



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		J. Watumull Sadhubella Girls College
• Name of the Head of the institution	Dr. Vasant Pandit Mali	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	02512705387	
• Mobile no	9421281551	
• Registered e-mail	sadhubella@gmail.com	
• Alternate e-mail	vasant.mali@rediffmail.com	
• Address	Near Government Dispensary	
• City/Town	Ulhasnagar	
• State/UT	Maharashtra	
• Pin Code	421001	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Dattatraya Kalbande				
• Phone No.	02512705387				
• Alternate phone No.	9403773528				
• Mobile	9403773528				
• IQAC e-mail address	iqacsadhubella2018@gmail.com				
• Alternate Email address	kalbanded@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sadhubellacollege.org/wp-content/uploads/2023/01/Sadhubella-AQAR-2021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sadhubellacollege.org/wp-content/uploads/2024/03/Academic-Calander-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.00	2004	03/05/2004	02/05/2009
Cycle 2	B+	2.67	2021	06/12/2021	05/12/2026
6.Date of Establishment of IQAC			07/12/2021		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Conferences, Seminars, Workshops conducted 2. Internal Academic and Administrative Audit conducted 3. Participated in NIRF Ranking 4. Collaborative quality initiatives as well as activities conducted with other institution 5. ISO 2009:2015 second surveillance audit completed</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Arranging Various Training Programmes	Training programmes conducted with Magic Bus foundation(NGO) & pidilite Industry
Conduct of Quality Audits	AAA, ISO and NIRF
Collaboration	<p>1. Seminar on Digital Learning and Placement in collaboration with Bi Mahika on 20/07/2022</p> <p>2. Seminar on "Health and Happiness" in Collaboration with Art of Living on 10/08/2022</p> <p>3.Seminar on Diploma in Accountancy and Finance in collaboration with Jai Laxmi Education Society on 10/12/2022</p> <p>4.BSE Internship 9/11/2022 to 8/02/2023</p> <p>5. Cyber Crime And Girl Protection in collaboration with Study Waves on 4/1/23</p> <p>6.Seminar on Placement Creation Program in collaboration with Mentor Together NGO on 13/02/2023</p> <p>7.Pidilitelst workshop "Tie & Dye" 20/02/2023 in collaboration with Pedilite Industries</p> <p>8.Seminar on "Awareness about Cancer Policy" in collaboration with Life Insurance Corporation on 01/06/23</p>
Campus Placement Drive	Campus placement drive conducted
Feedback	Feedback collected from the stakeholders and analyzed.

13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Management	21/02/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	15/02/2024

15. Multidisciplinary / interdisciplinary

Institution will try to execute all the aspects of education including exposure of vocational education in the college to develop all-round capacities of the students viz. intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. College will organize programs to integrate humanities and science with stem by arranging presentations and lectures by resource persons to inculcate basic scientific knowledge. The institution provides a flexible and innovative curriculum that includes courses pertaining in the areas of community engagement and service, environmental education and value-based education by celebrating International Yoga Day, Human Rights Day, International Women's Day etc. Institution tries to find out problems prevailing amongst the stakeholders and aims to solve by organizing regular meetings with stakeholders and awareness campaign. College will focus on education which is aimed at developing environmental knowledge be arranging Rain Water Harvesting/ Compost Pit/ Solar Panel etc. which will inculcate basic scientific knowledge amongst students. College will offer a liberal education that can unlock all human capacities, moral values in an integrated manner. College will try for the women empowerment to solve the problem of female section of society by organizing various meeting, awareness campaign. Institution will take efforts that all programmers be designed in such a way that students get maximum flexibility to choose elective courses offered by other departments. College is proactively working towards implementation of the suggestions given in the New Education Policy.

16. Academic bank of credits (ABC):

As per the directives of UGC on Academic Bank of Credits, college has proceeded to create ABC ID for students of all courses. After the reopening of the college, all the Class Teachers of their respective class were appointed by the college for the respective course and classes were asked to communicate the same to their mentees.

After communication, it was revealed that mobile number of some students is not linked with Aadhar Number. All the students were directed to complete the formalities by the end of December to enable them to register themselves for ABC. The registration process for professionals' courses is on the verge of completion.

The procedure for registration of the institution is in process. The same will be completed at earliest to enable the learners to avail the benefit of multiple entries and exit during the chosen programme.

College through admission committee and by following the admission procedure laid down by the University of Mumbai admits the students from the vicinity colleges, for undergraduate and post graduate courses. Our students are also pursuing for higher education, availing placement opportunities and permanent resident from foreign institution/countries. College office after the receipt of application and required fees for processing, issues the certificate to that extent.

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 and they are asked to prepare teaching plan, teaching diaries etc. The syllabus completion report for the same is obtained from the learners. 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.

Institution through faculty members make the necessary arrangements for creating awareness of NEP 2020 in the Higher Secondary School and Junior college by conducting orientation program in the school premises.

17.Skill development:

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. Institution through departmental heads enters into collaborations and signed Mou's with various NGO's and conducts various skill development programmes. Skill building is a powerful tool for women's empowerment and enhancement of their social status. The above are the details of the programmers offered to promote vocational education and its integration into mainstream education:

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To inculcate the positivity amongst the learners, college also celebrates National festivals like Independence Day and Republic Day and organise the programmes on Environment Day, World Aids Day, Constitutional Day etc. College also observes the Death and Birth Anniversary of our National Leaders along with mentoring, which help in imbibing the good qualities of the student.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Regarding the adoption of Indian Languages, college imparts Marathi/Hindi/Sindhi Certificate courses. Presentation and promotion of Language is one of the aims of college. College maintains an inclusive environment. Students from different states speaking their respective language are accommodated in the institution. For regular communication such students speak Hindi, English and Marathi language. Sometimes the curriculum is explained in bilingual mode besides the English by the faculty members. Institution celebrates festivals connected with different communities which manifests Indian Cultural and tradition. For promotion of Indian Culture and Art, college has framed the committees i.e. Cultural Committee, Women Development Cell, Marathi Vangmay Mandal etc. These committees organize various competitions and events to enable the students to show their hidden talent among the good practice of our institution to integrate culture and language with education. Efforts are taken by faculties to support endangered Sindhi Language. The staff of the college also belongs to various states with different cultural backgrounds, languages, and socio-economic diversities. The staff work as a homogeneous team.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Learning Outcome Curriculum Framework syllabi prescribed by the University of Mumbai was formulated with the final outcome expected of students of a particular course at the end of the programme. The outcomes are delineated clearly, and the teaching plans were outlined accordingly. This enhances the quality of education being imparted to them and frequent student faculty meetings help align pedagogy to the desired outcomes. 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 subjectwise 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.

20.Distance education/online education:

Institution offers courses in the regular mode. Online tools and blended learning are used to augment and enhance pedagogy. Online classes and Exams were held as per directives of the University of Mumbai only during the lockdown necessitated by the pandemic. Teaching staff of the college used various technological tools i.e. Google Classroom, Zoom, Google Tools, using videos as teaching learning aid, etc. Webinars and Conferences were also organised for upgrading the skills and understandings of the students.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	154
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	514
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	99
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	167
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	13
File Description	Documents
Data Template	View File
3.2	15

Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	18
4.2 Total expenditure excluding salary during the year (INR in lakhs)	6.69
4.3 Total number of computers on campus for academic purposes	32

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

This Institution is permanently affiliated to the University of Mumbai. The curriculum is designed and developed by the Board of Studies, University of Mumbai and for the effective curriculum delivery following measures are taken.

1. Subject teachers prepare teaching plan.
2. Academic calendar is prepared.
3. The teachers maintain teaching notes.
4. The teachers have used both blackboard method and ICT tools for teaching.
5. After the completion of each lesson/topic, a question bank is given to the learners.
6. A class test is also taken by the concerned teachers.
7. In the beginning of the year, an orientation programme is arranged.
8. Learners are given the details of the Institution, rules of discipline, rules of attendance, evaluation system, infrastructure etc.
9. Syllabus Completion Report signed by few students is taken for each subject.

10. Slow learners and advance learners were identified.
11. Feedback is taken from the learners regarding completion of syllabus and effective teaching.
12. Question bank is given to the learners prior to the commencement of semester end examination.
13. The examination results are properly analyzed by the IQAC.

Feedback is taken from other stakeholders like parents, alumni regarding the effectiveness of teaching and quality of teaching.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.1.pdf https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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, etc.

The institution prepares Academic Calendar at the beginning of 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, 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 IV) 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	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

79

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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.

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 learners are taught various concepts of environment like causes of degradation, conservation, non-conventional energy sources, waste management, organic farming and business projects for a green future under Environmental Studies in Commerce and BMS.

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

Human values and professional ethics like Gandhian Trusteeship Principle and Corporate Social Responsibility, business ethics etc are included in the curriculum of all programmes.

The Institution undertakes various activities like Tree Plantation drive, COVID-19 Booster dose Camp, Essay Competition on Paryavaran Ani Manav to inculcate the sense of human values.

Birth and death anniversary programmes of National Leaders have been organized.

Programmes on Women Empowerment like Skill and Personality Development have been organized.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

251

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

47

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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.

Advance, Medium and Slow Learners are informed to attend/participate in various e-seminars, e-workshops and webinars 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 undertaken:

Slow learners: 1. Individual counselling. 2. Simple notes.

3. Internal examination process. 4. Encouragement in self-development activities. 5. Remedial Coaching

Advance learners: 1. Advance notes 2. Webinars/seminar 3. Participative learning sessions 4. Experimental learning sessions i.e. Industrial Tour 5. Projects 6. Assessments.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.2.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
514	13

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

This institution has changed the pattern of teaching and learning from teachers centered teaching to students centered learning.

1. Lecture Method:- Lectures were conducted in online and offline mode. 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.

2. Interactive Method:- Presentations, questions and answers on current affairs have been undertaken.

3. ICT Enabled Teaching:- 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.

4. **Project-Based Learning:-** Students are given subject related projects which enables them to develop creativity and critical thinking.

5. **Internship:-** Students are given an opportunity to undergo an online internship with BSE which will help them to understand the working of the industry/organization.

6. **Industrial Visit:-** Over and above the classroom teaching, students were given opportunity to attend Industrial Visit. BSE and RBI Museum visited by the students as a part of their learning.

7. **Seminar/ Workshops:-**As a part of learning, students are made to attend various Seminars/Webinars and workshops.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Teachers used following ICT tools for Effective Teaching-Learning process.

A] **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 Email. Teachers send back such projects, with suggestions and recommendations to the students/students group by email. In this case, data is transferred digitally.

B] **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.

C] **Students presentation :** The topics are given to the students to prepare and present the same.

D] **Use of Social Media :** Teachers use WhatsApp, Facebook, Telegram, YouTube, etc. for effective communication / to send messages concern

with the lectures, assignments, and other related subject matters.

E] Use of Video Conferencing tools/ applications: Teachers use Zoom, google meet for online teaching and learning process.

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

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

114

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The system of internal assessment has been followed by this institution as per the directives of the University of Mumbai.

1.The learners are issued the prospectus that gives full detail of the subject taught and system of evaluation.

2.The schedule of examinations to be held in each semester is displayed on the website and shared in whatsapp groups.

3.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.

4.The result of semester-end examination is displayed on the website.

5. The learners are made aware of the paper pattern and marking scheme.

6.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.

7.In case of using unfair means during the examination by the students, the matter will be dealt with as per university guidelines.

8.The project works are strictly monitored by the subject teachers.

The methods of internal examination and evaluation include:

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

File Description	Documents
Any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.5.1.pdf

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

In the academic year 2022-23 all examinations were conducted by the college as per the directives of the University of Mumbai.

Examination Committee constituted, deals with examination related

grievances like examination timings, Technical Problems, mistakes in the question papers, availability of ICT tools and infrastructure, online and offline assessment of answer papers, declaration of results, etc. The learners were allowed for revaluation of marks and /or to get a photocopy of the assessed answer papers as per university norms.

The students have the freedom to submit their grievances in written to put in a note of dissatisfaction with the internal examination mechanism. The Principal keeps an eye on the overall procedure by conducting the meetings 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	Documents
Any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.5.2.pdf

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.

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:- The programme offers job oriented and value-based subjects to get specialised knowledge and training in commerce.

BMS

1.CO1:- Acquire knowledge about management practices that facilitate them to become effective professionals.

2.CO2:- The Programme enables them to pursue higher studies.

BCBI

1.CO1:- Create an additional avenue of self-employment and benefit

banks, insurance companies and industries.

2.CO2:- The Learners become capable of exploring opportunities 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.

Detailed COs Displayed on HIEs Website.

Teachers:- 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	Documents
Upload any additional information	View File
Paste link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.1.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

This institution enrolls students for 04 programmes and each programme has its own programme outcome, programme specific outcome and course outcome. The PO and CO are made known to the learners at the beginning of each programme and periodically they are evaluated.

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 etc.

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, 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. After the completion of the programme, the institution evaluates the learners by collecting information about their progression to ascertain the attainment of course outcome. This year who has 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sadhbellacollege.org/wp-content/uploads/2024/03/2.7.1.pdf>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	nil

3.2 - Innovation Ecosystem

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

The college has taken initiative to organize skill and personality development programmes, training programmes and certificate courses by Magic Bus Foundation and Jai Laxmi Foundation etc.

The College has a Placement Cell to bridge the industry-academia gap. The college arranges industrial visits, campus placements etc.

Under the faculty development programme members of teaching staff are deputed to undergo Orientation and Refreshers Courses.

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.

The learners are given practical Knowledge of Rain Water harvesting and Compost Pit.

The college promotes students participation in extension activities, cultural and co-curricular activities, 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 research activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/3.2.1.pdf

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

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

9

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.4.2.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Tree Plantation :

This activity sensitizes them towards the maintenance of a clean environment, soil conservation, preserve groundwater, etc.

Social Responsibilities:

NSS Unit of the college distributed stationary in the vicinity of residential Camp area, COVID-19 booster dose camp drives conducted.

Environmental Protection Programme:- Environmental Awareness programme was conducted to get acquainted with sustainable practices to protect the environment.

Women safety and rights :

WDC has conducted program on awareness of Women Rights and safety.

The program was conducted to aware students about the rights and measures to be taken against women's Violence.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**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 year**

552

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

47

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution has a huge building consisting of ground plus two floors and one annex building 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 and seven medium lecture halls with seating capacity of 120 and 60 respectively, Three Class-rooms are equipped with LCD projector. The green glass board and a raised platform enable the teachers to teach effectively.

2. Computer Laboratory:-

The computer lab has 25 computers with internet connectivity.

3. Library

The library has ample stock of resources. It also has an E-Library facility with 11 computers and internet connectivity.

4. Seminar Hall/ Auditorium

The seminar hall has a capacity of 150. The college also has an auditorium with a capacity of 500. All electrical equipment is properly maintained for the smooth conduct of the programmes.

5. Gymkhana

The college has a well-equipped gymkhana with a treadmill, keep fit bicycle, carrom, chess, table tennis etc. The college also has half acre sports ground for outdoor games.

6. Backup Facility

The college has a generator, three inverter units, 12 Exide power batteries for an uninterrupted supply of electricity to facilitate continuous teaching and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.1.pdf

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

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. Indoor and outdoor games like Carrom, Chess, Table Tennis, Volleyball court, Badminton Court, Basket Ball Court has been made available to them.

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.

A big yoga hall, 40×30 ft. in size, that can accommodate about 75 students has been made available to practice.

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	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

ILMS software for Automation SOUL 2.0 Status of Automation Fully Automation OPAC OPAC is available in LAN.

<http://192.168.64.10/webopac/Default.aspx> Electronic Resource management Package for eJournals 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 text books 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 Institutional Repository Available and developed open source software i.e DSpace Participation in Resource sharing Networks / consortia like INFLIBNET N-LIST E-Library Available with 10 Computers and Internet Access for the use of eresources by Staff and Students

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sadhubellacollege.org/wp-content/uploads/2021/03/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

0.72

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

50

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

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

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

1. Website updated.
2. Quick Heal antivirus installed.
3. Hathway Internet Connection
4. New Hard Disk Purchased.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.3.1.pdf

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

3.60

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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:-

The Committee is responsible for the effective functioning of the library as per norms.

Sports Committee:-

In the meetings of the sports committee decisions regarding maintenance, replacement, utilization of sports equipment and grounds etc are taken.

Computers:-

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.

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. Teachers and head clerk monitor and supervise the cleaning work on daily basis.

Canteen:-

The college canteen committee supervises the functioning of the canteen which includes menu, timings, cleanliness, etc.

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	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

108

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

80

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

414

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

414

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

49

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

This institution has an active Students Council duly formed as per university guidelines. 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

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. IQAC
4. Discipline Committee
5. Attendance Committee
6. Student Grievance Cell
7. Canteen Committee
8. Anti Raging Cell
9. CDC
10. Parent Teachers Association

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

1. Academic Calendar
2. Orientation Programme
3. Syllabus completion report
4. Time table committee
5. Cultural Committee
6. Women Development Cell
7. Gymkhana Committee

The institution undertakes activities that are students centric. In

all activities representation of the learners is taken into consideration.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

7

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

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

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 142members in this academic year.

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. Tree plantation organized in college

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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

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".

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.

Effective Leadership

All administrative decisions are taken by the Principal in consultation with subordinates. All departmental heads, office in-charge, coordinators etc. are females through whom the Principal implements the mission and vision of the institution.

Perspective Plan

The IQAC plan various activities in accordance with the vision and mission of the institution like organizing women's empowerment programmes to enable them to meet the challenges.

Teachers Participation in Decision Making

Teachers 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.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.1.1.pdf
Upload any additional information	View File

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

ANNUAL SOCIAL GATHERING "ZEAL"

& PRIZE DISTRIBUTION CEREMONY

11 MARCH, 2023

Objective: Display talent, organisational, managerial skills.

Decentralization:

Organising an annual social gathering and the Prize Distribution Ceremony is not only about performances, but also includes a lot of preparation prior to the event, backstage / frontstage arrangements and management. on the day of the event. Large work-force and decentralization of the work is the key to a successful event. Work was distributed between students, teaching and non-teaching staff.

Teaching - Prize distribution, auditions, censoring, scheduling, orchestra/ decorations, refreshment, welcome.

Non-teaching - stage arrangements, refreshments.

Volunteers - scheduling, stage management, refreshment.

Participative Management:

The event saw participation from every front - students as performers and volunteers, teachers for arrangements, management and other work, non-teaching staff for arrangements.

Evidence of Success:

There were nearly 30 performances. Over 300 students, parents and siblings were present as audience. Spontaneous cheering and applause from the audience is proof of the success of the event. Words of admiration and appreciation sent by parents through their wards was a boost to the efforts put in by everyone involved.

Challenges:

Conducting both events back-to-back was time consuming and the programme extended late into the evening.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

The Institution organized various programmes on skill and personality development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.2.1.pdf
Upload any additional information	View File

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.

The Organogram of the institution reflects the organizational structure of the institution. It shows the relationship among departments, heads, coordinators and subordinates.

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.

2.Principal:- The real executive of the institution is the Principal who executes all major decisions taken by the governing body.

3.Departmental Head:-Each program has a Head to look after the effective functioning of the department. Subject teachers work under the HOD.

4.Committees:- The Principal constitutes various committees for the smooth administration of the institution. Under his guidance committees like examination, discipline, etc. work as per norms.

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.

6.Student Council:-In the administrative setup of the institution, Student Council plays a dominant role. Periodical meetings are held with the council.

7.Teaching and Non-Teaching Staff:-The staff of the college is working under the Principal and HODs of the respective departments.

There is centralized administration with decentralized responsibilities leading to participative management.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/organizational-structure/
Link to Organogram of the institution webpage	https://sadhubellacollege.org/organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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. All the non-doctoral staff members are encouraged to get enrolled for a part-time Ph.D. program.
14. Relaxation in workload and flexible timing for the employees who have enrolled for different courses to enhance their academic qualifications.
15. Zero Percent loan facility is available for all staff members at the time of emergency/need.
16. Financial Assistance is provided to class IV employees at the time of eventualities.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 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	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 monthly receipt and payment statement duly certified by the internal auditor is forwarded to the head of the institution for his approval.

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. 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.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.4.1.pdf
Upload any additional information	View File

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

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

3.90

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

This Institution is partly aided and partly unaided. Aided section salary of teaching and nonteaching 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 are -

a] Fees :

The Institution charges fees to the students of different programs as per University norms. The fees collected under Library fee, Examination fees, etc. are fully spent on the respective heads.

b] 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.

c] 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.

d] Fund Generation: -

College provides the premises to ICAI for Conducting CA examinations for which rent is received from them.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.4.3.pdf
Upload any additional information	View File

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

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.

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

1. Job Placement Training
2. Diploma in Accountancy and Finance
3. Industrial Visit to BSE and RBI Museum.
4. Pidilite workshop

B. Seminars & Workshops

1. Financial Literacy
2. Financial Overseas
3. Career as a Company Secretary
4. Career Guidance on overseas studies
5. Bmahika Digital Learning and Placement
6. Placement creation programme

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.1.pdf
Upload any additional information	View File

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

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 Seminar/ training programs.
- The IQAC encourages every department/ teacher for use of ICT tools in teaching and learning process.

2. Post accreditation Quality Initiatives

1. ISO Certification
2. Participation in NIRF

3. Teaching Learning Reforms

ICT improvement:- IQAC encouraged teachers to use ICT tools for teaching and learning process.

4. Teaching Plan:-Every Teacher is expected to prepare and execute the teaching plan semester-wise. The IQAC monitors the implementation of the teaching plans of the teachers.

5. Students Feedback:- The IQAC analyses the feedback and communicates the same to the staff.

Academic and Administrative Audit:-It conducts internal academic and administrative audits , to find out the strength and weaknesses of the academic setup of the institution.

Result Analysis:-The IQAC analyses the results of the student's class wise at the end of year.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

A) Safety and Security

The institution has made available 24x7 security services at the entry gate. Only Bonafide students and staff are allowed to enter the campus. 16 CCTV cameras have been installed at prominent places.

B) Counselling

The institution has appointed a part-time counsellor for counselling needy 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 are available to the students with attached washrooms and other amenities. A sick room has been provided with a bed, clean drinking water, sanitary napkin vending machine, one wheelchair.

D) Any other relevant information

Programmes organized on the promotion of gender equity: -

1. Awareness programme on "Cyber Crime and POCSO Act.
2. Savitribai Phule Birth Anniversary etc.

File Description	Documents
Annual gender sensitization action plan	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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 college campus on daily basis. The waste materials are disposed through the municipal corporation garbage vehicle every day. The college also has compost Pit.

B) Liquid Waste Management:- 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.

C) E-waste Management:-All electrical and electronic equipment which

are non-working are disposed off every year. These 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 are no laboratories like chemistry Lab, zoology lab, etc. so no provision has been made to dispose chemical waste, either liquid or gas.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

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

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 200 words).

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.

Cultural Diversities :

Students from Maharashtra and other states are studying in this Institution. Students from different cultural backgrounds participate and enjoy the various cultural programs.

Regional Diversity :

Students originating from different states /countries with different cultures, languages, and other diversities have been granted admission for different programs.

Linguistic Diversities:

Students from different states, speaking their respective state languages are accommodated in this institution. For regular communication, such students speak Hindi/English language.

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.

Socio-Economic Diversities :

Though, students of this college come from different social backgrounds and economic statuses, they are treated equally irrespective of their diversity. The students belonging to SC, ST, OBC, DT, NT, etc. are treated on par with general category students.

The college staff also belongs to various states with different cultural backgrounds, languages, and socio-economic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

a] Celebration of Independence day :

Every year on 15th August, the college celebrates Independence Day. 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.

b] Celebration of Republic Day :

On 26th January, the institution celebrates Republic 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.

c] Extension Activities:

For sensitizing constitutional values and rights following activities were conducted.

1.Conservational Values - Programmes like tree Plantation, Environmental Protection, etc.

2.Laws and Rights Awareness - Programme conducted to bring awareness regarding Women Rights.

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 Preamble of the Indian Constitution is read and all are made aware of their fundamental rights and duties.

e] Celebration of various Anniversaries

The Institution celebrates Birth and Death Anniversaries of various national leaders, freedom fighters and social reformers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.9.pdf
Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.9.pdf

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

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and

festivals

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 :

- Independence Day
- Teacher's Day celebration
- Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti
- Dr. A.P.J. Abdul Kalam Jayanti
- Constitutional Day
- Savtribai Phule Jayanti
- Republic Day
- Chatrapati Shivaji Maharaj Jayanti
- Dr. Babasaheb Ambedkar Jayanti

B] International Days

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-I

Mega Job Fair

1. Title - Campus Placement Cell of J.Watumull Sadhubella Girls College organized Mega Job Fair Programme for All the Final Year students in collaboration with Magic Bus Foundation on 21st April, 2023.

2. Objectives -

1. Platform providing optimal employment opportunities for students
2. Provide opportunities to the students to interact with recruiters and share important information
3. To find internship for future full time opportunities
4. To increase employment opportunities for the freshers

1. Content of the programme-

1. Invite various companies in this Job Fair
2. Recruitment of the students for the vacant post in their organization
3. All the informations related to companies and recruitment process provided to the students

4. The Practice-

The college invited nine renowned private companies i.e. Q.Connect, Randstand,

Quastech, Teliperformance, Eureka, Wipro, Infoline Consulting, R.S.Consultancy and

Study League IT Solutions. HR Managers of the companies interviewed the students and

49 students were selected. Students actively participated in the Job Fair and took the

opportunity for their career. Many students got the final placement.

5. Evidence of the success -

Students also got feedback from the HR Managers regarding their interview, 49 students

were selected which indicates that proper information regarding interview may be the

most important contribution of the Job Fair.

6. Challenges-

All the students were freshers and not much more aware about interview technique. The

Job Fair Environment was crowded which was a challenge to respond interviewer clearly.

File Description	Documents
Best practices in the Institutional website	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.2.1.pdf
Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Women Empowerment"

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.

Women Development Cell conducted various programmes for Women Empowerment such as Savitribai Phule Jayanti.

Skill Development Training is one of the most powerful tools for

making a lasting impact on the personality of young generation, so accordingly college has taken initiatives to conduct skill development training programme like Job Placement Training Programme and " Diploma in Accountancy and Finance, Pidilite.

As a part of women empowerment, Institute helps students to secure their career through placements before completing graduation. Many companies like Questech, Teli performance, Randstand, Q Connect etc were invited. In this year college provided secure job to 49 students.

College conduct seminar/webinars for students to boost their morale and create self-confidence within them. like career as a Company secretary, Financial Literacy etc. are organized.

Performance of the institution in the distinctive area of "Women Empowerment" is visible through the continuous efforts.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

This Institution is permanently affiliated to the University of Mumbai. The curriculum is designed and developed by the Board of Studies, University of Mumbai and for the effective curriculum delivery following measures are taken.

1. Subject teachers prepare teaching plan.
2. Academic calendar is prepared.
3. The teachers maintain teaching notes.
4. The teachers have used both blackboard method and ICT tools for teaching.
5. After the completion of each lesson/topic, a question bank is given to the learners.
6. A class test is also taken by the concerned teachers.
7. In the beginning of the year, an orientation programme is arranged.
8. Learners are given the details of the Institution, rules of discipline, rules of attendance, evaluation system, infrastructure etc.
9. Syllabus Completion Report signed by few students is taken for each subject.
10. Slow learners and advance learners were identified.
11. Feedback is taken from the learners regarding completion of syllabus and effective teaching.
12. Question bank is given to the learners prior to the commencement of semester end examination.
13. The examination results are properly analyzed by the IQAC.

Feedback is taken from other stakeholders like parents, alumni regarding the effectiveness of teaching and quality of teaching.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.1.pdf https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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, etc.

The institution prepares Academic Calendar at the beginning of 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, 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 IV) 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	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.1.2.pdf

<p>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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>A. All of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="89 640 547 714">File Description</th> <th data-bbox="547 640 1445 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="89 714 547 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1445 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="89 898 547 965">Any additional information</td> <td data-bbox="547 898 1445 965" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	View File			
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Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	View File								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>4</p>									
<table border="1"> <thead> <tr> <th data-bbox="89 1294 547 1368">File Description</th> <th data-bbox="547 1294 1445 1368">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="89 1368 547 1435">Any additional information</td> <td data-bbox="547 1368 1445 1435" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="89 1435 547 1541">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1445 1541" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="89 1541 547 1641">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1541 1445 1641" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Minutes of relevant Academic Council/ BOS meetings	View File	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Minutes of relevant Academic Council/ BOS meetings	View File								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>2</p>									

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

79

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

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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.

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 learners are taught various concepts of environment like causes of degradation, conservation, non-conventional energy sources, waste management, organic farming and business projects for a green future under Environmental Studies in Commerce and BMS.

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

Human values and professional ethics like Gandhian Trusteeship Principle and Corporate Social Responsibility, business ethics

etc are included in the curriculum of all programmes.

The Institution undertakes various activities like Tree Plantation drive, COVID-19 Booster dose Camp, Essay Competition on Paryavaran Ani Manav to inculcate the sense of human values.

Birth and death anniversary programmes of National Leaders have been organized.

Programmes on Women Empowerment like Skill and Personality Development have been organized.

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

251

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sadhubellacollege.org/wp-content/uploads/2024/03/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

514

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

47

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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.

Advance, Medium and Slow Learners are informed to attend/participate in various e-seminars, e-workshops and webinars 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 undertaken:

Slow learners: 1. Individual counselling. 2. Simple notes. 3. Internal examination process. 4. Encouragement in self-development activities. 5. Remedial Coaching

Advance learners: 1. Advance notes 2. Webinars/seminar 3. Participative learning sessions 4. Experimental learning sessions i.e. Industrial Tour 5. Projects 6. Assessments.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.2.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
514	13

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

This institution has changed the pattern of teaching and learning from teachers centered teaching to students centered learning.

1. **Lecture Method:-** Lectures were conducted in online and offline mode. 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.

2. **Interactive Method:-** Presentations, questions and answers on current affairs have been undertaken.

3. **ICT Enabled Teaching:-** 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.

4. **Project-Based Learning:-** Students are given subject related projects which enables them to develop creativity and critical thinking.

5. **Internship:-** Students are given an opportunity to undergo an online internship with BSE which will help them to understand the working of the industry/organization.

6. **Industrial Visit:-** Over and above the classroom teaching, students were given opportunity to attend Industrial Visit. BSE and RBI Museum visited by the students as a part of their learning.

7. **Seminar/ Workshops:-**As a part of learning, students are made to attend various Seminars/Webinars and workshops.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The Teachers used following ICT tools for Effective Teaching-Learning process.

A] **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 Email. Teachers send back such projects, with suggestions and recommendations to the students/students group by email. In this case, data is transferred digitally.

B] **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.

C] **Students presentation :** The topics are given to the students to prepare and present the same.

D] Use of Social Media : Teachers use WhatsApp, Facebook, Telegram, YouTube, etc. for effective communication / to send messages concern with the lectures, assignments, and other related subject matters.

E] Use of Video Conferencing tools/ applications: Teachers use Zoom, google meet for online teaching and learning process.

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

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

114

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The system of internal assessment has been followed by this institution as per the directives of the University of Mumbai.

1.The learners are issued the prospectus that gives full detail of the subject taught and system of evaluation.

2.The schedule of examinations to be held in each semester is displayed on the website and shared in whatsapp groups.

3.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.

4.The result of semester-end examination is displayed on the website.

5. The learners are made aware of the paper pattern and marking scheme.

6.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.

7.In case of using unfair means during the examination by the students, the matter will be dealt with as per university guidelines.

8.The project works are strictly monitored by the subject teachers.

The methods of internal examination and evaluation include:

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

File Description	Documents
Any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.5.1.pdf

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

In the academic year 2022-23 all examinations were conducted by the college as per the directives of the University of Mumbai.

Examination Committee constituted, deals with examination related grievances like examination timings, Technical Problems, mistakes in the question papers, availability of ICT tools and infrastructure, online and offline assessment of answer papers, declaration of results, etc. The learners were allowed for revaluation of marks and /or to get a photocopy of the assessed answer papers as per university norms.

The students have the freedom to submit their grievances in written to put in a note of dissatisfaction with the internal examination mechanism. The Principal keeps an eye on the overall procedure by conducting the meetings 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	Documents
Any additional information	View File
Link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.5.2.pdf

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.

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:- The programme offers job oriented and value-based subjects to get specialised knowledge and training in commerce.

BMS

1.CO1:- Acquire knowledge about management practices that facilitate them to become effective professionals.

2.CO2:- The Programme enables them to pursue higher studies.

BCBI

1.CO1:- Create an additional avenue of self-employment and benefit banks, insurance companies and industries.

2.CO2:- The Learners become capable of exploring opportunities 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.

Detailed COs Displayed on HIEs Website.

Teachers:- 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	Documents
Upload any additional information	View File
Paste link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.1.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

This institution enrolls students for 04 programmes and each programme has its own programme outcome, programme specific outcome and course outcome. The PO and CO are made known to the learners at the beginning of each programme and periodically they are evaluated.

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 etc.

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, 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. After the completion of the programme, the institution evaluates the learners by collecting information about their progression to ascertain the attainment of course outcome. This year who has 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

107

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.6.3.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://sadhubellacollege.org/wp-content/uploads/2024/03/2.7.1.pdf>

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 in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

1

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	nil

3.2 - Innovation Ecosystem**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

The college has taken initiative to organize skill and personality development programmes, training programmes and certificate courses by Magic Bus Foundation and Jai Laxmi Foundation etc.

The College has a Placement Cell to bridge the industry-academia gap. The college arranges industrial visits, campus placements etc.

Under the faculty development programme members of teaching staff are deputed to undergo Orientation and Refreshers Courses.

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.

The learners are given practical Knowledge of Rain Water harvesting and Compost Pit.

The college promotes students participation in extension activities, cultural and co-curricular activities, 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 research activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/3.2.1.pdf

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

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

9

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	https://sadhubellacollege.org/wp-content/uploads/2024/03/2.4.2.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Tree Plantation :

This activity sensitizes them towards the maintenance of a clean environment, soil conservation, preserve groundwater, etc.

Social Responsibilities:

NSS Unit of the college distributed stationary in the vicinity of residential Camp area, COVID-19 booster dose camp drives conducted.

Environmental Protection Programme:- Environmental Awareness programme was conducted to get acquainted with sustainable practices to protect the environment.

Women safety and rights :

WDC has conducted program on awareness of Women Rights and safety. The program was conducted to aware students about the rights and measures to be taken against women's Violence.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

552

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

47

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution has a huge building consisting of ground plus two floors and one annex building 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 and seven medium lecture halls with seating capacity of 120 and 60 respectively, Three Class-rooms are equipped with LCD projector. The green glass board and a raised platform enable the teachers to teach effectively.

2. Computer Laboratory:-

The computer lab has 25 computers with internet connectivity.

3. Library

The library has ample stock of resources. It also has an E-Library facility with 11 computers and internet connectivity.

4. Seminar Hall/ Auditorium

The seminar hall has a capacity of 150. The college also has an auditorium with a capacity of 500. All electrical equipment is properly maintained for the smooth conduct of the programmes.

5. Gymkhana

The college has a well-equipped gymkhana with a treadmill, keep fit bicycle, carrom, chess, table tennis etc. The college also has half acre sports ground for outdoor games.

6. Backup Facility

The college has a generator, three inverter units, 12 Exide power batteries for an uninterrupted supply of electricity to facilitate continuous teaching and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.1.pdf

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

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. Indoor and outdoor games like Carrom, Chess, Table Tennis, Volleyball court, Badminton Court, Basket Ball Court has

been made available to them.

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.

A big yoga hall, 40×30 ft. in size, that can accommodate about 75 students has been made available to practice.

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	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

ILMS software for Automation SOUL 2.0 Status of Automation Fully Automation OPAC OPAC is available in LAN.
<http://192.168.64.10/webopac/Default.aspx> Electronic Resource management Package for eJournals 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 text books 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 Institutional Repository Available and developed open source software i.e DSpace Participation in Resource sharing Networks / consortia like INFLIBNET N-LIST E-Library Available with 10 Computers and Internet Access for the use of eresources by Staff and Students

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sadhubellacollege.org/wp-content/uploads/2021/03/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above
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File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.72

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

50

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

1. Website updated.
2. Quick Heal antivirus installed.
3. Hathway Internet Connection
4. New Hard Disk Purchased.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.3.1.pdf

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

3.60

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

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:-

The Committee is responsible for the effective functioning of the library as per norms.

Sports Committee:-

In the meetings of the sports committee decisions regarding maintenance, replacement, utilization of sports equipment and grounds etc are taken.

Computers:-

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.

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. Teachers and head clerk monitor and supervise the cleaning work on daily basis.

Canteen:-

The college canteen committee supervises the functioning of the canteen which includes menu, timings, cleanliness, etc.

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	Documents
Upload any additional information	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

108

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the**

institution / non- government agencies during the year

80

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

414

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

414

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

49

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

49

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

This institution has an active Students Council duly formed as per university guidelines. 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

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.IQAC

4.Discipline Committee

5.Attendance Committee

6.Student Grievance Cell

7.Canteen Committee

8.Anti Raging Cell

9.CDC

10.Parent Teachers Association

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

1.Academic Calendar

2.Orientation Programme

3.Syllabus completion report

4.Time table committee

5.Cultural Committee

6.Women Development Cell

7.Gymkhana Committee

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

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

7

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

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

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 142members in this academic year.

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. Tree plantation organized in college

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/5.4.1.pdf
Upload any additional information	View File

**5.4.2 - Alumni contribution during the year
(INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

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".

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.

Effective Leadership

All administrative decisions are taken by the Principal in consultation with subordinates. All departmental heads, office in-charge, coordinators etc. are females through whom the Principal implements the mission and vision of the institution.

Perspective Plan

The IQAC plan various activities in accordance with the vision and mission of the institution like organizing women's empowerment programmes to enable them to meet the challenges.

Teachers Participation in Decision Making

Teachers 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.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.1.1.pdf
Upload any additional information	View File

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

ANNUAL SOCIAL GATHERING "ZEAL"

& PRIZE DISTRIBUTION CEREMONY

11 MARCH, 2023

Objective: Display talent, organisational, managerial skills.

Decentralization:

Organising an annual social gathering and the Prize Distribution Ceremony is not only about performances, but also includes a lot of preparation prior to the event, backstage / frontstage arrangements and management. on the day of the event. Large workforce and decentralization of the work is the key to a successful event. Work was distributed between students, teaching and non-teaching staff.

Teaching - Prize distribution, auditions, censoring, scheduling, orchestra/ decorations, refreshment, welcome.

Non-teaching - stage arrangements, refreshments.

Volunteers - scheduling, stage management, refreshment.

Participative Management:

The event saw participation from every front - students as performers and volunteers, teachers for arrangements, management and other work, non-teaching staff for arrangements.

Evidence of Success:

There were nearly 30 performances. Over 300 students, parents and siblings were present as audience. Spontaneous cheering and applause from the audience is proof of the success of the event. Words of admiration and appreciation sent by parents through their wards was a boost to the efforts put in by everyone involved.

Challenges:

Conducting both events back-to-back was time consuming and the programme extended late into the evening.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment**6.2.1 - The institutional Strategic/ perspective plan is effectively deployed**

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.

The Institution organized various programmes on skill and personality development.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.2.1.pdf
Upload any additional information	View File

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.

The Organogram of the institution reflects the organizational structure of the institution. It shows the relationship among departments, heads, coordinators and subordinates.

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.

2. Principal:- The real executive of the institution is the Principal who executes all major decisions taken by the governing body.

3. Departmental Head:- Each program has a Head to look after the effective functioning of the department. Subject teachers work under the HOD.

4. Committees:- The Principal constitutes various committees for the smooth administration of the institution. Under his guidance

committees like examination, discipline, etc. work as per norms.

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.

6. Student Council:- In the administrative setup of the institution, Student Council plays a dominant role. Periodical meetings are held with the council.

7. Teaching and Non-Teaching Staff:- The staff of the college is working under the Principal and HODs of the respective departments.

There is centralized administration with decentralized responsibilities leading to participative management.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/organizational-structure/
Link to Organogram of the institution webpage	https://sadhubellacollege.org/organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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. All the non-doctoral staff members are encouraged to get enrolled for a part-time Ph.D. program.
14. Relaxation in workload and flexible timing for the employees who have enrolled for different courses to enhance their academic qualifications.
15. Zero Percent loan facility is available for all staff members at the time of emergency/need.
16. Financial Assistance is provided to class IV employees at the time of eventualities.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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 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	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 monthly receipt and payment statement duly certified by the internal auditor is forwarded to the head of the institution for his approval.

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. 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.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.4.1.pdf
Upload any additional information	View File

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

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

3.90

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

This Institution is partly aided and partly unaided. Aided section salary of teaching and nonteaching 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 are -

a] Fees :

The Institution charges fees to the students of different programs as per University norms. The fees collected under Library fee, Examination fees, etc. are fully spent on the respective heads.

b] 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.

c] 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.

d] Fund Generation: -

College provides the premises to ICAI for Conducting CA examinations for which rent is received from them.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.4.3.pdf
Upload any additional information	View File

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

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.

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

1. Job Placement Training
2. Diploma in Accountancy and Finance
3. Industrial Visit to BSE and RBI Museum.
4. Pidilite workshop

B. Seminars & Workshops

1. Financial Literacy
2. Financial Overseas
3. Career as a Company Secretary
4. Career Guidance on overseas studies
5. Bmahika Digital Learning and Placement
6. Placement creation programme

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.1.pdf
Upload any additional information	View File

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

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 Seminar/ training programs.
- The IQAC encourages every department/ teacher for use of ICT tools in teaching and learning process.

2. Post accreditation Quality Initiatives

1. ISO Certification
2. Participation in NIRF

3. Teaching Learning Reforms

ICT improvement:- IQAC encouraged teachers to use ICT tools for teaching and learning process.

4. Teaching Plan:-Every Teacher is expected to prepare and execute the teaching plan semester-wise. The IQAC monitors the implementation of the teaching plans of the teachers.

5. Students Feedback:- The IQAC analyses the feedback and communicates the same to the staff.

Academic and Administrative Audit:-It conducts internal academic and administrative audits , to find out the strength and weaknesses of the academic setup of the institution.

Result Analysis:-The IQAC analyses the results of the student's class wise at the end of year.

File Description	Documents
Paste link for additional information	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.2.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sadhubellacollege.org/wp-content/uploads/2024/03/6.5.3.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

A) Safety and Security

The institution has made available 24x7 security services at the entry gate. Only Bonafide students and staff are allowed to enter the campus. 16 CCTV cameras have been installed at prominent places.

B) Counselling

The institution has appointed a part-time counsellor for counselling needy 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 are available to the students with attached washrooms and other amenities. A sick room has been provided with a bed, clean drinking water, sanitary napkin vending machine, one wheelchair.

D) Any other relevant information

Programmes organized on the promotion of gender equity: -

1. Awareness programme on "Cyber Crime and POCSO Act.
2. Savitribai Phule Birth Anniversary etc.

File Description	Documents
Annual gender sensitization action plan	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.1.pdf

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

B. Any 3 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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 college campus on daily basis. The waste materials are disposed through the municipal corporation garbage vehicle every day. The college also has compost Pit.

B) Liquid Waste Management:- 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.

C) E-waste Management:-All electrical and electronic equipment which are non-working are disposed off every year. These 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 are no laboratories like chemistry Lab, zoology lab, etc. so no provision has been made to dispose chemical waste, either liquid or gas.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <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 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	B. Any 3 of the above

energy initiatives are confirmed through the following
1.Green audit
2. Energy audit
3.Environment audit
4.Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

A. Any 4 or all of the above

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

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 200 words).

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.

Cultural Diversities :

Students from Maharashtra and other states are studying in this Institution. Students from different cultural backgrounds participate and enjoy the various cultural programs.

Regional Diversity :

Students originating from different states /countries with different cultures, languages, and other diversities have been granted admission for different programs.

Linguistic Diversities:

Students from different states, speaking their respective state languages are accommodated in this institution. For regular communication, such students speak Hindi/English language.

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.

Socio-Economic Diversities :

Though, students of this college come from different social backgrounds and economic statuses, they are treated equally irrespective of their diversity. The students belonging to SC, ST, OBC, DT, NT, etc. are treated on par with general category students.

The college staff also belongs to various states with different cultural backgrounds, languages, and socio-economic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

a] Celebration of Independence day :

Every year on 15th August, the college celebrates Independence Day. 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.

b] Celebration of Republic Day :

On 26th January, the institution celebrates Republic 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.

c] Extension Activities:

For sensitizing constitutional values and rights following activities were conducted.

1.Conservational Values - Programmes like tree Plantation, Environmental Protection, etc.

2.Laws and Rights Awareness - Programme conducted to bring awareness regarding Women Rights.

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 Preamble of the Indian Constitution is read and all are made aware of their fundamental rights and duties.

e] Celebration of various Anniversaries

The Institution celebrates Birth and Death Anniversaries of various national leaders, freedom fighters and social reformers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.9.pdf
Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.1.9.pdf

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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 File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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 :

- Independence Day
- Teacher’s Day celebration
- Mahatma Gandhi Jayanti and Lal Bahadur Shastri Jayanti
- Dr. A.P.J. Abdul Kalam Jayanti
- Constitutional Day
- Savtribai Phule Jayanti
- Republic Day
- Chatrapati Shivaji Maharaj Jayanti
- Dr. Babasaheb Ambedkar Jayanti

B] International Days

- International Women’s day
- International Yoga Day
- World Environment Day
- Wetland Day
- World Biodiversity Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-I

Mega Job Fair

1. Title - Campus Placement Cell of J.Watumull Sadhubella Girls College organized Mega Job Fair Programme for All the Final Year students in collaboration with Magic Bus Foundation on 21st April, 2023.

2. Objectives -

1. Platform providing optimal employment opportunities for students
2. Provide opportunities to the students to interact with recruiters and share important information
3. To find internship for future full time opportunities
4. To increase employment opportunities for the freshers

1. Content of the programme-

1. Invite various companies in this Job Fair
2. Recruitment of the students for the vacant post in their organization
3. All the informations related to companies and recruitment process provided to the students

4. The Practice-

The college invited nine renowned private companies i.e. Q.Connect, Randstand,

Quastech, Teliperformance, Eureka, Wipro, Infoline Consulting, R.S.Consultancy and

Study League IT Solutions. HR Managers of the companies interviewed the students and

49 students were selected. Students actively participated in the Job Fair and took the

opportunity for their career. Many students got the final placement.

5. Evidence of the success -

Students also got feedback from the HR Managers regarding their interview, 49 students

were selected which indicates that proper information regarding interview may be the

most important contribution of the Job Fair.

6. Challenges-

All the students were freshers and not much more aware about interview technique. The

Job Fair Environment was crowded which was a challenge to respond interviewer clearly.

File Description	Documents
Best practices in the Institutional website	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.2.1.pdf
Any other relevant information	https://sadhubellacollege.org/wp-content/uploads/2024/03/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

"Women Empowerment"

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.

Women Development Cell conducted various programmes for Women Empowerment such as Savitribai Phule Jayanti.

Skill Development Training is one of the most powerful tools for making a lasting impact on the personality of young generation, so accordingly college has taken initiatives to conduct skill

development training programme like Job Placement Training Programme and " Diploma in Accountancy and Finance, Pidilite.

As a part of women empowerment, Institute helps students to secure their career through placements before completing graduation. Many companies like Questech, Teli performance, Randstand, Q Connect etc were invited. In this year college provided secure job to 49 students.

College conduct seminar/webinars for students to boost their morale and create self-confidence within them. like career as a Company secretary, Financial Literacy etc. are organized.

Performance of the institution in the distinctive area of "Women Empowerment" is visible through the continuous efforts.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To introduce Certificate Courses
- Conduct of Webinars/ workshops/seminars/FDP at College/University/ State/ National /International level.
- To Collect Feedback from stakeholders- Students, Staff, Alumni, Parents - it's analysis and use of outcome for the progress of the Institution.
- Conduct of Academic and Administrative Audit, Green Audit, Students Progression Audit etc.
- Signing MOUs with industries for students placements.
- To conduct placement drive.
- To conduct a programme on gender equity.
- Training programme for skill development
- Improvement in the College Infrastructure.
- Participation of students at National & International Level in Cultural & Sports Activities.
- Conduct of examinations both internal and external as per university norms and declaration of results within a maximum period of 30 days from the last day of examination.
- To implement LMS
- To increase external and social activist's participation in college development through various committees.
- Improvement in Research and Publication activities.

- Fully Automated Library.
- To organize training programme on OBE and CBCS.
- To increase collaborations with various colleges and institutions.
- To participate in NIRF
- To celebrate National and International Day's for Environmental Awareness.