



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	NAVNIIRMAN SHIKSHAN SANSTHA'S LAXMIBAI SITARAM HALBE COLLEGE OF ARTS, COMMERCE AND SCIENCE, DODAMARG
Name of the head of the Institution	Dr. V. A. Patil
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02363256736
Mobile no.	9423835373
Registered Email	nss_dodamarg@rediffmail.com
Alternate Email	vinayakpatil5155@rediffmail.com
Address	At/Po- Kasai-Dodamarg, Tal- Dodamarg, Dist- Sindhurg
City/Town	Dodamarg
State/UT	Maharashtra

Pincode	416512																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. S. U. Darekar																		
Phone no/Alternate Phone no.	02363256736																		
Mobile no.	9421957461																		
Registered Email	dr.darekarsu@gmail.com																		
Alternate Email	nss_dodamarg@rediffmail.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://halbecollege.in/download/naac_aqar_2017-18.pdf">http://halbecollege.in/download/naac_aqar_2017-18.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://halbecollege.in/download/Academic_Calendar_2018-19.pdf">http://halbecollege.in/download/Academic_Calendar_2018-19.pdf</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.08</td> <td>2017</td> <td>12-Sep-2017</td> <td>11-Sep-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.08	2017	12-Sep-2017	11-Sep-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.08	2017	12-Sep-2017	11-Sep-2022														
<b>6. Date of Establishment of IQAC</b>	20-Sep-2017																		
<b>7. Internal Quality Assurance System</b>																			
<table border="1"> <tr> <td>Quality initiatives by IQAC during the year for promoting quality culture</td> </tr> </table>						Quality initiatives by IQAC during the year for promoting quality culture													
Quality initiatives by IQAC during the year for promoting quality culture																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
I.Q.A.C. Meeting	20-Jun-2018 1	10
I.Q.A.C. Meeting	26-Nov-2018 1	11
I.Q.A.C. Meeting	29-Apr-2019 1	10
Submission of A.Q.A.R. to NAAC	31-Oct-2018 31	5
Feedback from Students	05-Apr-2019 5	137
Feedback from Parents	05-Apr-2019 5	28
Students Satisfaction Survey	05-Apr-2019 5	30
<a href="#">View File</a>		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Library	Book Grant Scheme	ICSSR, WRC, Mumbai	2018 237	25000
Library	Financial Assistance Scheme for Book Purchase	Department of Students	2018 00	8120
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Significant Contributions Made by IQAC During the Year 201819

- 1 Teaching and nonteaching faculties of the college were acquainted with the values of institutional accreditation and the new methods and revised guidelines of NAAC accreditation and AQAR submission.
- 2 IQAC effectively implemented best practice Teachers at Doorstep at the commencement of the academic year.
- 3 IQAC undertook Students Satisfaction Survey.

[View File](#)

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

Plan of Action	Achivements/Outcomes
Reaching maximum number of stakeholders	Organization of UDAAN festival of Department of Lifelong Learning and Extension, University of Mumbai.
Installments in fees	Students financially felt unburdened
Preparation of academic calendar for teachers and students	College could organize better programmes with sufficient time in preparation.
100% computer literacy of the teaching and non-teaching staff of the college to enhance their operational skill.	All teachers completed their MSCIT courses.
Organization of UDAAN festival of Department of Lifelong Learning and Extension, University of Mumbai.	UDAAN was organized in the college on 5th Feb 2019.
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Development Committee	02-Dec-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

21-Dec-2018

17. Does the Institution have Management Information System ?

No

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

IQAC along with Academic Calendar and Prospectus Committee prepares an academic plan of the year. Time table committee designs Time-table for all programs as per the university norms. It is displayed on the notice board. At the beginning of an academic session, a general meeting of the teaching and non-teaching staff with the Principal is held to discuss the prospective plans in executing the syllabus. Teachers are informed about their workload for the academic year. This helps them to prepare teaching plan. The lecture plans are recorded in Academic Diary of teachers. The principal monitors the same. Teachers are expected to execute their course deliverables as mentioned in Teaching plan. Teachers refer to the standard reference books prescribed by University along with latest information available online and other resources for effective implementation of curriculum. Besides the use of conventional method, various other teaching methods like Quiz, Group Discussion, PPT Presentations, Allied Projects, Screening of videos and short films, Assignments, Use of charts and graphs, Case studies are used for effective curriculum implementation. Based on semester wise result analysis of every course corrective measures are suggested by IQAC and extra and remedial lectures are conducted if required. Academic review and feedback are taken periodically. Concerned authorities conduct regular meetings to review the difficulties faced while teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
A Certificate Course in Co nversational English (9 Students)		02/08/2018	30	Employabilit y	Skill Development
A Certificate Course in Hindi Patrakarita ( 11 Students)		02/08/2018	30	Employabilit y	Skill Development
A Certificate Course in Waste Management (18 Students)		02/08/2018	30	Employabilit y	Skill Development

Basics of MExcel (20 Students)	02/08/2018	30	Employability	Skill Development
A Certificate Course in Waste Management (18 Students)	02/08/2018	30	Employability	Skill Development

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Not Applicable	30/12/2019
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Not Applicable	30/12/2019

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

	Certificate	Diploma Course
Number of Students	78	0

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Not Applicable	30/12/2019	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Not Applicable	0
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

## Feedback Obtained

Students' feedback is sought by IQAC from the students on the last day of examination in the college through a printed form. Feedback is sought principally on teachers' effectiveness in teaching the curricula, timely assistance from the nonteaching staff and required facilities provided by the library. The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized and conveyed to the Principal for corrective measures. The respective teaching and nonteaching staff is communicated their weaknesses and strengths for improvement. Strengths of the college are taken into consideration for institutional development.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		120	53	53
BA		120	23	23
BA		120	26	26
BCom		120	55	55
BCom		120	37	37
BCom		120	37	37

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	231	0	9	0	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
9	9	2	1	0	3
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No file uploaded.					

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

Students mentoring system is available in the college. Each class has a parent teacher who mentors the

students whenever in need. The teacher solves students' problems of his class and monitors students' attendance and performance. As the total strength of the class is low, the parent teacher can tackle students' problems and difficulties in person. It helps students to communicate their difficulties to the college administration and get them resolved. It also assists the Principal to know about the particular class and execute academic plans for students through parent teachers. Alongside this, the Teachers and the library separately organize induction programmes for students. Teachers provide introduction of the college and explain the objectives of the college, various activities conducted by the college, examination pattern and career opportunities in the field of Arts and Commerce to the newly admitted students. The Librarian explains regarding the resources available in the library and makes them familiar with the library functioning. Teachers and nonteaching staff duly inform students various scholarships and also assist them in applying for the scholarships. Competitive Examination and Career Guidance Cell organizes guestlectures of experts for students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
231	9	1 : 25.6

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
9	9	0	0	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Vinayak Amrut Patil	Principal	Shikshak Shree Award by Aantarrashtriy Samarasata Manch, New Delhi
2018	Sitaram Narayan Khadapkar	Assistant Professor	Ph.D. by Shivaji University, Kolhapur
2019	Sopan Nanasaheb Jadhav	Assistant Professor	Special Contribution by DLLE, University of Mumbai

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	3A00146	6	02/05/2019	15/06/2019
BCom	2C00146	6	24/04/2019	25/05/2019

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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)



As per the guidelines of the affiliating University, the institution has formed College Examination Committee for smooth conducting the examinations and making policy decisions in regard to organizing examinations, improving the systems of examinations. Now the university conducts full 100 marks theory papers and no internal marks system left with the institutions, except for few papers. Apart from this, for internal evaluation, teachers periodically conduct class tests of the students to know the level of their understanding of the syllabi and knowledge. The Principal conducts review meetings to give necessary feedback for the improvement of students' performance. Remedial classes are conducted for slow learners and absentees.

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

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates, examination dates, cocurricular and extracurricular activities, meetings, semester based and annual based examinations and vacations during the year. Before the commencement of the academic year, teachers of the respective departments prepare a detailed teaching plan as per the workload allotted to the subjects. On the basis of this, the Timetable Committee prepares a detailed teaching schedule for the entire academic year. Finally, this is distributed to the departmental teachers and the students. The effectiveness of the process is maintained through effective monitoring by the Principal.

## 2.6 – Student Performance and Learning Outcomes

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

[http://halbecollege.in/download/Program\\_and\\_Course\\_Outcomes.pdf](http://halbecollege.in/download/Program_and_Course_Outcomes.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BA		47	26	55.32
	BA		27	26	96.30
	BA		23	22	95.65
	BA		23	21	91.30
	BA		26	7	26.93
	BA		25	12	48.00
	BCom		54	37	68.52
	BCom		42	35	83.33
	BCom		37	36	97.30
	BCom		36	35	97.22
	BCom		37	30	81.08
	BCom		37	34	91.89

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## 2.7 – Student Satisfaction Survey

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

[http://halbecollege.in/download/Students\\_Satisfaction\\_Survey\\_2018-19.pdf](http://halbecollege.in/download/Students_Satisfaction_Survey_2018-19.pdf)

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Youth Festival District Level Workshop	College	12/07/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Shikshak Shree Award	Dr. Vinayak Amrut Patil	Antarrashtriya Samrasta Manch, New Delhi	05/09/2018	Principal
Office Mission Adviser	Dr. Vinayak Amrut Patil	Indo Nepal Cultural Department, Government of Nepal, Kathamandu	01/10/2018	Principal
NAAC Assessor and Peer Team Member	Dr. Vinayak Amrut Patil	National Assessment and Accreditation Council, Bengaluru	05/02/2019	Principal
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	30/12/2019
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#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	01

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

Name of the Department	Number of PhD's Awarded
00	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Library	2	6
National	Hindi	2	1
<a href="#">View File</a>			

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

Department	Number of Publication
Geography	3
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	2018	0	00	0
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	00	00	2019	0	0	00
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	13
Presented papers	2	1	0	0
Resource persons	0	0	0	2
<a href="#">View File</a>				

## 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

Cleanliness Drive	DLLE, NSS and Nagarpanchayat, Kasai Dodamarg	4	55
Hemoglobin Checkup Camp	NSS and Rural Hospital, Dodamarg	3	75
Cleanliness Drive	NSS and Rural Hospital, Dodamarg	3	41
HIV Test	NSS and Rural Hospital, Dodamarg	4	75
Eye Checkup Camp	NSS and Rural Hospital, Dodamarg	3	75
Dental Checkup Camp	WDC and Blush Dental Clinic	3	46
Hemoglobin Checkup Camp	WDC and Rural Hospital, Dodamarg	3	65
Kerala Distress Relief Fund	DLLE and NSS	5	74
Workshop on Financial Literacy and Consumer Guidance	College and Consumer Guidance Society of India and NSE	4	57
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	Nagarpanchayat, KasaiDodamarg	Cleanliness Drive	5	55
Aids Awareness	Rural Hospital, Dodamarg	Guest Lecture by Dr. Vishnu P. V.	3	48
Gender Equality Programme	Rural Hospital, Dodamarg	Guest Lecture by Dr. D. T. Gore	2	54
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	00	30/12/2019	30/12/2019	00
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
00	30/12/2019	00	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Others	Existing

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E Granthalaya	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4095	607818	84	11286	4179	619104
Reference Books	1076	288273	51	25000	1127	313273
e-Books	145	0	20	0	165	0

Journals	27	21504	0	0	27	21504
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	2241	294756	91	8850	2332	303606

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
00	00	00	30/12/2019

No file uploaded.

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	16	7	1	1	0	3	2	0	2
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
00	<a href="#">00</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	535613	184836

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

**Policy for utilization of Physical facilities Purpose of the Policy: The physical, academic and support facility should provide the basic for equal access and maximum utilization of facility based on the needs of educational**

and administrative functions. The policy will help to provide proper schedule for execution of different activities and maximum utilization of physical, academic and support facilities. Scope of the Policy The scope of the policy is as below: Library: Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done. Library is automated using eGrantha 3.0 software developed by National Informatics Centre, New Delhi. Computerized issuing and returning of books is done so as to save time of faculty members and students. Book exhibitions are organized on various occasion in the library. Our college library is providing open access system to the staff as well as students so they have effective referencing and exploring of new books related to subjects. Reading room facility and computers are provided for access to e content and internet. To get acquainted with the resources available in the library and the services provided by the library, Induction and information literacy programs are organized for newly admitted students. New arrivals are exhibited on display board. Library is kept open in long vacations for the benefits of the students and faculty members Sports Facility: Sports equipments are issued to students for sports competition conducted in the college. Students play Volleyball, Carom, Chess, Kabaddi, High Jump and other sports after the lectures. Computer Room: Maintenance and support are carried out by system administrators appointed by college. Regular up gradation is carried out for computers and software. Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work. In computer room all the computers are connected through LAN and with high speed internet facility. Computers are provided with upgraded antivirus. Students use to sit in computer room for the preparation of their assignments, projects, for checking email, and also for browsing. Classrooms: Timetable is prepared by timetable committee so that the available classrooms are utilized maximally. Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Most of the class rooms are provided with the electric fans and CFL bulbs. Class rooms are cleaned daily by the peons of the college. Regular monitoring of electrical equipments is done and repaired immediately. College is conducted in the morning session.

[http://halbecollege.in/download/Procedures\\_and\\_Policies.pdf](http://halbecollege.in/download/Procedures_and_Policies.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Government of India Post Metric Scholarship	93	109695
Financial Support from Other Sources			
a) National	SC/ST/OBC/PWD Scholarship by Samruddha Konkan in collaboration with Hindustan Petroleum Corporation	6	33600
b) International	00	0	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	02/01/2019	8	Department of English
Remedial Coaching	02/01/2019	5	Department of Hindi
Remedial Coaching	02/01/2019	10	Department of Commerce
Remedial Coaching	02/01/2019	6	Department of Economics
Remedial Coaching	02/01/2019	3	Department of Geography
Yoga Classes	22/12/2018	20	NSS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Guest Lecture	40	16	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Institute of Technology and Management Skill Academy	12	3	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2018	2	B.A.	Economics, Geography	Raosaheb Gogate College of Commerce and Smt. Saraswatibai Ganshet Walke College of Arts, Banda	M.A.
2018	2	B.Com.	F.A.A., B.M.	Raosaheb Gogate College of Commerce and Smt. Saraswatibai Ganshet Walke College of Arts, Banda	M.Com.

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

Items	Number of students selected/ qualifying
Any Other	1

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

Activity	Level	Number of Participants
Celebration of Guru Pournima	Intra College	65
One day workshop on Youth Festival	District Level	105
Celebration of College Foundation Day	Intra College	81
Celebration of Annual Cultural Gathering	Intra College	210
Degree Distribution Ceremon	Intra College	68
Organized elocution competition	Intra College	62
Celebration of Hindi Din	Intra College	62
Athletics	Intra College	61
Cricket	Intra College	61
Kabaddi	Inter College	51
Chess	Intra College	28
Carrrom	Intra College	32
Tree Plantation	Intra College	57

Collection of Kerala Distress Relief Fund	Intra College	74
Campus Cleanliness Drive	Intra College	35
Celebration of Savitri Utsov on the occasion of Savitribai Phule Birth Anniversary	Intra College	81
Food Festival	Intra College	51
First and Second Term Training Programmes by DLLE Department	Intra College	66
UDDAN Festival of DLLE, University of Mumbai	Zonal Level	235
Workshop on Financial Literacy and Consumer Guidance in collaboration of Consumer Guidance Society of India and NSE	Intra College	63
Guest Lecture on Modern Dimensions in Economics	Intra College	16
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	00	National	0	0	00	00
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council helps in maintaining academic discipline and. They have special tasks during co curricular, extra curricular activities. They also help in coordinating cultural programmes at college level and Youth festival Organised by University of Mumbai. We have Student representatives in College Development Committee, IQAC, Marathi Bhasha and Vangmaymandal, Women Development Cell and other Committees.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

#### 5.4.4 – Meetings/activities organized by Alumni Association :

An alumni meeting was organized on 13th Jan 2018. Around 50 alumni were present for the meet. Mr. Raju Zore, Mr. Sairaj Rane Alumni expressed their feelings towards college. This program was coordinated by College principal Dr. V.A. Patil chaired the meeting

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

1. Academic functioning: The College inculcates the culture of collective responsibility amongst its faculty members and the constitutive departments. The principal has appointed staff secretary who serves as the mediator between staff and the principal of the institution. Principal and I.Q.A.C. involve teaching and nonteaching staff in preparing and executing the academic programmes. Each department is given freedom to prepare its academic planner and schedule of activities, Timetable, designing and assigning of student projects, to conduct workshop/hands on training programs/guest lectures on areas prioritized by the departments. 2. Administrative functioning: The office administrative responsibility distribution and monitoring are handled by the Principal. Though the clerical staff has been assigned their duties, in some of the cases, they work collaboratively so that one cannot be overburdened and the work should be accomplished in stipulated time.

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

Partial

#### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	The principal of the college ensures that a proper teaching learning environment take place. At the end of every academic year IQAC committee of the college collect feedback from students. The students fill the feedback form and submit it to the IQAC committee. Students give feedback regarding teachers' efforts in classroom teaching, punctuality, subject knowledge, delivery of content, using Information and Communication Technology in teaching etc. The feedback received from students are analyzed and communicated to the principal. Based on the feedback, concerned teachers are suggested to improve or to adopt new techniques in teaching learning process.
Examination and Evaluation	The Principal of the college and examination coordinator collaboratively conduct meetings for faculty members and staff of the college for smooth functioning of examinations and

evaluation process. Information regarding supervision duties, rules of answer sheet evaluation is intimated timely to all the staff members of the college. University questions paper are received online through University website. The college display sitting arrangements on the notice board well in advance.

**Research and Development**

The college has a Research Committee which is appointed by the Principal. Research committee aims to strengthen and motivate the faculty members for improving and enhancing the standards of learning and research. This committee encourages and supports teachers for the preparation of minor research projects. Students are encouraged to participate in AVISHKAR Research Convention which is organized by University of Mumbai. Teachers are motivated to attend and present research papers in national, international conferences, symposium and workshops. The teaching staff is appraised, acknowledged and felicitated by the college for their Ph.D.s and research paper publications in national and international journals during general meetings and annual functions for encouragement and motivation.

**Library, ICT and Physical Infrastructure / Instrumentation**

The institution has the practice of wide use of ICT based environment in the academic and administrative levels. The college library is automated with eGranthalaya 3.0 software which is developed by National Informatics Centre, New Delhi. Issuing and returning of books in the library is done through the software. The data entry of all books is done in the library software. The library has its own web page and it is accessed through the tab given on the college website. The links of ebooks and ejournals is given under the tab eresources. The college library provides WEB OPAC and OPAC facilities to the faculty members and students.

**Human Resource Management**

The management firmly believes in participative decisionmaking and functioning. The principal has appointed number of committees to perform various functions and activities of the college. The members in some committees are rotated every year so that the involvement of staff

	<p>in various activities increases. The active staff members are encouraged to take initiatives in various functions, activities and events. Conscious efforts have been taken by the management for the involvement of all elements of the system in institutional process. The teaching and non teaching staff members are deputed to participate in various training programmes like Orientation Programme, Refresher Courses, workshops, short term courses, seminars, conferences and training programmes in order to upgrade themselves.</p>
Industry Interaction / Collaboration	The college organize industry visit for the students.
Admission of Students	<p>Online admission is done at University of Mumbai website. After registering on the University of Mumbai website, the students collect admission form from college office. This procedure is tackled by the admission committee where students are provided assistance in filling in the forms later their forms are scrutinized and verified by the members of the admission committee. Career Counseling is also a part of the admission procedure. Whole admission process is monitored by the Principal and admission committee.</p>
Curriculum Development	<p>All undergraduate courses run by the College follow the curriculum of University of Mumbai. The College follows CBCGS for UG Level wherein there is a flexibility to design various academic activities.</p>

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

E-governance area	Details
Planning and Development	<p>The Internal Quality Assurance Cell has an email id. All the departments and committees of the college send information regarding Activities conducted by them by email. it saves the time of staff and expenses on paper works.</p>
Administration	<p>The College makes continuous efforts to go paperless in administrative and official works. Most of the functions are performed using computers.</p>
Finance and Accounts	<p>Fully equipped computerized methods are followed to keep tracks and records of all finances of the College. The college uses Tally ERP to maintain the</p>

	records of the accounts.
Student Admission and Support	Student admission is an online process. The college uses Principal 9 software for student admission process. It assists in maintaining the record of the students
Examination	Examinations of all the years of UG level are conducted by the University through DEPDS (Digital Examination Paper Delivery System). College has made available exam room equipped with computer, printer, internet facility, photocopier machine, and CCTV camera and appointed an IT coordinator to download the question papers. Evaluation process of the first and second year is done manually at college level. For the third year, University has implemented OSM (On Screen Marking) system. According to which, the college has set up a computer room with 6 computers. Teachers participate in this digital evaluation process

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. S. U. Darekar	A Workshop on Revised Syllabus of T.Y.B.A. Economics	00	1680
2018	Mr. S. N. Jadhav	A Workshop on Revised Syllabus of T.Y.B.A. English	00	1700
2018	Mr. S. S. Padgaonkar	A Workshop on Revised Syllabus of T.Y.B.Com.	00	2003
2018	Mr. D. Y. Barve	A Workshop on Revised Syllabus of T.Y.B.A. Marathi	00	1100
2018	Mr. S. N. Jadhav	A Seminar on Aquifer Management in Sindhudurg	00	420

2019	Mr. R. A. More	National Seminar on Best Practices of the Institution of Higher Education	00	600
2019	Mrs. Kiran Naik	A Workshop on AISHE at SPK Mahavidyalaya, Sawantwadi	00	190
2019	Dr. S. U. Darekar	A Workshop on Revised Syllabus of T.Y.B.A. Economics Sem. VI	00	1185
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Youth Festival		12/07/2018	12/07/2018	7	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course : Empowering Information Professionals in the Digital Environment	1	19/09/2018	09/10/2018	21
Refresher Course	1	10/12/2018	30/12/2019	21
Refresher Course	1	19/02/2019	11/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching
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Permanent	Full Time	Permanent	Full Time
7	11	6	6

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free hemoglobin, dental and eye checkup camps and HIV test are organized in collaboration of Rural Hospital, Dodamarg.	Free hemoglobin, dental and eye checkup camps and HIV test are organized in collaboration of Rural Hospital, Dodamarg	Free hemoglobin, dental and eye checkup camps and HIV test are organized in collaboration of Rural Hospital, Dodamarg. Financial assistance is provided to the needy students through Women Development Cell of the college.

### 6.4 – Financial Management and Resource Mobilization

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

The college administration maintains finance and accounts systematically. Management takes periodic review of financial status of the institute. Institution conducts internal and external financial audits regularly. The institution has appointed CA Umesh Lovelekar, Ratnagiri as an auditor for internal audit. The external audit is done by the Joint Director of Higher Education, Konkan Region, Government of Maharashtra. Audit report and audited statements of accounts are discussed in College Development Committee and submitted to the Governing body as well as Joint Director of Higher Education, Konkan Region, Government of Maharashtra. Queries and suggestions are resolved satisfactorily. The institute also ensures timely submission of audited utilization certificate to various organizations.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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#### 6.4.3 – Total corpus fund generated

00
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	University of Mumbai
Administrative	No		Yes	Governing Body

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent Teachers meetings were organized
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#### 6.5.3 – Development programmes for support staff (at least three)



Free Hemoglobin Check up Camp Free Dental Check up camp Uniform is provided free of cost to the class IV staff

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

1. Submitted the proposal to UGC to include the name of the college under UGC's 2 (F) 12 (B). 2. Commenced 'Teachers at Doorstep' as the best practice of the institution. 3. Started Taking Students Satisfaction Survey

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Submission of AQAR	31/10/2018	31/10/2018	31/10/2018	5
2019	Started Taking Students Satisfaction Survey	30/03/2019	30/03/2019	05/04/2019	6

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equality Programme	29/12/2018	29/12/2018	45	9

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

Percentage of power requirement of the University met by the renewable energy sources

1. To create environmental awareness among students Film Festival on Environmental Awareness was organized on the college campus on 10th August 2018. 2. To keep college campus green tree Plantation Drive was organized on 21st 2018. 3. To become familiar with the types of rocks in Dodamarg Taluka Guest lecture of Mr. Sujit Chakraborty was organized on 8th February 2019

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	0	0	30/12/2019	00	00	00	0

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT	22/06/2018	<p>CODE OF CONDUCT</p> <p>INTRODUCTION Founder members of Navnirman Shikshan Sanstha had a great awareness for education which led them to establish College of Arts, Commerce and Science (Computer), later renamed as Laxmibai Sitaram Halbe College of Arts, Commerce and Science, at Dodamarg on 6th August 2001. Dodamarg was separated from Sawantwadi tehsil in June 1999 and became the youngest tehsil of Sindhudurg district. Having 56 small villages in its jurisdiction, it locates in the lap of the Sahyadri Mountain range and comes exactly on the borders of Maharashtra, Goa and Karnataka states. Since the establishment, the college has been continuously providing higher education to the youth of Dodamarg tehsil as well as nearby villages of Goa State. Formerly, students had to travel more than 50 kms to reach Sawantwadi and Banda for degree education but this institution has lessened their sufferings and brought higher education at their doorstep. The college is relentlessly striving in pursuance of</p>

academic excellence and encouraging learners to participate spontaneously in various cocurricular and extracurricular activities. It has well qualified and research oriented teaching staff as well as supportive and efficient nonteaching staff which constantly endeavor for the betterment of students and ultimately of the institution. Besides academic education, the college finds its responsibility towards community, women's empowerment, socioeconomically backward class, environment consciousness, national harmony etc. and constantly addresses them through several cocurricular and extracurricular activities. We are persistently trying to kindle young minds with sublime ideas, accountability, virtuousness, curiosity, and social as well as ethical values. CODE OF PROFESSIONAL ETHICS a) The administrator should provide academic and administrative support to the institution. b) The administrator should give moral support to the students and staff. c) The administrative staff members should depict standard professional behavior. d) The administrator should ensure financial transparency. e) The administrator should maintain the appropriate educational atmosphere. f) The administrator should follow the decentralization

practice. g) The administrator should treat staff and students impartially without favoring his/her religion, caste, political, economic, social and physical characteristics.

h) The administrator should take efforts for the development of institution. i) The

Administrator should respect the fundamental rights of staff and students

#### CODE OF CONDUCT FOR TEACHERS

a) The teacher should perform his/her academic duties and examination related work assigned to him/her sincerely and

efficiently. b) A teacher should not discriminate student/s on political grounds or for any

reasons of race, religion, caste, language, sex or for the reasons of

arbitrary or personal nature and should not

incite students/teachers against other students or other teachers,

colleagues

or administration/ governing body of the

college and the university. c) A teacher should have freedom of thought and expression.

He/she should not misuse the facilities or forum of the college/ university.

d) A teacher should not be partial in assessment of the student or

deliberately over mark, undermark or victimize a student on any ground. e)

A teacher should not refuse to carry out the academic and

administrative decisions taken by the Principal and governing body. f) A

teacher should not conduct/participate in

private coaching classes directly or indirectly.

He/she should also not accept private tuitions.

g) A teacher should not indulge in or resort to directly or indirectly,

any malpractice or unfair means in teaching/examination/administration.

. h) A teacher should not furnish incorrect

information regarding his/her qualifications, experience, age etc. in

respect of his/her appointment/promotion.

CODE OF CONDUCT FOR STUDENTS a) Identity card is compulsory for all the students. b) Except educational tours other tours are not allowed. c)

75 attendance is compulsory for the students in every

semester. His/her term will be dented if the attendance is below 75.

He/she will solely be responsible for his/her academic loss. d) If the

student violates the rules and regulations of the college, necessary

action will be taken against him/her by the Principal. e) Student

must use library books very carefully. f)

Students should park their vehicles in the parking space allotted to them. g) Use of mobile is

strictly prohibited in classrooms, library and administrative office. h)

Students should strictly adhere to the due dates of completion of various

forms and documents such as examination, admission, scholarship and other of these kinds. i) Students

should maintain the decorum and culture of the college campus.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Dr. Babasaheb Ambedkar Birth Anniversary	14/04/2019	14/04/2019	54
Mahatma Gandhi Birth Anniversary	02/10/2018	02/10/2018	75
Savitri Utsov	03/01/2019	03/01/2019	81
Rajarshi Chatrapati Shahu Maharaj Birth Anniversary	26/06/2018	26/06/2018	74
Chatrapati Shivaji Maharaj Birth Anniversary	28/02/2019	28/02/2019	85
Dr. A. P. J. Abdul Kalam Birth Anniversary and Vachan Prerana Din	15/10/2018	15/10/2018	42
Annabhau Sathe Birth Anniversary and Lokmanya Tilak Death Anniversary	01/08/2018	01/08/2018	18
Rashtriya Ekta Diwas	31/10/2018	31/10/2018	47
Sanvidhan Din	26/11/2018	26/11/2018	49
Marathi Bhasha Din	27/02/2019	27/02/2019	89
Maharashtra Din	01/05/2019	01/05/2019	19
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree Plantation
Reuse of Paper
Minimum use of Plastic
Using an LED bulb instead of Tube lights
No Vehicle Day once in a week

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice: 1 1. Title of the Practice Inhouse Publications 2. Goal To make an available platform for students to present their writing skills as well as to develop writing culture in them. To glimpse various activities, innovative practices, programs, events, workshops etc. organized by the institution at a glance and reach the society very effectively. To instill creative and research culture in students. 3. The Context The college conducts many activities and programs for students to bring out their innate talent. These things need wide exposure so as to pour confidence in students. The institution has created a platform in the form of Inhouse Publications to reach the community very effectively and develop students' writing skills. The institution every year publishes "Navdarpan: The Inhouse News Bulletin", and the three journals namely

Horizon, Amrutwel, and InfoComm. 4. The Practice A. Navdarpan: The Inhouse News Bulletin It mirrors the significant activities and programs conducted by the college in the whole academic year at a glance. The institution publishes Navdarpan every year on 6th August on the occasion of College Foundation Day at the auspicious hands of respected chief guests. Subsequently, copies of the Navdarpan are distributed in all government offices, hospitals, grampanchayat offices, schools, and colleges of the tehsil. Copies are also sent to other senior colleges of the district. The students are also given copies of Navdarpan. Through Navdarpan, the college gets wide publicity and reaches to the community very effectively. As the Navdarpan publishes programs, events, activities, success, etc., and brings students in the light, students have started participating in every activity voluntarily and enthusiastically. It has assisted in stimulating students not only for examinations but also for cocurricular and extracurricular activities. B. Inhouse Published Journals: Since the academic year 201415, the institution has started publishing three inhouse journals for students. The institution looks at the activity as the best practice employed for students? progression i. Horizon: The Yearly Published Journal: English Literary Association every year publishes "Horizon: The Yearly Published Journal" for students with prime intentions to eradicate the phobia of English language from their minds and to make them present their writing skills in English. Horizon is not a mere journal but a platform specifically created for the students. The students select topics on their own or else get assistance from the respective teacher. A topic selection follows the data collection and arrangement of ideas. Their writeups undergo proofreading and subsequently, the final draft of the journal comes out. The students run this activity very efficiently and gladly. This has developed their writing skills and instilled confidence in them. ii. Amrutwel: Amrutwel is a journal published every year by the Marathi Bhasha v Vangmay Mandal (Marathi Language and Literary Association) of the college to develop the students? creative faculties of the mind. The said association collects articles, poems, short stories, essays, etc. from students originally written by them. As it gives wider exposer to their innate talent, students willingly participate in the activity iii. InfoComm Commerce Association has started InfoComm: The Yearly Published Journal for the students of Commerce faculty and Economics Department. The key purpose of the journal is to keep students updated with the current affairs in the field of Commerce and Economics as well as to generate interest in writing in students and subsequently widen their span of knowledge. The students are given topics and provided thorough assistance by the teachers. They work over the given themes and submit their writings. These writings are handpicked by the teachers and later published in the InfoComm. This has enabled students to look at global affairs critically.

5. Evidence of Success: Appreciation received from various eminent personalities. Successful continuation of the publication every year. Note taken by newspapers not only at local level but also at district level. Participation of students in cocurricular activities has increased. 6. Problems Encountered and Resources Required: Due to financial adversity, publications could not reach more number of people. Fear of English language in students? mind. Best Practice: 2 1. Title of the practice: "Teachers at Doorstep" 2. Goal: No girl should be deprived of education. Backward class students should be brought in the mainstream of higher education. To explain the importance of the education to the students and their parents. To convey the students and their parents the various government scholarships for education. 3. The Context: Dodamarg was separated from Sawantwadi tehsil in June 1999 and became the youngest tehsil of Sindhudurg district. Having 56 small villages in its jurisdiction, it locates in the lap of the Sahyadri Mountain range and comes exactly on the borders of Maharashtra, Goa and Karnataka states. As the tehsil locates in the hilly region and the economic condition of the people is not enough good to let their children to continue higher education, the less

awareness for higher education is seen in the tehsil. In many of the cases, the first generation students are now taking higher education in this institution.

The slogan of the sanstha is Shikshanachya Hakkasathi (For the Right of Education), the institution aims to bring girls as well as socially and economically backward class students in the mainstream of higher education. To accomplish this goal, the institution runs the campaign namely "Teachers at Doorstep" wherein the teachers as well as nonteaching staff of the institution reach the girls as well as socioeconomically backward class students and counsel them for taking higher education. 4. The Practice: The practice is run by Admission Committee every year. The said committee arranges meeting of the teachers and nonteaching staff under the headship of the principal. It collects the genderwise and caste wise data of the H.S.C. qualified students from the junior colleges in the tehsil. Then the committee forms groups of the teachers and other staff. The groups are provided the region of the tehsil alongwith the list of H.S.C. qualified students to accomplish the work. They are instructed to reach the doorstep of each student whose name is there in the list. During the actual meet with the students and their parents, the group all the way explains the importance of higher education, various opportunities after the degree education, government scholarships to the students, and the facilities that college provides to the students. The group also meets the Sarpanch (head of the village), social worker, or any other respected resident of the village and seeks his/her assistance in convincing the students. After the successful completion of the given task, the group submits the report to the Admission Committee. In the second phase, the teachers make telephonic conversation with the visited students and instruct them to confirm the admission before the deadline given by the affiliating university. 5. Evidence of Success: Photographs of the visit to the students at their homes. Pamphlets, banners, whatsapp messages, telephonic conversation Admissions of convinced students Reports of the parents and alumni during ParentTeachers Meet and Alumni Meet respectively. 6. Problems Encountered and Resources Required: Illiteracy of the parents. Parents' orthodox approach towards girls' higher education. An economic condition of the people of this locality is weak and pitiable. Hilly region. Remoteness of the village from the tehsil place. Inadequate MSRTC bus service to the villages. Growing unemployment and insecurity of jobs according to the parents and students.

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

[http://halbecollege.in/download/Best\\_Practices.pdf](http://halbecollege.in/download/Best_Practices.pdf)

### 7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness Navnirman Shikshan Sanstha has been established with a noble cause of imparting higher education among the youth of the Konkan region and with a strong belief of serving the society and improving the quality of life of the rural youth in particular. The Sanstha plans to open a chain of centers of higher learning throughout Maharashtra State especially for the benefit and upliftment of the underprivileged class of the society. The idea developed as a result of the factual data gathered by the office bearers of this Sanstha during the various types of constructive work in the educational field done by them for the social organization called Rashtra Seva Dal a movement dedicated to the cause of social and educational problems faced by the citizens, the students especially those belonging to the lower strata of society. Apart from the above most of the office bearers of the Sanstha have a long association with this social movement. The mission of the Institution We strive to cultivate minds and build characters of the young generations by



imbibing in them scientific temperament, organizational abilities, and human values. Dodamarg locates in the hilly region and the economic condition of the people is not enough good to let their children continue higher education, the less awareness for higher education is seen in the tehsil. In many of the cases, the first generation students are now taking higher education in this institution. The slogan of the Sanstha is 'Shikshanachya Hakkasathi' (For the Right of Education), the institution aims to bring girls as well as socially and economically backward class students in the mainstream of higher education. The College as a higher education institution is committed to imparting quality education to empower the youth/students and strive to foster the integral development of the students by enabling them to be intellectually alert, emotionally balanced, morally sound, socially committed, culturally enriched and spiritually oriented. The institution has all ICT facilities like LCD projectors, Computers, the Internet which is used in the teaching learning processes. The participation of students in the classroom discussion also throws light on their learning abilities. The college has well qualified staff, good infrastructural facilities library, and cocurricular /extracurricular facilities. The college library is automated using eGranthalaya 3.0 software developed by National Informatics Centre, New Delhi. The college library practices an open access system. OPAC facility is provided to the students as well as staff members. Cocurricular, extracurricular and sports activities and competitions are organized regularly to nurture the talents of the students in addition to the academics The distinctive area of the institute is Socioeconomic upliftment of rural youth through quality education. Most of the students enrolled in the college belong to an economically and socially backward society. The students come from nearby villages in the remote area of up to 35 k. m.

Provide the weblink of the institution

[http://halbecollege.in/download/Institutional\\_Dinstinctiveness.pdf](http://halbecollege.in/download/Institutional_Dinstinctiveness.pdf)

### **8.Future Plans of Actions for Next Academic Year**

- The college is planning to initiate an additional certificate, B.Sc. in a hospitality management degree course in the college to enhance the skill of the students.
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- Meeting with the Parents of newly admitted students