been provided in the college campus to enable the students to participate in these games.

The college open ground measures about half an acre which is exclusively used for conducting outdoor games. The college gymkhana is 20×50 ft. in size and can accommodate 75 students.

Yoga day is celebrated every year. A big yoga hall, 40×30 ft. in size, that can accommodate about 75 students has been made available to practice yoga on daily basis.

The college provides adequate infrastructure to conduct cultural activities. The Auditorium on the ground floor is used for annual gathering, prize distribution, and cultural events. It accommodates 500 students. The auditorium, as well as lecture halls, are made available to students for practice when participating at college, intercollegiate and university level, along with the music system.

All these facilities are made available for the holistic development of the students. Near about 50% of the students avails these facilities.

File Description	Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class,

LMS, etc. (Data for the latest completed academic year)**Response:** 40**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 6

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 0**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:****Details of Library Automation:-**

Library of the college is using SOUL 2.0 library management software which is developed by UGC INFLIBNET, Gandhinagar. The Software have six modules, each module has further been divided into sub-modules to cater to its functional requirements.

Modules:-

1. Acquisition
2. Catalogue
3. Circulation
4. OPAC
5. Serial Control
6. Administration

Version

2.0

Year of Automation

2016

ILMS software for Automation	SOUL 2.0
Status of Automation	Partially Automated. All Books And Students/Users Database Created in SOUL 2.0 Software
OPAC	OPAC is available in LAN. http://192.168.64.10/webopac/Default.aspx
Electronic Resource management Package for e-Journals	Available in 2016-17 through Remote Access from Dr Babasaheb Ambedkar Marathwada University, Aurangabad
Library website	A separate library website developed in open source Google tools i.e Google sites https://sites.google.com/site/sadhubellakrc/
In house / remote	Available through Library website https://sites.google.com/site/sadhubellakrc/e-resources
Access to e-publications	Available through Library Website
Bar-coding	All textbooks bar-coded.
Total number of computers for public access	10
Total Number of Printers for public access	1
Internet bandwidth/s speed	50 Mbps
Wifi	Yes Available
Institutional Repository	Available and developed in open-source software i.e DSpace
Participation in Resource sharing Networks/consortia like INFLIBNET	N-LIST-INFLIBNET members shodhsindhu sharing through Knowledge Resource Centre, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

E-Library

Available with 10 Computers and Internet Access for the use of e-resources by Staff and Students

SERVICES PROVIDED BY LIBRARY

- Home lending
- In-house use
- Inter Library Loan through Remote Access
- Reprographic service
- Internet facility
- Reference Service
- E-News Paper
- Book Bank Service
- Institutional Repository
- Open Access Resources through library website etc.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 1.85**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals**

year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
1.99621	1.95982	2.38509	2.26430	0.62693

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**Response:** 6.34**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 43

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The following details explain the induction and up-gradation of IT facilities.

2015-16**a] College Website :**

The college website was created to display the prospectus, courses taught, infrastructure, fee structure.

b] Tally Integration :

From this academic year, the data get automatically transferred directly to the database through the

Software-Tally which was done manually earlier.

c] Antivirus :

To protect the data, Antivirus software has been installed in all computers.

d] LAN cabling and Networking :

From this academic year, all computers are connected with each other through cabling and Internet has been provided to all computers.

e] Use of portable Disk :

Portable Disk and Pen Drives are purchased to preserve and transfer the data.

f] LCD Monitors :

The college discarded old cathode ray tube (CRP) computers and replaced them with 16" LCD Monitors, Computers.

2016-17

a] Library Software :

The college was automated with the Library software – Soul Software for the Library and for its automation

2017-18

a] CCTV Cameras :

For the Safety and Security of the students and staff, 16 CCTV Cameras have been installed at various prominent places inside and outside the college building. The data generated are stored for 30 days.

b] Electronic Sanitary Pad Vending Machine :

An Electronic Sanitary pad Vending Machine has been installed and is updated every year through the contractor.

c] UPS :

As there is power supply failure very often, all computers are attached to Uninterruptible Power Supply (UPS) device to protect the data.

d] Installation of tally.net

Tally.net software installed in the office for regular accounting work.

e] Enhancement of RAM capacity

The college installed high GB Ram (2 GB DDR 3) in all computers and made them capable of taking more load.

f] DVD Writer

From this academic year, one computer has been attached with 4 GB 160 GB DVD writer to store and transfer data.

2018-19

a] Inverters

To maintain a continuous supply of electricity, 3 Invertors (office, Library, Staffroom & computer Lab) have been installed during this academic year.

b] Photocopy machine :

A new photocopy machine has been installed in place of an old designed manual machine. This machine is directly connected to the computer and copies are taken instantly without waste of time.

c] Bar code Scanner

In place of Manual Identification of Library Books, Bar code system has been implemented and books are identified through scanners/bar code reader.

d] Digital I-Card printing machine:

A Digital I-Card printing machine has been installed for printing the Identity Card of students and the staff.

e] Wi-Fi connection :

The college has installed a Wi-Fi connection in the college administrative office, college library, and the computer lab 24x7.

2019-20

a) Computers:

The College has purchased 6 computers having high configuration with 1TB hard disk and antivirus etc.

b) Color Printer:-

One-color printer purchased for the printing of important reports, photos, etc for academic/ administrative purposes.

c) Keybo

Keybo machine/software purchased for handicapped students to provide facilities like Scanning, translation, reading, transliteration.

File Description	Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 20.66

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 10003223.31

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
855485	605002	728123	631001	394343

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution has established systems and procedures for maintaining and utilizing facilities provided by it. Committees have been formed to monitor the maintenance and utilization of the facilities provided.

Library Committee:-

In the beginning of every academic year, the college constitutes a Library Advisory Committee consisting of the Librarian, Teaching Staff. The Committee is responsible for the effective functioning of the library as per norms like availability of books, journals, newspapers, etc. to the users, working of the library staff, placing the order for new books, discard outdated books, digitalization of the library, annual stock checking, preparation of Annual Progress Report, etc.

The committee recommends the Principal in connection with the requirement of the library including staff requirements, electrical equipment, furniture and fixtures, computer, printer, and scanner, etc. It also recommends the repairing/ replacement of equipment and cleaning of the library, dusting of books/racks, cleaning of reading room, electrical equipment like fans and lights, tables, chairs, and other furniture.

The Principal after going to the recommendations and requirements takes necessary decision in consultation with the management. The minutes of the meeting of library committee are maintained and necessary action is taken.

Sports Committee:-

To look after the sports activities, the institution has constituted a Sports Committee consisting of Sports Director, Teaching staff members, and students. Periodical meetings are held regarding maintenance, replacement, utilization of sports equipment. It also includes maintaining the college ground and open space, maintaining volleyball and badminton courts, etc. The committee prepares the proposal for the purchase of new sports items along with the details of existing sports equipment. The proposal is forwarded to the management through the Principal with his remarks. Order for new sports items were placed by the institution after ensuring the full utilization of existing sports equipment. The college gymkhana remains open for all working days. In other words, it is fully utilized.

Computers:-

The Institution has 32 Computers, 5 scanners, 7 Printers, and 5 LCD Projectors. Computers are properly maintained by a specialized person who conducts periodical servicing of all computers, printers,

projectors, etc. He attends the call in case of any technical difficulties which include both software and hardware. Projectors are used intensively for teaching and presentation.

Classrooms:-

All classrooms, seminar hall, auditorium, administrative office, staircase, computer labs, gymkhana, passages, etc are cleaned on daily basis including dusting by the Class IV employees of the college. All cleaning duties have been allotted to the class IV employees equally. They are expected to report to the head clerk. Both teachers and head clerk monitor and supervise the cleaning work on daily basis. An electrician maintains all electrical equipment like light, fan, etc. periodically and attends the call in case of urgency. All washrooms/toilets are cleaned twice a day.

Canteen:-

The college canteen committee supervises the functioning of the canteen which includes menu, timings, cleanliness, etc. The committee prepares minutes of the meeting in connection with the functioning and progress of the canteen and recommends for further improvements to the Head of the Institution.

College Administrative Office:-

The administrative office of the college is housed on the first floor and is very convenient to reach. It remains open from morning 9.30 am to 05.00 pm on all working days. It caters to all requirements of the learners. The institution has provided required furniture and fixtures for the smooth working of the office. College documents, papers, computers, printers, and other equipment are properly maintained. The head clerk prepares and submits the annual progress report in connection with the support facilities and recommends for the purchase of required equipment/ stationary/ utilities for necessary sanction.

Backup Facility

Electricity generator is used as and when the supply of electricity stops. Periodical servicing of the generator is done to ensure continuous supply of energy. Solar panels are also maintained by the service technician periodically.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 11.05

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
96	93	61	93	78

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 5.44

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
52	60	48	20	22

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 42.43

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
221	557	305	139	398

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 20.72

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
50	31	99	62	5

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 93.01

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 213

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 73.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	1	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	1	1	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

This institution has an active Students Council duly formed as per university guidelines. Every year a 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 committee 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 caring out various activities. It plans events that contribute to college spirit and community welfare. It also works for the interest of all students. It provides a platform for the learners to share their views and suggestions with the college administration.

During 2018-19 the council met four times with specific agenda. Following activities were conducted.

1. Felicitation Programme:- The institution under the leadership of the Student Council arranged a felicitation programme for Lieutenant Mrs. Gouri Mahadik on 2nd March 2019, widow of Major Prasad Mahadik who was martyred on 30th December 2017.

The Principal felicitated her and students performed a programme of patriotic songs in her honour. Mrs Mahadik addressed the students explaining her journey from widow of Major Prasad Mahadik to a Lieutenant. Her address was inspiring for the students with a message- "Nothing is Impossible".

1. As per the suggestions of the student council, an "Aptitude Test" was conducted on 22nd October 2018 to make the students understand their aptitude which will help them in selecting the best career.

Representation of students on administrative bodies/committees of the institution.

The students of this college have been given their representation in almost all administrative bodies of the college for the effective working of the institution.

Administrative Bodies and Committees:-

1. Admission Committee
2. Students Council
3. Internal Quality Assurance Cell (IQAC)
4. Discipline Committee
5. Attendance Committee
6. Student Grievance Cell
7. College Canteen Committee
8. Anti Raging Cell
9. College Development Committee
10. Environment Green Club
11. Parent Teachers Association

Representation of students on administrative, co-curricular and extracurricular activities of the institution.

1. Academic Calendar
2. Orientation Programme for new entrants
3. Syllabus completion report
4. Time table committee
5. Cultural Committee
6. Women Development Cell
7. College Gymkhana Committee
8. College Magazine Committee
9. College Nature Club
10. Sports Club

The institution undertakes activities that are students centric. In all activities representation of the learners is taken into consideration.

Participation/Engagement of Students in Co-Curricular and Extra-Curricular Activities:-

The participation of students and alumni played a dominant role in organizing the event. In organizing the whole event, students and alumni co-operated with teachers for all the work allotted. During activities like Mega Job Fair, students managed all event like Marketing the events in nearby colleges, registration of students, seating arrangements of participants, the arrangement of Lunch and Breakfast etc. Students are also engaged in anchoring for various programmes like Guru Purnima, Women's Day celebration, Marathi Bhasha Divas etc.

File Description	Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 490.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
499	412	475	523	543

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template))	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The College has an Alumni Association. Though it is yet to be registered, it has a constitution giving details of membership, objectives, functions, meetings, finance etc. A separate register has been maintained in which every year the enrolment of new alumni is done. At present this association has 222 members.

The association has planned to arrange special sessions on personality development, skill enhancement, environment protection etc.

During every academic year, the institutions arranged one/ two meetings of the Alumni Association. Members were issued notices of the meeting and details of the discussion to be held. The minutes of the meetings were recorded in the minutes book.

CONTRIBUTION OF ALUMNI ASSOCIATION.

1. Workshop on “Vigilance, awareness and safety”:-

A workshop was conducted in connection with the use of Liquefied Petroleum Gas by Hindustan Petroleum Corporation Ltd in collaboration with Rotary Club of Ulhasnagar. In this workshop, students were informed about the features of LPG, the quantity of Gas in a Cylinder, operation of the Cylinder etc. Details were given regarding the precautions/ measures to be taken in case of leak of gas, economical use

of gas, how to deal with the situation during emergencies etc. About 150 students participated in the workshop.

2. Visit to APMC Market (Agricultural Produce Market Committee):-

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

3. Financial Help through NGO:-

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

4. Health Checkup camp:-

Alumni Association organized Blood Test Camp on 8th February 2020. Teachers and Students actively participate in this health checkup camp.

5. EXTENSION ACTIVITIES:-

The College Alumni are actively involved in the extension activities. They participate in Tree Plantation, Blood Donation Camp, Health Checkup, Residential Camp etc. and motivate the students.

6. ALUMNI PARTICIPATION IN ADMINISTRATION

The Alumni are involved in decision making through various committees like CDC, IQAC etc. The Alumni Association contributes towards arranging various funds for the students as well as arranging/ organizing programmes/activities.

7. Programme How to be a Smart Investor

Being commerce college, Ms. Geeta Gangwani Member of the Alumni Association, currently working as a lecturer in L. D. Sonawane College organized a programme/ session on “How to be a Smart Investor ”

8. Guest Lecture by Alumni

Our esteemed Alumni Prof. Sonam Pinjani was invited as a guest speaker for guidance to the BMS and BCBI Students. She encourages students and discussed curricular related concepts.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Vision of the institution is “To strive hard and scale greater heights of excellence in higher education”.

The Mission is “To empower women to meet the challenges, to meet socio-economic needs with human values and social responsibilities, to achieve excellence with quality in every activity and to make them self dependent in the present complex and competitive world”.

The nature of governance, effective leadership, perspective plans and teacher’s participation in decision making etc. are in tune with the vision and mission of the institution.

Nature of Governance:-

This institution has decentralized governance. Students, teachers, administrative staff participate in the administration of the institution. This being a girls’ college, such kind of administration strengthens women empowerment and helps them to meet the challenges. The administrative office which is responsible for day-to-day administration has 100% female employees which enable the students to understand and inculcate effective administration and governance qualities.

Effective Leadership:-

The institution is headed by a competent, experienced, progress-oriented leader i.e the Principal. All administrative decisions are taken in consultation with his subordinates. He is the Ex-Officio chairperson of all committees functioning in the college. All departmental heads, office in-charge, coordinators etc. are females through whom the Principal implements the mission and vision of the institution. He arranges special lectures on human values and social responsibilities for the students through his subordinates. By organizing skill development programmes and placement drive, efforts are made to make students self-dependent in the present competitive and complex world.

Perspective Plan:-

The IQAC and the College Development Committee (CDC) are the main bodies which plan various activities connected with academics, administration, cultural activities etc. These plans are made in accordance with the vision and mission of the institution like organizing women’s empowerment programmes to enable them to meet the challenges. Policies connected with the enhancement of quality in teaching and learning process, make them to show better performance in the examination and to get placement.

Teachers Participation in Decision Making:-

Teachers are the propelling factor in the progress of the institution. They are involved in the decision

making bodies like IQAC, CDC and involved in the execution of decisions taken. All decision taken by such bodies are applied to achieve the mission and goals of the institutions.

Students Participation in Decision Making:-

To inculcate the leadership qualities among the students as per the vision and mission, the students are involved in the decision making as well as the organization of various programmes by including them in various committees like IQAC, CDC, NSS, Cultural, Sports, Anti Ragging etc.

Alumni Participation in Administration

Alumni are the asset of the institution. The College has constituted Alumni Association which includes President, Secretary and members from the college alumni. The Alumni are involved in decision making through various committees like CDC, IQAC etc. The Alumni Association contributes towards arranging various fund for the students as well as arranging/ organizing programmes/activities

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Case : - MEGA JOB FAIR 2018-2019

Introduction

As a part of Institutional Practice for Decentralization and Participative Management, the best case study taken was organizing Mega Job Fair under Campus Placement Cell on 24th April 2019. The Objective of conducting the Mega Job Fair was to give exposure to the students by providing them various opportunities and also to allow different organizations to meet potential employees.

Challenges

Difficulties faced while organizing Mega Job Fair were -

1. As it was inter-collegiate activity, promotion of the Job Fair was a challenge.
2. Number of companies involved were uncertain.
3. HR Personnel who will be involved in Mega Job Fair were unknown.
4. Number of student participation was uncertain.
5. Herculean task to frame the schedule of the entire day.
6. To send the candidates for interview, to various companies within a timeframe was challenging.

Strategies Adopted

1. For promotion of Job Fair, social media was used. E-Broucher was forwarded to different college teachers, also in Principal and Co-Ordinator groups. Invitation Letter was sent to cluster colleges from Ulhasnagar to Dombivli. Teachers and students of the college were entrusted the responsibility to deliver the invitation letters in nearby colleges.
2. Mega Job Fair was organized in collaboration with Udyogini Foundation of Tech Mahindra. Mrs. Tasneem and Mr. Ameen, members of Tech Mahindra, assisted us to call various companies and gave us confirmation 3 days prior to the Job Fair.
3. In discussion with the Principal, the work distribution was done among all teaching and non-teaching staff members.
4. The schedule was prepared which included complete layout of the Job Fair.
5. Participants were informed to register themselves at the registration counter.
6. After the inauguration ceremony, participants were informed about the companies and their job profile. We also announced the arrangement of the companies in different classrooms and to be more precise with directions, company names were displayed at every classroom.
7. Company-wise registration was also taken from the students.

Decentralization

The Campus Placement Cell was given the responsibility to marshal the Mega Job Fair. The Cell was given liberty to plan and also take decisions for the same. A duty chart was prepared which clearly mentioned the responsibilities of each and every teacher.

Participative Management

As stakeholders, participation of students, alumni, and collaborating industry (Tech Mahindra) played a dominant role in organizing the event. In organizing the whole event students and alumni co-operated with teachers for all the work allotted. Teachers from other colleges also promoted the event among their students and encouraged them to take part in the Mega Job Fair.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

This institution's vision states to work hard to attain greater heights of excellence in higher education for girl students. The mission indicates women empowerment through higher education to meet the challenges, socio-economic needs and to achieve excellence in every activity to make them self-dependent. Based on the vision and mission of the institution, the college has planned its long terms strategy of imparting higher education to girls to strengthen their social, economic, political rights, reduce diversities between men and

women and to get respect, independence and dignity in their life and lifestyle.

In view of the strategic plan, the institution has focused on **Skill and Personality Development Programme**

Objectives:-

1. To create opportunities, space and scope for the talents of girl students.
2. To increase the efficiency and quality of services for improved productivity and economic growth.
3. Women empowerment and enhancement of status through skill-building.
4. To increase employment opportunities.
5. To motivate girls to become entrepreneurs.
6. To make Girls/ Women self-sufficient and self-reliant.
7. To enhance self-confidence, communication skill and soft skill.

2015-16

- Career guidance programmes were conducted. 16/07/15, 16/12/15
- Art of Living, NSDC and NAAZ Programmes were started.
- Hobby cell started and Dance classes were run for 3 months by renowned Bollywood choreographer Mr. Vinod Talreja.

2016-17

- Life Skill Development Programme by NAAZ on 04th to 19th July 2016.
- Seminar on Vedic Mathematics by Mr. Pankaj Deshmukh. 27/07/2016
- Seminar on Soft skill Development was organised.
- VLCC Seminar was organised.

2017-18

- Programme on Body Language by Art of Living & NSDC
- Programme on Resume Building & Personality Development by Times Institute
- Seminar on Skill Development Fevicryl activity by Pidilite
- Career Opportunities in Banking, Finance, Insurance & IT industries by NIIT
- Seminar on Resume Writing & Career Counselling by MIM
- Skill Development Programme – Basic Banking & Finance by Tech-Mahindra
- Five Days Training Programme was organized in college premises by BSE. 55 students participated in the Same. 15 Day internships for the selected 15 students was arranged at BSE.

2018-19

- Skill Development Programme organized under “Artist in Me”.
- Business Correspondent/ Business Facilitator Government Certified Industry Professional Course Conducted.
- BFSI Training Conducted.
- Life Skill Development Programme in collaboration with NAZ Foundation.
- How to Manage Money and be a Smart Investor. Skills-for-Market Training [SMART] by

Consumer Guidance Society of India.

- Course on Capital Market by Tech Mahindra Foundation.

2019-20

- Use of Tally - Making Accounting Easy (Tally . ERP9 + Industrial Accounting) by ITAA Education Pvt. Ltd. on 27/08/2019 To 2/12/2019.
- PIDILITE (Artist In Me) personality development programme conducted. Four workshops arranged on 29/08/2019, 4/10/2019, 11/01/2020 & 12/03/2020.
- Training Programme on Business Correspondence/ Business Facilitator in collaboration with Edubridge, NSDC sponsored by Citi Bank was conducted.
- Communication Skills for Corporate dated on 22nd January 2020.
- Skills for Market Training (SMART) for Career Counselling by Tech Mahindra Foundation dated on 13th March 2020.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Organogram of the institution reflects the organizational structure of the institution. It shows the relationship among departments, heads, and coordinators, subordinates, etc, the top to bottom status of different units. The main purpose of organogram is to distribute responsibility/ workload equally and effectively among the employees.

This institution has prepared the organogram clearly showing distribution status and flow of authority as follows

- 1. Governing Body:-** It consists of top management executives. This body is responsible for the overall growth of the institution including building, college surroundings, expansion, modernization, and renovation, etc. This body executes the decisions through the Principal.
- 2. Principal:-** The real executive of the institution is the Principal who executes all major decisions taken by the governing body. As an academic head, he finalizes the schedule of all academic activities of the college like admission, examination, introduction of new courses etc. He serves under the Governing Council, Government, and University bodies and adheres to all rules and regulations. His term of office is five years, to be extended for another five years, subject to the decision of the governing body based on the performance. Both teaching and non-teaching staff work under him. He is the ex officio chairman of all administrative committees.
- 3. Departmental Head:-** Each program has a Head to look after the effective functioning of the

department. Subject teachers work under the HOD and conduct regular curricular & co-curricular activities. Teacher's service conditions pay scale, code of conduct, workload, and approval, etc. are determined as per university norms.

4. **Committees:-** The Principal constitutes various committees for the smooth administration of the institution. Under his guidance committees like examination, discipline, culture, sports, library, unfair means, attendance, etc. work as per norms. Through these committees, all curricular and extracurricular activities are planned and incorporated in the academic calendar for further execution.
5. **Parent Teachers and Alumni Association:-** These two bodies are associated with the institution to help and suggest in adopting various measures for the holistic development of the learners. Regular feedback of these bodies helps the head of the institution to frame various policies for the progress of the institution.
6. **Student Council:-** In the administrative setup of the institution, Student Council plays a dominant role. Periodical meetings are held with the council and various decisions are taken in connection with students discipline, academic growth, introduction of new programs, admission process etc.
7. **Teaching and Non-Teaching Staff:-** Recruitment of teaching and non-teaching staff is done as per the directives of the University and the Government. Code of conduct is issued to these staff and the same is implemented. Workload, duty hours, placement, etc. are followed as per norms. Yearly performance appraisal report is taken from both, for better performance and institutional growth.

The institution has an efficient organizational setup. All departments, committees, associations, governing body, teaching and non-teaching staff, and students work together with coordination and cooperation. There is centralized administration with decentralized responsibilities leading to participative management.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

This institution has extended the following welfare measures for the benefit of the employees.

- 1.Payment of advance against salary by the Management for newly recruited staff till funds are released by Government
- 2.Maternity leave, paternity leave, adoption leave as per norms.
- 3.Special leave, Faculty Development Programme leave, Study leave, Duty leave to attend seminar/conferences/workshops.
- 4.Reimbursement of Membership/ registration fee for Conference/Seminar/ Workshop & Professional Society
- 5.Reimbursement of medical expenses.
- 6.Travel grant to visit home town once in two years.
- 7.Maharashtra Darshan once in four years.
- 8.Advance payments to meet emergency expenditure
- 9.Class IV employees are provided Uniforms free of cost
- 10.Washing allowance
- 11.Salary advances during festivals.
- 12.Fee concession for wards of Non-teaching staff
- 13.G.P.F facility
- 14.All the non-doctoral staff members are encouraged to get enrolled for a part-time Ph.D. program.
- 15.Relaxation in workload and flexible timing for the employees who have enrolled for different courses to enhance their academic qualifications.
- 16.Zero Percent loan facility is available for all staff members at the time of emergency/need.
- 17.Financial Assistance is provided to class IV employees at the time of eventualities.
- 18.Felicitation of staff on Teachers Day by distribution of gifts.

File Description	Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 24.27

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	4	3	6	6

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 12.1

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	1	2	0	3

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Every year the teaching and non-teaching staff is expected to submit their performance appraisal report in the prescribed format to their respective departmental head. Departmental head with necessary remarks forwards the same to the IQAC for evaluation. IQAC after evaluation forwards it to the Principal. The Principal after going through the report communicates to the concerned employees highlighting the areas in which more efforts are required.

When the teachers are due for placement on a higher scale as per government norms, their proposal along with necessary documents including a performance appraisal report is prepared and forwarded by the college to the Joint Director, Higher Education, and the University of Mumbai for record and perusal.

Objectives:-

- To plan for future improvement by overcoming the deficiencies.
- Long-term progress in the academic and other fields by active involvement.
- To put more effort into the areas where progress is expected.

The non-teaching staff appraisal format includes their personal details and they are assessed on a seven-point scale with excellent, outstanding, very good, good, satisfactory, marginal, and poor on various parameters connected with professional competence, performance, personal characteristics, etc. Out of the total 210 points, the percentage of points scored by them under each parameter is calculated, and based on this, they are placed on a five-point scale. Over and above this evaluation, the reporting officer puts his remarks and forwards the same to the Principal for review. Once the Principal signs the report, a copy of the same is given to the employee for his or her reference so as to enable him/her to put more effort for better performance.

Similarly, the teachers are issued the performance appraisal forms in duplicate to fill the same and submit to the Head of the Department. The HOD after putting his remarks, forward the same to the IQAC. After evaluation by IQAC it is forwarded to the Principal for further procedure. Teachers Performance Appraisal report consist of the personal details of the teachers, classes, and subjects taught (Semester Wise), participation in evaluation, contribution/innovation in teaching, improvement in professional competence, research contribution by guiding M.Phil/Ph.D. students, publishing research papers, undertaking research projects, participation in seminars/ workshops, paper presentation, patent taken, membership of various

professional bodies, etc. It also includes teacher's participation in extension/ community services, participation in corporate life, etc.

The Head of the Department gives his/her observation based on the factual information given by the teacher, personal competency showed regularity and punctuality, participation in departmental work, relation with colleagues/Students/Principal/ Management, etc. By taking the overall assessment of work and conduct, the teacher will be placed- excellent, very good, fair, poor, etc.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

This institution maintains 100% transparency in the area of Finance. It conducts both internal and external audit regularly to avoid any misuse of funds/ optimum utilization of funds.

In the beginning of every financial year, an internal auditor is appointed by the institution to look after the financial transactions on day-to-day basis/ monthly basis. The letter of appointment of the auditor indicates the objectives of such audit and the period of time. The auditor is expected to take the details of all financial transactions in each programme every month. This includes all cheque payments and cash payments, salary payments along with the amount received in the form of fees, fines, salary grants etc. A monthly receipt and payments statement for each programme is prepared to show the opening balance, closing balance, amount received and payment made.

The monthly receipt and payment statement duly certified by the internal auditor is forwarded to the head of the institution for his approval. Such monthly statements are brought together and a quarterly statement is prepared. In a financial year, four such statements are prepared and signed by the head of the institution.

Every year the institution prepares (CDC) annual budget prior to the beginning of the financial year. The budget is discussed in the CDC meeting and is approved.

External Audit is conducted every year by a Certified Auditor (Chartered Accountant) appointed by the Society to audit programme wise accounts. Audit assistance visits the college twice or thrice in a year and physically verify all receipts, payments, vouchers, salary paid to the employees and other expenses. Every year by the end of April the auditor submits the statement of accounts and audit reports to the head of the institution.

The audit report and the statement of account are presented before the CDC meeting for its approval and suggestions to attain the queries/objections raised by the auditor. Based on such suggestions the objections are rectified by the institution within the stipulated time.

Before the final Audit Statement, all queries raised by the Auditor were resolved with the necessary proof and documents. The following queries were raised by the External Auditor in 2019-20 and the same was resolved.

Audit Objection	Mechanism
Rs. 95,327/- credited to Examination Account No. 320701010020107 on 04/05/2019. Provide Details.	Payment is made to FAO through NEFT but down, it is re-credited to the college account.
Amount of Rs. 29884/- is credited on 04/10/2019 and Rs. 22320/- on 11/02/2020 in account No. 320701010020107. Provide details.	The Amount is received from UOM for the Xeroxing. Exam conducted in Oct -18 and March
Amount credited by Rs. 4,50,000/- in Account No. 3207010010032298. Provide details.	Financial Assistance received from Nichal Isra Scholarship of BMS & BBI students.
Payment made from Union Bank of India for Rs. 37511.80/- From Account No. 320701010032299. provide details.	Online payment of Affiliation fees is done for M.Com programme to FAO, UOM including Rs. 11.80/-

File Description	Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

This Institution is partly aided and partly unaided. In case of aided section salary of teaching and non-teaching staff is received from the government and for the unaided section, the tuition fee collected from the students is utilized for salary purpose.

The components of the funds received by the institution are –

a] Fees :

The Institution charges fees to the students of different programs as per University norms. It is the policy of the Institution that neither donation/capitation fee be charged from the learners, nor any extra payment for any other activities/programs, etc be collected. The funds collected under the head of Tuition fee, are fully utilized for making salary of teaching and non-teaching staff. The fees collected under Library fee, Gymkhana fee, Examination fees, Cultural Activities, etc. are fully spent on the respective heads under which the funds are collected.

b] Conduct of Examinations :

The Institution conducts CA Examinations in the college premises twice a year. The amount received for conducting such examinations is deposited in the college general account.

c] Conduct of Certificate Courses :

The college has signed MOUs with different organizations to conduct training programs/ certificate courses for the students. The organizations either bear the complete expenses or share some percentages of their revenue with the college to meet different expenses for conduct of the course.

d] Issue of Certificates/ Documents:

The Institution issues various certificates like – Bonafide Certificate, Transfer Certificate, Transcript Certificate, Duplicate Mark sheet, ID Card, etc. for which it charges the fees which constitutes a source of income to the Institution.

e] Fines/ Late fees:

Fine is collected from the students for late return of library books, breaking the rules framed by the Institution. Similarly, late fees are charged from the students for the late submission of examination forms. A receipt is issued for the same.

f] Solar Panel

College installed 6 solar panels on the terrace of the college for the generation of solar energy. So natural resource has been mobilized and utilized. This has resulted in the reduction of electricity bill as well as reducing consumption of conventional electricity and contributing to the conservation of national resources.

g] Alumni

The Alumni being one of the vital resources have contributed in organizing various

programs, financial assistance, guidance to the students as well as to the institution for holistic development.

The college prepares the Annual Budget and places the same before College Development Committee for its sanction. All expenditures of the college are done as per government norms. The Institution audits its accounts regularly through a certified auditor every year. Proper action is taken on the adverse remark (if any) in the audit report.

File Description	Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes****Response:**

The IQAC of this college has been undertaking the following quality initiatives from time to time. We hereby describe two practices which have been institutionalized by this college.

1. Skill and Personality Development Programmes.
2. Seminars and Workshops.

A. Skill and Personality Development Programmes.

Every year the institution organizes various programmes for the enhancement of the skill and personality of the learners.

1. **2015-16:-** National Skill Development Corporation (NSDC) in association with Art of Living conducted retail sector training for the learners.
2. **2016-17:-** Life Skill Development Programme was arranged by NAZ for employability and entrepreneurship for a period of 17 days.
3. **2017-18:-** programme on Skill and Personality Development and communication skill was arranged. Training on Soft Skills, Hard Skills was also arranged. Tech Mahindra organized skill development programs in which basic banking and finance session was arranged. Five Days Training programme was organized by the Bombay Stock Exchange. Fifteen Days internship was given for 15 students.
4. **2018-19:-** a Skill Development Programme was arranged by NAZ foundation. An MOU was signed with Pidilite Industries under the head "Artist in Me" to identify the talents of the students and enhancement of skills. MOU was also signed with Citi Bank and Edubridge on Employability Skill. Aptitude training for three years has been implemented by E-Learn and an MOU was signed to that

effect.

5. **2019-20:-** Organized training/certificate programme in collaboration with ITAA Education Private Ltd, Thane. EduBridge Learning Pvt. Ltd Mumbai and Pidilite, Mumbai.

B. Seminars and Workshops.

1. **2015-16:-** National Level Seminar on “Sustainable Development in India Strategies and Emerging Trends” was conducted.
2. **2016-17:-** International Conferences on “Current Trends in Science, Social Sciences and Management” at Kuala Lumpur, Malaysia and “Emerging Trends and Challenges in Science, Technology and Society”, Mauritius was organized.
3. **2017-18:-** A Multidisciplinary International Conference on “Innovative Ideas in the Field of Science, Social Science and Management was conducted at Bali, Indonesia. One Day State level workshop on Research Methods, Human Resource, GST and Digital Banking.
4. **2018-19:-** A Multidisciplinary International Conference on “Innovative Ideas in the Field of Science, Technology, Social Science and Humanity” was conducted at Paris. A National Level Seminar on “Importance of Scientific Technical Terminology in Library and Information Science with Special Reference to Regional Language (Marathi) was conducted. Workshops on “Be Smart Investor” by Consumer Guidance Cell, “Banking and Financial Services” by Times Institute and “Financial Literacy” by National Stock Exchange were organized. A symposium was arranged on “Intellectual Property Rights, Plagiarism, International Business, Mutual Funds and Green HRM”.
5. **2019-20:-** Seminar on “Use of Tally Making Accounting Easy” 2. Seminar on “General Insurance” 3. Seminar on “Communication Skills for Corporate” 4. Seminar on “Digitalization in Banking Sector” 5. National Level Webinar Conducted on Introduce to Intellectual Property Rights in India: Patents, Trademarks and Copyrights 6. Webinar on Stress Management during COVID -19. 7. National Level Webinar Organized on " Research Methodology". 8. Webinar organized on “Fitness During COVID-19 (Zumba)” 9. Webinar organized on the occasion of “International Yoga Day, "Yoga for the Lung".

File Description	Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC reviews the teaching and learning process, its structures, and methodology of operation and learning outcomes periodically as per norms.

1. Incremental Improvements

- The IQAC has taken initiatives to organize Conferences / Seminars/ Workshops/ training programs as a new methodology in teaching and learning.
- The IQAC encourages every department/ teacher for signing MoUs with various institutions for the holistic development and use of resources in the teaching and learning process.

2. Post accreditation Quality Initiatives

- **Permanent Affiliation:-**IQAC initiated its efforts to obtain the recognition of Permanent affiliation for the college. Necessary assistance was provided to college office and permanent affiliation was granted by the University of Mumbai.
- **2 (f) 12 (b):-** after the accord of permanent affiliation, the IQAC team pursued for getting the status of 2 (f) and 12(b) to receive the central assistance for the overall development of the college.

3. Teaching Learning Reforms

- **ICT improvement:-** IQAC encouraged teachers to use ICT tools for contemporary teaching along with traditional methods. More classrooms were enabled with ICT tools like LCD Projectors, Smart Boards, WiFi, etc. The college has invested in New Computers, Color Printer, Kebo Translator for enhancing the methodologies of advanced teaching and also to stimulate understanding of students.
- **Teaching Plan:-**Every Teacher is expected to prepare and execute the teaching plan-week /month-wise for every semester. The IQAC monitors the implementation of the teaching plans of the teachers. The IQAC expects the teachers should forward the syllabus completion report by the end of each semester.
- **Students Feedback** is collected at the end of every academic year/ semester, on a four-point scale for a number of parameters which include completion of the syllabus, teaching method, class control, discipline, etc. The IQAC analyses the feedback and communicates the same to the staff for the enhancement of the teaching and learning process. A survey on Students Satisfaction is also taken to ascertain the smooth functioning of the teaching-learning process.
- **Academic and Administrative Audit:-**It conducts internal academic and administrative audits annually, to find out the strength and weaknesses of the academic setup of the institution. On the basis of the audit, it prepares a plan of action to be implemented to strengthen the academic standard of the institution. It recommends various measures to overcome the weaknesses.
- **Result Analysis:-**The IQAC analyses the results of the student's class wise at the end of every year. The outcome of such analysis is communicated to the faculty members through the departmental head. Based on such analysis the IQAC recommends remedial coaching wherever necessary for the benefit of weak students. The IQAC continuously monitors and reviews the academic performance of the students and guides the teachers for the better performance of the students.

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

NBAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

This institution is purely a girl's college. They are provided with various facilities.

A) Safety and Security

The institution has made available 24×7 security services at the entry gate. Only Bonafide students and staff are allowed to enter the campus. Outsider's entry is subject to proper verification of the identity of the person and the purpose for which he/she intends to visit the college. In addition, 16 CCTV cameras have been installed at prominent places at the campus, the live footage and recording of which is available in the Principal office. In other words, students feel safe and secure inside the campus.

B) Counseling

The institution has appointed a part-time counselor for counseling needy students. Necessary publicity has been made to make all students aware of the counseling facilities extended by the college free of cost.

Most of the teaching staff is ladies and they act as counselors for the students. The Mentor-Mentee system further helps develops a close relation with the students and they approach the mentors with their queries and problems. The mentor appropriately guides the mentees so as to reach a solution.

C) Common Room

Two girls' common rooms have been made available to the students with attached washrooms and other infrastructure/ amenities. These washrooms are cleaned daily by class IV employees. A sick room has been provided with a bed, clean drinking water, sanitary napkin vending machine, one wheelchair & relaxing chairs.

D) Any other relevant information

Year-wise Programmes organized on the promotion of gender equity:-

2015-16

1. Self-defense Programme in collaboration with Police Department.
2. Savitribai Phule Jayanti celebrated.
3. Mental happiness workshop arranged.
4. Essay writing and poster competition on women's rights conducted.

5. Session on personal Hygiene and Cleanliness.
6. Group Discussion on HIV / AIDS.
7. Session on Legal Rights of Women.
8. Programme on women Related Health Issues by WDC

2016-17

1. Free Health check-up.
2. Essay Competition on changing role of women.
3. Polycystic Ovarian Syndrome awareness seminars.
4. Celebration of Savitribai Phule, Jijaumata Birth Anniversary.
5. Rally on Women's Day.
6. HIV Awareness.
7. Session on Cyber Crime.
8. Lectures on Social and Legal issues related to women.
9. Session on women safety

2017-18

- 1.1 Poster Competition organized on Gender equality.
2. International Women's Day was celebrated & Students were asked to talk about the inspiring women in their life.
3. Celebration of Savitribai Phule Jayanti, Jijamata Jayanti, Ahilyabai Holkar Jayanti, the inspiring Women's of India.
4. Cyber Crime awareness Programme
5. AIDS Awareness Programme

2018-19

1. Swamini – “A fight for self-respect of Women”
2. Awareness of Polycystic Ovary Disease (PCOD)
3. AIDS Awareness
4. Self-Defence
5. Felicitation of Mrs. Gauri Mahadik (Message: Service to Nation)
6. Celebration of Savitribai Phule Jayanti, Jijamata Jayanti, Ahilyabai Holkar Jayanti, the inspiring Womens of India.
7. Celebration of Women's Day

2019-20

1. Session on Women Empowerment under NSS camp
2. Mammography
3. Health Checkup
4. Celebration of Women's Day
5. Women Safety and Awareness under WDC

Apart from this, the above issue is also framed as a part of the curriculum in the subject Foundation Course.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

This institution is committed to maintain a clean campus environment and undertakes various activities to protect the environment. A Cleanliness committee has been constituted to monitor the cleanliness of the college building and the campus. Waste materials are properly disposed as per norms.

A) Solid Waste Management:- Sweepers are appointed to sweep the classrooms, corridors, staircase, open ground, etc. on daily basis. The waste materials collected are stored in the dustbin and disposed through the municipal corporation garbage vehicle every day. Similarly, waste material from college canteen is also disposed on a day-to-day basis.

B) Liquid Waste Management:- The institution adopts safe management and disposal of human excreta/ wastewater. This involves safe collection, safe storage, and disposal. All washrooms are equipped with flush toilets connected to underground septic tanks through metals/cement pipes. Greywater waste generated from washing, general cleaning, etc. are directly connected to municipal underground drainage pipes. The institution ensures that sanitary fittings/ pipes are well maintained without any scope for leakage.

C) E-waste Management:-The Committee monitors e-waste disposal. This includes all electrical and electronic equipment which are non-working to be disposed of every year. The institution purchases the required quantity/ number of electrical and electronic goods like fans, tube lights, computers, etc. by adopting a proper procedure. By the end of each year, the waste materials are sold to scrap dealers/ vendors who in turn use them in recycling or sale by dismantling.

D) Biomedical waste management

Used sanitary napkins are collected separately and handed over to the municipal garbage van.

E) Hazardous chemicals and radioactive waste management

As this is a commerce college, there is no provision for laboratories like chemistry Lab, zoology lab, etc. and therefore no provision has been made to dispose chemical waste, either liquid or gas.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

An inclusive environment is one in which members feel respected and connected to one another. In this college, students & staff of different communities, languages, cultural and other diversities are allowed to express their individual opinion and point of view. They participate fully in the teaching & learning process, various activities of the college and feel safe and secure from abuse, harassment, or unfair criticism.

This institution is recognized as a Minority Institution under Linguistic Minority for Sindhi speaking community. Though 50% of seats at the entry-level are reserved for Sindhi speaking students, no students of other language/community have been refused admission. The Institution has taken necessary efforts and initiatives in providing an environment of tolerance and harmony towards all diversities.

Cultural Diversities :

Students from Maharashtra and other states like Uttar Pradesh, Bihar, West Bengal, Tamil Nadu, Gujarat, Rajasthan, Punjab, etc. are studying in this Institution having diverse culture and tradition. The Institution conducts various cultural programs in which students from different cultural backgrounds participate and enjoy our cultural heritage.

Regional Diversity :

Students originating from different states /countries with different cultures, languages, and other diversities have been granted admission for different programs. They do not feel isolated/neglected in this institution located in the State of Maharashtra, as the Institution has maintained an inclusive environment.

Linguistic Diversities:

Students from different states/countries speaking their respective state languages are accommodated in this institution. For regular communication, such students speak Hindi/English language. The institution does not prevent the students from using any language for their day-to-day communication inside the campus. Therefore such students do not feel uncomfortable in the institution even if they cannot speak the state language – Marathi. The college magazine accepts and prints articles in various languages.

Communal Diversities:

Students from different communities like Hindu, Muslim, Sikh, Christian, Buddhist, etc. have been admitted for different programs. All students have been treated equally by the institution and society. The institution celebrates festivals connected with different communities, in which the learners participate without differentiation.

Socio-Economic Diversities :

Though, students of this college come from different social backgrounds and economic statuses, they are treated equally irrespective of their diversity. All economically backward students are provided with free ship/Scholarships from the government and other agencies. The students belonging to SC, ST, OBC, DT, NT, etc. are treated on par with general category students. The Socio-Economic background of the students does not play any role in the day-to-day functioning of the college. All students participate fully in the teaching and learning process, various college activities, extension activities and feel safe and secure and enjoy their student life.

The staff of the college also belongs to various states/ countries with different cultural backgrounds, languages, and socio-economic diversities. The staff work as a homogeneous team.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institution conducts various activities for inculcating values among the students being responsible citizens of the country. The academic calendar prepared in the beginning of every academic year indicates such activities for creating values among the learners.

a] Celebration of Independence day :

Every year on 15th August, the college celebrates Independence Day. On this day the Head of the Institution hoist the Flag of the country and address the learners. In his address, he sensitizes the learners, faculty members and employees towards their responsibilities, duties towards the nation. He also explains their constitutional rights and various constitutional obligations. On this day students sing patriotic songs and recollect the sacrifices made by the freedom fighters during the freedom struggle and the role of citizens in maintaining the unity and integrity of this country.

b] Celebration of Republic Day :

On 26th January, the institution celebrates Republic Day. On this day, after the Flag hoisting, the Head of the Institution address the students and sensitizes them regarding the importance of the day, as the entire nation was brought under the constitution. On this day learners sing Patriotic songs and participate in various programmes. Such participation enables them to inculcate values for being a responsible citizen of this country.

c] ExtensionActivities:

Through extension activities, the institution ensures that awareness is created amongst our students and society about the basic rights and duties of the citizens.

For sensitizing constitutional values and rights following activities were conducted in the college campus as well as the NSS campsite.

1. Conservational Values – Programmes like tree Plantation, Save Water, Save Energy, Swachh Bharat Abhiyan, Plastic Ban rally etc were conducted as these values play a vital role on the consumption and usage of our national resources.
2. Laws and Rights Awareness – Programmes/ rallies were conducted to bring awareness regarding Right to Vote, Women Rights, Laws against women violence and child abuse, child labour etc.

d] Celebration of National Constitution Day:

The institution celebrates National Constitution Day on 26th November to commemorate the adoption of the Constitution of India. On this day the Head of the Institution, in his address, sensitizes the students towards the importance of the constitution and the constitutional obligations and the responsibilities of Indian citizens. The Preamble of the Indian Constitution is read and all are made aware of their fundamental rights and duties. The students and staff pledge to honour the constitution in its true spirit.

e] Celebration of various Anniversaries

The Institution celebrates Birth and Death Anniversaries of various national leaders, freedom fighters and social reformers. Students are sensitized towards the values and advise of such great leaders.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution takes efforts to celebrate National and International commemorative events to highlight the contribution of great personalities to society. A sense of sacrifice to the society of the great personalities is the quintessential part to celebrate commemorative days. It inculcates a stark and staunch feeling to do things for the welfare and betterment of the society. Their acts have led society to a paramount zenith where humanity got the soaring height and humanitarian values flashed and glared.

The institution takes strenuous efforts to celebrate the days while preparing the academic calendar. The first and foremost objective that exist behind is that students may be acquainted with intrinsic and extrinsic values because life of the great personalities are repleted with it. Details of Celebration of the commemorative events are hereunder:

A] National commemorative days :

- Guru Pournima
- Independence Day

- Sadbhavana Diwas
- Teacher's Day celebration
- Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti
- Dr. A.P.J. Abdul Kalam Jayanti
- Ekatmata Diwas
- Rashtriya Sankalp Diwas
- Children's day
- Constitutional Day
- Savtribai Phule Jayanti
- Republic Day
- Chatrapati Shivaji Maharaj Jayanti
- Shahid Diwas
- Dr. Babasaheb Ambedkar Jayanti
- National Sports Day
- NSS Day

B] International Days

- International Women's day
- International Yoga Day
- World Environment Day
- World Earth Day
- World Biodiversity Day

File Description	Document
Link for any other relevant information	View Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice- I

1. Introduction:

This College adopts a practice of conducting a special activity every year for the holistic development of the students and enhancement of their knowledge in different fields over and above the regular curriculum.

By inviting specialized persons from different areas, specialized knowledge is made available for the learners.

2. Title of the practice:

One Day Symposium on IPR, Plagiarism, International Business, Green HRM & Mutual Fund

3. Goal of the practice:

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

4. The context:

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

1. Rising prices of stocks have induced the investors to go towards mutual funds for higher returns. The question faced by young investors is how to invest, how to make investment plans, different investment schemes, legal aspects of such investments, etc. To understand these matters and how to become a successful investor, this Symposium plays an important role.
2. Business firms attain intellectual property rights in the form of patents, trademarks, names, and images, etc. Such rights enable the firm to enjoy a monopoly. Lack of competition may lead to consumer exploitation. Therefore knowledge of intellectual property rights is necessary for the learners.
3. In modern international business- trade of goods and services, technology, capital, etc, occupies an important role. It also includes logistic and other related matters like balance of trade/ payment, exchange rate variation and its effect on trade, etc. Commerce, Management, and Finance students need special knowledge in this field so as to enable them to select the profession of their choice.

5. The Practice:

The IQAC of this College planned to conduct a Symposia consisting of special lectures on Intellectual Property Rights, Plagiarism, International Business, Mutual Funds, and Green HRM on 11/04/2019 in the College premises. The learners and staff were given advance notice so that they may attend in large numbers. The Symposia helps the students of Commerce (both UG & PG), Management students, and students of Banking and Insurance.

In the morning session, Intellectual Property Rights and International Business lectures were held by Adv. Ms. Rupali Yeranaes and Mr. Chetan Deshmukh respectively. In the afternoon session, Mutual Funds, Green HRM, and Plagiarism lectures were held by Mr. Inderkumar Lulla, Mr. Stephen Daniel, and Dr. Dattatraya Kalbande respectively. Students not only participated in the Symposia in large number but also raised questions for better understanding.

Student's feedback was obtained to ascertain the extent of success of the Symposia. Students and Staff participation in large number and excellent feedback enhanced the confidence of the speakers and organizers. During the concluding remarks, the Head of the institution declared that the conduct of Symposia will continue every year, and experts from different fields will be invited for its grand success.

6. Evidence of Success:

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

7. Problem encountered and resource required:

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

8. Conclusion:

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

Best Practice- II

1. Introduction:-

Skill development is a process of identifying skills. It is important because skills determine the ability to execute the plans with success and in achieving goals. The skill works as a tool in attaining the destination. Efforts are being made by organizing different skill development programs to enhance the same. It is a volunteer program.

2. Name of the Practice:-

Skill Development Programmes

3. **Goal of the Practice:-**

- 1.To create opportunities, space, and scope for the talents of young students.
- 2.To identify new sectors for skill development.
- 3.To increase the efficiency and quality of labour for improved productivity and economic growth.
- 4.Skill building is a powerful tool for women's empowerment and enhancement of their social status.
- 5.To increase employment opportunities.
- 6.To motivate girls to become entrepreneurs.
- 7.To enhance the proportion of Women Entrepreneurs as compared to Male Entrepreneurs.
- 8.To make Girls/ Women self-sufficient and self-reliant.
- 9.To understand the Interview techniques.
- 10.To upgrade the knowledge of the Capital Market.
- 11.To enhance self-confidence, communication skill, and soft skill.

4. **The Context:-**

Regular classroom teaching and learning based on the syllabus is insufficient for holistic development of the learners. Opportunities scope, space, and the 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 skills, self-confidence, computer competency also play a dominant role in employability.

In the context of the 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 programs 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 program "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 complementary 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 a Vocational training program 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 program 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 which commenced from 11/11/2019.

6. Evidence of Success:-

In this mega training program, 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 program. Such feedback was analyzed which indicated that 90% of the participants liked the program and confirmed that the training program is really worth and will be helpful to them in future days.

7. Problem encountered and resource required:

Conducting such 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 stationery 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 practice.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Distinctive Area “Women Empowerment”

This college is located in the thickly populated area of Ulhasnagar, Dist.Thane, Maharashtra. The college locality is of middle and lower-middle-class people, the majority of them staying in barracks/ chawls. It was observed by the Management that the girl child was being deprived of higher education. Looking at their needs, the management introduced a college exclusively for girls with the traditional course Bachelor of Commerce (B.Com) in 1994. Subsequently, looking at the changing scenario of the society the management also introduced professional courses Bachelor of Management Studies (BMS), Bachelor of Commerce in Banking and Insurance (BCBI), and Master of Commerce (M.Com).

This is the only college exclusively for girls, affiliated to the University of Mumbai, in the entire taluka of Ulhasnagar and the adjoining talukas like Kalyan, Murbad, Ambarnath, Shahapur, etc. 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. By dint of quality education, security, and empowerment skills imparted, the parents prefer to educate their girls through this Institution.

The vision of the institution is to strive hard to attain greater heights of excellence in higher education, particularly for girl students. To attain this vision, the institution works on its mission of women empowerment which is also the need of our present society.

This institution by educating girl students, helps them to inculcate human values and to undertake various social responsibilities to achieve excellence with quality in every sphere of life. The main objective of the institution is to impart higher education, both UG and PG, to strengthen their social, political, economic, judicial, and other rights so that there will be no discrimination between men and women. Educating girls to 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 secured life.

This institution is committed to enhance the welfare of the girl students in all respects. All eligible candidates are granted admission to the course of their choice. They are extended financial support by way of free ships, scholarships, payment of fees in installment, etc. Special coaching is given to enhance their communication and soft skills. To enhance their confidence, interclass competitions are arranged and they are also encouraged to participate in co-curricular activities. Efforts are made to improve their academic performance every year. Special attention has been given to differently disabled students.

In the field of academics, the students with low academic performance are also admitted to the program and trained for 3 years intensively during the course of the program to enable them to show better performance. The results of final year students in all programs are around 80% every year with a large number of First class and Second class. The credit for the good performance goes to the devoted teachers and hard-working learners.

It is observed that after the completion of the program, the students attain the course outcome. The majority of students completing the program, get absorbed in different fields like industries, business, higher education, teaching, etc. Students also get placed via campus drive.

This institution does not put heavy financial burden on the Government. Out of 4 programs, 3 (75%) are self-financing. In spite of this, competent, qualified, and experienced teachers have been appointed and students are provided with good infrastructure and other amenities.

To enhance the quality of education, academic and administrative audit, financial audit, green audit, environmental audit, etc. are done yearly. Feedback has been taken from teachers, students, alumni, parents to find out the areas in which efforts are required for the holistic development of the students. Students Satisfaction Survey is conducted to attend to the areas in which students are not satisfied.

Under Women Development Cell conducted various programs for Women Empowerment such as Swamini – A fight for self-respect of Women, Savitribai Phule Jayanti, Self – defence, session on Legal Rights of Women, Awareness on Women's violence and cyber-crime, Women safety and its awareness. The College has celebrated International Women's Day focusing on the theme Women Empowerment and Entrepreneurship also conducted various sessions related to Personal hygiene and women related health

issues like PCODs, Skin related diseases, Eye-care, etc.

Skill Development Training is one of the most powerful tools for making a lasting impact on the personality of young generation. It is necessary to develop vocational skills to avail advantages of employment opportunities. Considering the above requirements, the college has taken initiatives to sign MOUs with various institutions i.e Tech Mahindra Udyogni Foundation for giving skill development training, Pidilite Industries for conducting six workshops under the title “Artist in Me” to develop entrepreneurs skills, Citi Bank Edubridge for giving skill development training.

As a part of women empowerment, Institute helps students to secure their career through placements before completing graduation. Many companies like Unigrow Infranet, 4G Inforsource, ICICI Prudential, ICICI Bank, etc have invited. The vision of campus placement cell is to provide career guidance and placement opportunities to 100% students and to make them financially independent and hold a good social status. As of today, the college provided a secure job to 260 students approximately.

The college conducts seminars/workshops for students to boost their morale and create self-confidence within them. Seminars like Life-skill by NAZ, Career opportunities in management, career trends in banking, insurance, and I.T sector, resume building, and personality development, etc.. are organized in apropos of women empowerment. It acts as a vehicle for the versatile development of their personality.

Performance of the institution in the distinctive area of “Women Empowerment” is visible through the continuous efforts for the holistic development of the girl students through the various activities it undertakes while simultaneously inculcating in them human, social, and constitutional values.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Principal, Dr. Vasant. P. Mali has been appointed as a member of Board of studies and Local Inquiry Committee by the University of Mumbai. He has been invited as a Resource Person at the National and International level. He also received “Life Time Achievement Award” at the National Level and “Best Researcher and Academician Award” at the International Level.

Dr. Dattatraya Kalbande has been awarded “Best Librarian Award” at the National Level.

Faculty members are nominated as a member for Local Inquiry Committee by University of Mumbai and also received the best paper presentation award at the International Conference.

As a part of social responsibility, Women Development Cell organized the Mammography Test in collaboration with Inner wheel and Rotary Club. Ms. Anjali Bohara, Alumni, has organized medical check up camp in the college. Ms. Priyanka Sharma, Alumni, is working as an employee with Indusind, arranged financial assistance for the students. College also received scholarship of 11,70,000, in the last four years from NGO Israni Foundation.

Alumni Ms. Darshana Patel and Ms. Premakumari Lamichhane have gone abroad for higher education. Students secured top positions at the State level in co-curricular activities.

Dr. Vasant Pandit Mali published 03 Books and 57 Research Papers in Journals, Conferences and Seminars. He also organized 10 Conferences at National and International level in India as well as in abroad i.e Bangkok, UAE, Malaysia, Bali, Paris etc.

Dr. Dattatraya Kalbande published 8 books and 82 papers in referred Journals, Conferences and Seminars. Also, he is on Editorial Board of 08 National and International level journals.

Concluding Remarks :

The college has made several improvements in various domains of its activity based on the recommendations it received during the first cycle of the NAAC accreditation. Following are some of the noteworthy developments:

-

- Professional courses Bachelor of Management Studies and Bachelor of Commerce in (Banking and Insurance) started from the academic year 2004 and 2007 respectively.
- Master of commerce started from the academic year 2010.
- Faculty members are motivated to engage in paper presentation and research. As a result 03 members are cleared a PET and one of them is pursuing Doctorate Degree.
- Accord of Sindhi Linguistic Minority status.
- Permanent affiliation granted by University of Mumbai, Mumbai.
- Grant of 2(f) and 12 (b) status.
- MOUs / Collaboration / Linkages with the various industries / Institutes to impart the practical knowledge of curriculum to the learners.

- To make the teaching learning process more effective, institute arranged various ICT tools.
- Students and faculty members received awards at local/state/national and international level.
- Certificate courses on skill and personality development.
- Organising seminar/workshops/conferences at the state/national/international level.
- Campus placement cell acts as a career resource centre for the students.
- Arrangement of financial support in terms of scholarship from the government and non-government agencies.
- Institute appointed full time physical director.
- Feedback is collected from the stake holders and the same is analysed and submitted to authorities for necessary action.

In nutshell, Governing body of Sadhubella Education Society has taken pro-active step to overcome the impediments and to cater facilities to meet with the challenges of current scenario of competitive academic world and fulfil the requirements of the industries. The institution ensures the stakeholders for the accountability and transparency in the quality management system and assures the quality of education being imparted. The college always collects valuable feedback from stakeholders for overall improvements and development.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>8</td> <td>9</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>5</td> <td>3</td> <td>3</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	6	8	9	5	3	2019-20	2018-19	2017-18	2016-17	2015-16	4	4	5	3	3										
2019-20	2018-19	2017-18	2016-17	2015-16																											
6	8	9	5	3																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
4	4	5	3	3																											
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 186</p> <p>Answer after DVV Verification: 117</p>																														
2.6.3	<p>Average pass percentage of Students during last five years</p> <p>2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>222</td> <td>249</td> <td>219</td> <td>277</td> <td>289</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>229</td> <td>249</td> <td>219</td> <td>277</td> <td>289</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16						2019-20	2018-19	2017-18	2016-17	2015-16	222	249	219	277	289	2019-20	2018-19	2017-18	2016-17	2015-16	229	249	219	277	289
2019-20	2018-19	2017-18	2016-17	2015-16																											
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222	249	219	277	289																											
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229	249	219	277	289																											
3.2.2	<p>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years</p>																														

3.2.2.1. Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	4	6	3	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	6	3	2

Remark : provided documents related to 3.3.2

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 6

Answer after DVV Verification: 05

3.3.1.2. Number of teachers recognized as guides during the last five years

Answer before DVV Verification : 1

Answer after DVV Verification: 1

Remark : provide 6 Ph.D registered eligible teachers certificates and admission letters for verification.

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	2	6	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	3	5	13

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
53	35	22	29	16

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
41	34	22	28	16

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	2	2	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	5	3	1	0

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 8

Answer after DVV Verification: 6

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 100

Answer after DVV Verification: 43

Remark : Average usage of library by students & teachers arrived based on the HEI clarification document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
263	584	403	195	403

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
221	557	305	139	398

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	27	87	56	5

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
50	31	99	62	5

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	8	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

6.3.4	<p>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).</p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>1</td> <td>2</td> <td>0</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>1</td> <td>2</td> <td>0</td> <td>3</td> </tr> </tbody> </table> <p>Remark : Edited excluding minimum 5 days Faculty Development Programs.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	9	1	2	0	3	2019-20	2018-19	2017-18	2016-17	2015-16	4	1	2	0	3
2019-20	2018-19	2017-18	2016-17	2015-16																	
9	1	2	0	3																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
4	1	2	0	3																	

7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
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7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : B. 3 of the above</p>
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Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>154</td> <td>154</td> <td>156</td> <td>156</td> <td>144</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>154</td> <td>154</td> <td>160</td> <td>156</td> <td>144</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	154	154	156	156	144	2019-20	2018-19	2017-18	2016-17	2015-16	154	154	160	156	144
2019-20	2018-19	2017-18	2016-17	2015-16																	
154	154	156	156	144																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
154	154	160	156	144																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>661</td> <td>734</td> <td>773</td> <td>850</td> <td>846</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>661</td> <td>734</td> <td>773</td> <td>850</td> <td>846</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	661	734	773	850	846	2019-20	2018-19	2017-18	2016-17	2015-16	661	734	773	850	846
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661	734	773	850	846																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
661	734	773	850	846																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>229</td> <td>249</td> <td>219</td> <td>278</td> <td>289</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>229</td> <td>249</td> <td>219</td> <td>277</td> <td>289</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	229	249	219	278	289	2019-20	2018-19	2017-18	2016-17	2015-16	229	249	219	277	289
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3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>16</td> <td>16</td> <td>16</td> <td>16</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	15	16	16	16	16	2019-20	2018-19	2017-18	2016-17	2015-16					
2019-20	2018-19	2017-18	2016-17	2015-16																	
15	16	16	16	16																	
2019-20	2018-19	2017-18	2016-17	2015-16																	

17	17	18	17	15
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3.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	16

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	16	16

4.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
855485	605002	728123	631001	394343

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8.55	6.05	7.28	6.31	3.94