



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg
• Name of the Head of the institution	Dr. S. U. Darekar
• Designation	I/C Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02363256736
• Mobile No:	9421957461
• Registered e-mail	nss_dodamarg@rediffmail.com
• Alternate e-mail	dr.darekarsu@gmail.com
• Address	A/P. Kasai Dodamarg, Tal. Dodamarg, Dist. Sindhudurg
• City/Town	Dodamarg
• State/UT	Maharashtra
• Pin Code	416512
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Mr. Ramkisan A. More				
• Phone No.	02363256736				
• Alternate phone No.	02363256737				
• Mobile	9637976146				
• IQAC e-mail address	lshalbeiqac@gmail.com				
• Alternate e-mail address	ramkisanmr@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://halbecollege.in/wp-content/uploads/2022/02/naac_aqar_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://halbecollege.in/wp-content/uploads/2022/02/Academic_Calendar_2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.08	2017	12/09/2017	11/09/2022
6.Date of Establishment of IQAC			20/09/2017		
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	
-	-	-	-	00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<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 	View File	
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)		
Conducted hands on training on google classroom		
Conducted hands on training on google forms		
Collected feedback from students, teachers, Alumni and employers		
Organized national webinar in collaboration National Digital Library of India		
Organized national webinar in collaboration with College English Department		
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
To form various committees	The annual committees were formed
To prepare academic calendar	The Academic Calendar was prepared
To organize webinar and workshop	Four webinars by department of English, Hindi, Marathi, Library and one workshop by Geography were organized.
To collect feedback from stakeholders.	IQAC collected Students' feedback on syllabus, Alumni's feedback on curriculum, Students' evaluation of teachers, Faculty's feedback on curriculum, Employers' feedback on curriculum, and Students' feedback on library sources and services.
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)
College Development Committee	22/02/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	18/02/2022

Extended Profile

1. Programme

1.1

132

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 259

Number of students during the year

File Description	Documents
Data Template	View File

2.2 74

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 54

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 10

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 00

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	132
Number of courses offered by the institution across all programs during the year	

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2.1	259
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File Description	Documents
Data Template	View File

2.3	54
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	10
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	00
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	13
Total number of Classrooms and Seminar halls	
4.2	30.41
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	6
Total number of computers on campus for academic purposes	

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

Being an affiliated college, Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg follows the curriculum designed by University of Mumbai. Some of faculty members of the college are in syllabus formation committee and taking part in framing and modifying curriculum as and when necessary. The College ensures an efficient curriculum delivery in the following manner:

- The IQAC prepares the Annual Academic Calendar at the beginning of the academic year where the various planned activities are marked.
- Copy of syllabus is provided to the teachers and the same is made available in the departmental library for the students. Teaching Plan is prepared at the beginning of the academic year by all the faculty members. The Internal Quality Assurance Cell regularly monitor the teaching learning process and takes remedial measures as and when necessary.

- The time table committee in collaboration with IQAC prepares the time table. The time table is displayed on the department's notice board and websites.
- Using various free online software and Apps the college has set up an improvised Learning Management system which the students can easily access using their smart phones.
- Internal tests are conducted regularly by all the departments. Internal test consists of conventional questions and Multiple Choice Questions. The MCQ test is conducted through offline as well as online using google forms.
- Mentors identify the level of students such as advanced and slow learners. Extra learning resources are shared with advanced learners, whereas remedial measures or extra classes or personalized counseling is done by the faculty members. As and when required parent teachers meeting is held to share the students' progress with guardians.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	=

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 students. The continuous evaluation includes class tests, semester-end examination, project evaluation, internal test, asking questions on the topics taught, and home assignment, etc.

The institution prepares Academic Calendar at the beginning of every academic year and implements the same as far as possible. The schedule of class tests, semester - end examination are included in the academic calendar. A copy of the calendar is made available on the college website for the faculty members, administrative staff, and other stakeholders.

The Semester End Exam (I to VI) is conducted by the college, by making 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 of Mumbai.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	=

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

3

File Description	Documents
Any additional information	No File Uploaded
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)

3

File Description	Documents
Any additional information	No File Uploaded
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

39

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

39

File Description	Documents
Any additional information	No File Uploaded
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

- As per the University of Mumbai curriculum, Environmental Studies is a subject comprising of one paper of 100 marks, which the students have to compulsorily pass in first year of commerce to proceed second year of commerce in the undergraduate graduation course. The students are taught various concepts of environment, environment degradation, environment conservation, non-conventional energy sources, waste management, organic farming and business projects for a green future
- Geography is subject taught at undergraduate level at BA Programme. The syllabus of this subject includes various concepts of geography, environment and other aspects related

to environment.

- The college maintains a green and clean environment in and around the campus which is cleaned on regular basis. It has an underground drainage system that ensures that there is no stink and mosquito menace in the surrounding area.
- Human values and professional ethics have been included in the syllabus of foundation course, and professional programmes in which business ethics, sources and approaches to business ethics is addressed.
- The Institution undertakes various activities like Tree Plantation, Public Awareness Campaign on different Socio-Economic issues such as Road Safety Awareness, Swachh Bharat Abhiyan, Blood Donation, AIDS Awareness, Plastic Ban Rally, Self Defense, etc. to inculcate the sense of human values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

09

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

13

File Description	Documents
Any additional information	No File Uploaded
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://halbecollege.in/wp-content/uploads/2022/02/feedback_analysis_2020-21.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 sanctioned seats during the year

780

File Description	Documents
Any additional information	No File Uploaded
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

74

File Description	Documents
Any additional information	No File Uploaded
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

By taking into consideration the HSC examination result, class test results, observation of the students in class and outside the class, feedback from the mentors, students are identified as slow learners and advanced learners. However, this nomenclature is not used while dealing with the students. Therefore, an academic performance is not the only criteria for determining slow and advance learner as it is believed that the conditioning and circumstances which creates slow or advanced learner. The observation inside and outside of class by the mentors play an important role. Students are also informed about various scholarships provided by Government so that the meritorious students coming from economically backward classes can continue their education.

Measures for Advanced Learners:

- The advanced learners are provided with additional tasks, references to books and study material in addition to guidance by the teachers. They are advised to participate in various activities such as student's seminar, wall paper, magazine, exhibition and model competition, AVISHKAR research projects etc. The college asks them to participate in leadership training programme organized by NSS and DLLE.
- Students Seminars, elocution competitions, poetry recitation competitions are organized where these students are provided a platform to show their individuality and potential.
- They are also encouraged to participate in teachers' day, conduct lectures in the class and these activities help their peers especially the slow learners to bring a balance in the class.
- Mentors organize motivational talks to guide them to the right path of achievement and keep them stress free.

Remedies for slow learners:

- College conducts remedial classes and extra classes for slow learners.
- Teachers pay special attention to the slow learners and try to fulfill their needs even outside classes and extra classes are conducted

Various initiatives like seminar on stress management, Mind and Memory Management, have been conducted for reducing the stress of the students and make them more attentive towards study.

File Description	Documents
Link for additional Information	=
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
259	10

File Description	Documents
Any additional information	No File Uploaded

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

The students can adopt the lessons properly and can apply them to solve problems in day to day life situations only if the teaching learning process is student centric and incorporates experiential learning, participative learning and problem solving methodologies.

Experiential Learning & Problem solving methodologies:

Experimental learning:

Field Visit: Syllabus of geography, environmental studies, and economics needs Field visit and outdoor sessions to learn the biodiversity, demographic variations and cross cultural reference of the political and social scenario. Students also conduct surveys to analyze the shift in the various paradigms and their

implication on the society.

Visit to Factory: Visit to Factory and places of production give the students of especially Commerce first hand and practical experience of the trade and commerce and inspire them to do more hard work.

Performing Arts: Poetry recitation, performance in a play present in the curriculum also provides a new outlook and perspective to the students by providing ethics and moral values.

Participative Learning:

Extension and Outreach Programmes: Students are encouraged to participate in various outreach and extension programmes, this provides the students an opportunity to contribute to society, learn social skills and also develop their leadership skills.

Model Exhibition and Competition: Inter-departmental Geography Model Exhibition and competition provides scope for students to work on their innovative, inventive and creative potential.

Annual Social Gathering Programmes: Students of all the courses actively participate in annual social gathering programmes which provide a platform for encouraging young talents in the field of Performing arts.

Students' Seminar: All the departments have organized students' seminar to enhance the students' knowledge about their subject.

Debate, Drama, Editorial Club: Students register themselves in various clubs and committee to arrange and participate in extracurricular activities like debate, drama, publication of wall-magazine, etc. that lead to the overall development of students' personality.

Sports week: Annual sports competition is organized by the college. Volleyball and cricket tournaments are organized for students' development. Students are encouraged to participate in sports competitions like Shot put, Discus throw, Relay, 100mtr, 200mtr, 400mtr running, Carom. Winners are encouraged to participate in University level competitions.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	=

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

The world is facing pandemic situation. All fields are affected due to COVID - 19 pandemic. Education field is not exception from this pandemic. But ICT is very much helpful to teachers and students. Due to these tools teaching-learning process becomes easier. In education, ICT play vital roles in facilitating teaching and learning. They have transformed classroom communication methods and modified instruction strategies. Also, ICTs have made teaching and learning interactive and collaborative instead of the traditional teacher- talking and students listening approach. The development of ICT is seen as a better way of teaching and learning. In education, innovative learning, especially learning can be done by using the Internet to generate device-based learning ICT. In this digital era, ICT use in the classroom is important for giving students opportunities to learn and apply the required 21st century skills

Uses of Various Apps:

- To enhance the quality of the teaching learning mechanism, all the faculty members use Open Source Learning Management System that is Google classroom.
- With the help of google classroom all the faculty members has created classrooms and students are added to the respective classes
- Faculty members use various apps such as google meet, zoom, etc. to deliver the content.
- Study materials, notes, videos etc. are uploaded in the classroom. Students can access the study material by logging in.
- Faculty members make use of Power Point Presentation, Projector to deliver the content.

The college has subscribed N-List e-resources. All the students are provided their user Ids and password. Faculty members also encourage students to use the e- resources.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	=

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

09

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
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

06

File Description	Documents
Any additional information	No File Uploaded
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

81

File Description	Documents
Any additional information	No File Uploaded
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.

- For proper functioning of the Continuous Internal Evaluation (CIE) system, IQAC of the college prepares the Academic Calendar well before the commencement of the academic year. The Academic Calendar contains the tentative schedule of the activities of various departments, schedule of class test, final Test and other events.
- Examination Committee coordinates regarding the procedure of paper-setting, examinations, distribution of answer sheets, submission of marks in the office, and publication of the results. Paper setting and evaluation of the answer sheets are done by the respective departments. Schedule of the examination is displayed on notice board. Due to COVID - 19 pandemic tests are conducted online mode.
- The results are shared with the students.

Additional tests are conducted for students who fail to obtain the

minimum qualifying marks in the test. The college has a zero tolerance policy towards adoption of unfair means and care is taken to keep the whole process transparent

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	=

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

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

- The Examination Committee constituted at the college level, consisting of the head of the committee, teachers, and administrative staff to deals with examination related grievances like examination timings, mistakes in the question papers, ineffective invigilation, availability of infrastructure, assessment of answer papers, declaration of results, etc. The Committee ensures transparent, time-bound, and efficient mechanism to redress the grievances.

- At the end of the examinations, students are informed about the tentative date of declaration of results and the procedure to be followed for the submission of examination-related grievances. Students are asked to submit written application for the issues pertaining to the examination, either to the college office or examination committee. If the grievance is related with the conduct of examination, it is dealt with on day to day basis i.e. next day of the examination and if it is concerned with the assessment of answer papers, the revaluation form will have to be submitted within eight days from the date of issue of mark sheet. All revaluation forms are properly arranged subject-wise and are handed over to the examination committee. The learners can go for rechecking of marks and /or to get a photocopy of the assessed answer papers. Grievances related to the revaluation of answers papers are handled by the examination committee.

All grievances are redressed within a specified period.

- Verification of Marks :07 Days
- Photocopy of the Answer Paper: 08 Days
- Revaluation of Answer Paper:- 15 Days
- The students can apply for all three options if he/she is not satisfied with one or other option. The students have the freedom to use the suggestion box to put in the note of dissatisfaction with the internal examination mechanism. The Principal keeps an eye on the overall procedure by conducting the meeting with the examination committee. This indicates that the mechanism is transparent and necessary efforts are initiated by the examination committee for the declaration of the results as prescribed by the University of Mumbai.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	=

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Dissemination of POs, PSOs and COs

Broad objectives and outcomes of graduate programmes are enshrined in the vision mission statement published in the college prospectus and posted on the college website. The prospectus specifies learning objectives of all the programmes. Students are introduced to the opportunities and expected outcomes of the graduate programme during the orientation programmes organized specifically for FYs. Parents of first year students are informed about the expected graduate programme outcomes during parent teacher meetings Motivational lectures organized for first year students' focus on creating awareness about some of the projected outcomes such as social growth and employability through smart goal setting. A number of syllabi prescribed by the University state POs / Cos or objectives of the programme which deal with the need for the course and expected outcome. The syllabi are made available to all the stake holders. In cases where objectives are

not specified in the syllabus, individual departments have stated the same. POs and PSOs are uploaded on the college website. faculty members participates in syllabus revision workshops where content, objectives /outcome and resources for the revised syllabus are discussed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	=
Upload COs for all courses (exemplars from Glossary)	View File

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

The main aim of measuring the attainment of programme and course outcomes is to upgrade the quality of teaching learning in the institution. The attainment of programme outcome, programme specific outcome and course outcome are clearly defined and conveyed to the stakeholders through orientation programmes and the college website. They are evaluated by the institution applying Direct and Indirect methods. The Direct method includes internal and semester end examination and course wise result analysis after every examination. The indirect method includes survey, data collection of placement and progression to the higher education. The institution believes in assessing the learning level and attainment of course outcomes at regular intervals and thus a combination of various activities are conducted regularly during the lectures, like class tests, seminars, group discussions, project presentations, exhibitions etc. The results of these activities helps to the teachers to upgrade the teaching methodology and help students to attain the final course and programme outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	=

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

54

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	No File Uploaded
Paste link for the annual report	=

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://halbecollege.in/wp-content/uploads/2022/02/Students_Satisfaction_Survey_2020-21.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	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

3.1.2.1 - 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)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	=

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

05

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

04

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

04

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes various activities which sensitize the students to social issues and their holistic development. Following are the main activities are carried out by NSS, NCC, DLLE and their impact on social issues and holistic development of the students.

Tree Plantation:

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

Blood Donation Camp:

The college NSS unit organizes blood donation camp as a part of extension activity. This activity sensitizes the learners towards the significance of Blood donation where the donor saves the lives of needy people.

Swachh Bharat Abhiyan:

Absence of cleanliness awareness leads to health hazards both in villages and cities. As a part of extension activity, NSS unit organize rallies in the city of the college which sensitize the neighborhood community for their good health and holistic development.

Social Responsibilities:

NSS, NCC and DLLE unit of the college organize "Madat Feri" in which money is collected from society to support the disaster affected people.

Plastic Pick up Drive :

The college in collaboration with Kasai Dodamarg Nagarpanchayat organize plastic pick up camp.

Health awareness program:

The College NSS unit organizes various health awareness programs to address the health issues of our society such as AIDS awareness, and medical checkup camp. Students are sensitized towards maintaining health and hygiene for their holistic development.

Road Safety Week

NSS unit in collaboration with Dodamarg Police Station conducts lectures, workshops to sensitize the students towards road safety and the impact of road accidents. They are advised to adhere to the traffic rules, drive carefully, wear helmets, seat belts.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

04

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

91

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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 college has an adequate infrastructure facilities and resources for teaching learning activities as per the Government of Maharashtra resolution no. NGC 2017 / (29/17) / MS-4 dated 15thSeptember 2017. Infrastructure renovation is done as and when it is required. The total college campus area is 4031.44sq.mt.The college has an adequate number of classrooms, library, reading room, administrative office, conference hall, ladies common room,

ICT enabled classroom, and a playground to support the curricular and extra-curricular activities conducted by various department.

Classrooms: The college has 13 classrooms along with one seminar hall.

Computer room: The College has computer room with internet facility. The students use to sit in the computer room for surfing internet, completing their assignments, projects and checking their email.

Library: The college library has an area of 90 sq. mt. and it contains 10560 Reference and text books, 150 e-books, and 22 National Journals. The library is automated using E-Granthalaya 3.0 software developed by National Informatics Centre, New Delhi. Online Public Access Catalogue facility is made available for the students as well as teachers. The Library has a membership with INFLIBNET N-List. Through N-list E-Journals and e-books are made available to the students and faculty members. The reading hall in the library accommodates 32 students and 8 teachers. Apart from this, departmental library facilities are also made available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	=

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

Laxmibai Sitaram Halbe College has a small playground where various activities related to sports, games are organized. The sports events and cricket tournaments are organized by the gymkhana committee.

The following activities are organized by the gymkhana committee.

- Annual sports day for the students.
- Intra college cricket and holly ball matches.
- Intra college Relay competition.
- Carom and chess competition is conducted in the gymkhana room.
- The auditoriums hall is used for seminars, conferences, cultural events, performance of cultural events of the

college.

- The faculty members encourage students to perform the yoga. Experts are invited to teach Yoga to the students

The college NCC unit also uses the playground for their practice sessions and various events.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	View File
Paste link for additional information	=
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)

30.41

File Description	Documents
Upload any additional information	No File Uploaded
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)

- The college library is partially automated with e-Granthalaya 3.0, Integrated Library Management software which is developed by National Informatics Centre, NewDelhi. Most of the activities such as acquisition, circulation, bar coding and library member's identity card generation has been performed by using this software.
- The library is automated in the year 2016
- The library users can check the availability of books in the library using Online Public Access Catalogue.
- Barcode based circulation system is in practice in the library.
- The Library provides remote access to the digital resources such as previous years question papers, syllabus, list of newly arrived books etc. to its users.
- The college library has more than 10500 reference and text books, and access to e-books and e-journals through N-List.

The basic information regarding library sources, services and open access resources is made available on library website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	=

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

A. Any 4 or more 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)

0.49

File Description	Documents
Any additional information	No File Uploaded
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

05

File Description	Documents
Any additional information	No File Uploaded
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

- All the computers of various departments are connected with Local Area Network.
- Internet service is provided through
- All the students, faculty members, and administrative staff can access internet.

- For regular maintenance of computers, printers and photocopying machine local technician called whenever needed.
- College has adopted Enterprise Resource Planning (ERP) System (Principle - 9 Software). Using this software all the administrative tasks such as accounts, students' information, students' admission, examination, preparation of results, and preservation of students' data are managed in an integrated manner.
- To meet the needs of students' and make them digitally sound computers with internet facility is made available in the computer room.
- College library is automated using open source software e-Granthalaya 3.0.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	=

4.3.2 - Number of Computers

06

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

1.32

File Description	Documents
Upload any additional information	No File Uploaded
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.

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg has designed Policy and Procedure for usage and maintenance of physical and academic facilities in 2017 and revised in 2019. This policy and procedures provide the basis for impartial allocation and efficient utilization of facility based on the needs of educational and administrative activities. This results in a quality learning and working environment for students, faculty members and administrative staff.

1. Policy for using Facilities

College Development Committee ensures the optimum use of physical facilities in the college. The policy also provides a framework for the optimum use of physical assets. The allocation of space for usage is decided at college level by the Principal. Classroom scheduling enables students to attend classes and prepare their schedule accordingly and institutional resources are used efficiently. Allocation and usage of classrooms are decided by Time-Table committee. The classrooms are allocated according to number of Programs and student strength of each class. The time-table is designed in such a way that there is optimal use of classroom space. The class which has enrolled "Divyang" students will be given priority in assigning the classroom which is easily accessible. For such activities, permission must be taken by organizers from the Principal of the college.

The administrative office locates on the ground floor having

required space and physical facilities like cupboards, tables, chairs, computers, printers, internet and LAN connections. This space is optimally utilized and is convenient for students and other stakeholders to approach.

Guest lectures, seminars, Hindi Pakhawada, Marathi Bhasha Pandharwada, Annual Days, and other programs are arranged by different departments for students. These programs are helpful for students to acquire knowledge and to get acquainted with recent developments in the subjects. To conduct these activities, seminar hall is made available however depending on the number of participants the place is sometimes changed.

Library space is classified into five categories: reading room, stack area, journals/periodicals section, online resources area, OPAC area. Library space contains stacks which is the space used to house arranged collections of books and other educational materials for use as a study resource. The library space is allocated by the Librarian with the prior permission of college Principal as per the usage.

The rules about sports facilities are designed by the college Gymkhana committee. The aim is to serve as general guidelines to all the users and source of information pertaining to College sports facilities. The college authority reserves the right to modify or amend these rules whenever necessary. Announcements concerning the above are conveyed via notice boards on the premises accordingly. All sports equipments available in the campus are mainly used for sports education, training, competition, and recreation by college students, faculty and staff members.

The college owned equipments such as computers; LCD projector, printers and audio-visual aids are allotted by the office head and monitored by computer technician.

In case of discarding of any equipment from the college, the concerned person makes a list of such equipment and submits it to the Principal. After taking permission from college authority, the equipment is discarded and also mentioned in the dead stock register.

1. Maintenance Policy

The college has a maintenance policy of facilities. The routine cleaning and maintenance of classroom and physical space is

performed by the peon of the college regularly. Renovation, alteration, and improvement of the existing academic, research, and support buildings is decided by the Principal in consultation with concerned head of the program. The requirement for this is made to Management of the college and after getting their permission the work is carried out.

For maintenance of IT infrastructure and Electric fittings and appliances separate computer technician and electrician are made available for day-to-day technical needs as well as replacement and repair requests. The computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electrician is responsible for replacement or fitting of tubes, bulbs, switches, MCB boxes, water pump etc. Technicians are made available when the need arises. If the problem is major it is brought to the notice of the college principal.

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that all the equipments are always ready and in good condition as well calibrated to provide good quality outputs.

Heads of the departments and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department takes care of this. If there is replacement of any small part of the equipment, head and faculty with Sports, and NSS assistant make arrangement for that.

For major maintenance and repair external technicians are called by college. Proper cost of repair and maintenance is taken from the technician and submitted to the principal. With necessary permissions the maintenance of equipment is carried out

If there is need to move equipment out of college campus for repair and maintenance, the permission is taken from the principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	=

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	
26	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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	
00	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
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	D. 1 of the above

File Description	Documents
Link to institutional website	=
Any additional information	No File Uploaded
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

68

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

00

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

15

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.

06

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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)

The student council actively participates in every aspect of the college.

- **The student council is framed as per the guideline of University of Mumbai.**
- **The student's council takes an active role in student oriented activities through planning and execution in co-ordination with Principal and faculty members.**

The students' council actively participates in every aspect of

college. Members of the council assist in the smooth and successful conduct of the co-curricular and extracurricular activities. They also help in coordinating cultural programmes at college level and Youth festival, organized by University of Mumbai. College Development Committee, Gymkhana Committee, Internal Quality Assurance Cell, Marathi Bhasha and Vangmay Mandal, English Literary Association, Hindi Literary Association, Bhugol Mandal, Women Development Cell and other Committees have student representatives in them. Their representatives of these committees actively participate in the college activities.

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

- International Quality Assurance Cell
- Women Development Cell
- Gymkhana Committee
- Marathi Bhasha Va Vangamay Mandal
- English Literary Association
- Hindi Literary Association
- Bhugol Mandal

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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)	No File Uploaded

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 doesn't have registered alumni association. Though the college has no registered alumni association, Alumni takes an active role in enhancing cultural ethics. They also help in organizing cultural programmes, sports and other activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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 work for better tomorrow through educational advancement of society while keeping social justice and social obligation in mind.

The mission of the institution is "We strive to cultivate minds and build characters of the young generations by imbibing in them scientific temperament, organizational abilities and human values".

- Ever since its beginnings in 2001, Laxmibai Sitaram Halbe College of Arts, Commerce and Science have strived towards building a healthy and happy society. The college has created a well-structured administrative system which operates in a decentralized manner through various committees functioning under the guidance of the Principal and College Development Committee.
- IQAC has playvital role in implementing and institutionalizing the quality assurance strategies and procedures in both academic and administrative section.
- In order to achieve the vision and mission of the institution, active participation of the students are also ensured in various committees and through Students' Council, NSS, NCC, DLLE, Gymkhana committee, Marathi Bhashaani Vangamay Mandal. This indirectly helps in developing the personality and leadership qualities of the students. They are also made aware of their social responsibility and moral duty through the commitment towards society.
- As a part of social responsibility the college organizes important events like Sports competition, Essay competition, Voters awareness Programme, Blood donation camp which boosts the efficiency and coordination of the students within participative management system.

The participation and support of the teaching and administrative staff to ensure transparency in online admission process and examination indicates the efficiency of the governance in tune with the vision and mission of the institution.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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

According to the Maharashtra Public Universities Act 2016, the college has formed College Development Committee (CDC). It acts as

a link between the Governing Body of Navnirman Shikshan Sanstha and the college. The meetings of College Development Committee are organized regularly to discuss matters related to the college development, student progression and faculty development. Internal Quality Assurance Cell is established in the college and it plays a vital role at academic and administrative levels. The committee comprises representatives of the management, faculty, non-teaching staff, local members, students, alumni and the Principal. Thirtyeight various committees are formed in the college to conduct co-curricular and extracurricular activities aiming the qualitative development of the students and college. The college administration is decentralized through head of the departments, faculty members, office head, Committee chairman, members etc. and the role of each one is predefined.

Under the supervision of Principal, Heads and committee members prepare academic calendar for organizing curricular, co-curricular and extracurricular activities throughout the year. These plans are approved by the concerned authority and implemented accordingly. While preparing plan and its implementation of it views of stakeholders are taken into account. In the decision of purchasing of equipment and upgrading of infrastructure the entire faculty members are involved.

The college has Library Advisory Committee. The Library Advisory Committee looks after the purchasing books and subscription of journals/periodicals. The Library Advisory Committee guides regarding the day to day activities of the library. Regular meetings of Library Advisory Committee are organized. In the meeting library advisory committee member prepare the budget for purchasing books, and subscribing journals/periodicals. The books are recommended by head of the department. The list of books is submitted to the librarian. The librarian then discuss with the library advisory committee members. After that the list is forwarded to the principal for getting the approval. The quotation is demanded and it is forwarded to the principal. The principal of the college forward it to the management. After getting the approval from management the librarian place order or subscribe journals.

After receiving books in good condition, the bills are checked with price and discount and verified by the library staff for the acquisition. After verifying all the details regarding the books and bills the entry is done in the accession register. Then the bills are processed for payment with the accession entered against each book. Librarian certifies the above procedure before

forwarding the bills to the account section. With the permission of college principal, the account section makes payment to the vendors. Similar procedure of decentralized and participative management is practiced for all the purchase made by the other department for organizations of co-curricular, extracurricular and sports activities in the college.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Progress of any institution lays in the effective implementation of strategic plans and deployment documents. Almost all the activities of the college are undertaken through a proper perspective/strategic plan.
- Academic calendar of the college announces the strategic plans taken by IQAC to implement the academic activities like regular and remedial classes, class tests, extracurricular activities, sports and cultural activities, geography model exhibitions and various competitions such as essay competition, poetry recitation competition, etc., at the beginning of the session.
- To deploy one of the missions of the institution in order to move one step closer to achieve the vision, every three year NSS unit adopt one village.
- The proposal for adopting a village is initiated in the IQAC. After approval of CDC, NSS unit of the college will work for its development

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	=
Upload any additional information	No File Uploaded

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.

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg is administered by the governing body Navnirman Shikshan Sanstha, Ratnagiri. The governing body consist of

President

Chairman

Vice President

Secretary

Treasure

Joint Secretary

Members

- The Governing Body is the appointing authority for posts of the college. However, being a government aided college all appointments are made purely on the basis of the recommendations of the Government of Maharashtra and statute of the University of Mumbai.
- All the major administrative policies regarding the implementation of new policies, appointment of IQAC coordinator and members, Convener and members of bodies and other committees are resolved through rational way and finally by the Governing Body in consultation with the Principal following the rule of the Government of Maharashtra and statute of the University of Mumbai.
- The Governing Body along with the Principal forms the statutory committee such as IQAC, NSS, etc. for distribution of the major administrative works and smooth functioning of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

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

- Proper disbursement of governmental welfare schemes to the employees.
- The entire staff member enjoys leaves as per the Government norms.
- College administration always takes initiative to ensure timely promotion of all staff members.
- College attempts to maintain good academic and friendly environment in the college premises.
- The teachers are also allotted duty leave for academic and faculty development purpose especially for participation in Orientation Programme, Refresher Course or any other such activities.
- IQAC organizes training programmes for the teaching and non-

teaching staff on teaching methodologies, ICT skills.

- Faculty members are encouraged to conduct research work through participation in seminars, workshops, short term course, projects, research articles and book publications.
- The college provides uniforms to peons.
- Medial checks up camps are organized for the benefit of teaching and non teaching staff.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

04

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

- The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per 7th Central Pay Commission and UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in

universities and colleges and measure for the maintenance of standards in Higher Education, 2018. Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-1, dated 08 March, 2019.

- The faculty members submit appraisal report in prescribed format at the end of every academic year.
- The IQAC team thoroughly checks all academic activities of the faculty and only when the members are satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the University of Mumbai.
- An online feedback system has been generated by the IQAC where students judge the performance of the teachers.
- For the non-teaching staff, there is no provision of PBAS though they enjoy the facility of direct promotion after the certain period of service not less than 12 years.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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

- The college conducts internal and external audits for each financial year. The internal auditor is approved by the governing body of the college. Financial audit is carried out with the assistance of the accounts section under the guidance of Accountant and Head Clerk.
- All the financial details are studied by the auditors and recommendations are made by them. The college takes special care to implement the recommendation from the next financial year.
- The external auditor is appointed by the Joint Director, Department of Higher Education, Government of Maharashtra.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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)

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

- College follows transparent procedure for mobilization of funds and the optimal utilization of resources.
- The Institution charges fees to the students of different programs as per University of Mumbai norms. It is the policy of the college that neither donation/capitation fee be charged from the students, nor any extra payment for any other activities/programs, etc be collected. The funds collected under the head of Tuition fee, are fully utilized for making salary of commerce faculty members. The fees collected under Library fee, Gymkhana fee, Examination fees, Cultural Activities, etc. are fully spent on the respective heads under which the funds are collected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Internal Quality Assurance Cell has been working for the development of the college in the area of teaching-learning and administrative measures for achieving its vision and mission.

1. Skill development programme
2. The college organizes programmes to enhance the skills of faculty members.

Hands on training on google classroom.

In the COVID-19 pandemic, all the academic institutions were asked to shut down physically. COVID-19 pandemic should not affect the teaching learning process; hence Internal Quality Assurance Cell organized Hands on training on google classroom. This training helped faculty members to enhance their ICT skills.

Hands on Training on google forms.

To train the faculty members for creating online google quiz, forms hands on training programme was organized by IQAC. This training was helpful to the faculty members for enhancing their ICT skills.

Webinar/Workshop

- On 17th August 2020 College library and Internal Quality Assurance Cell in collaboration National Digital Library of India Organized national level webinar on National Digital Library of India: A boon for Academicians.
- On 13th January 2021 College English department in collaboration with Internal Quality Assurance Cell organized national level webinar on "Exploring the new Avenues: English Literature in Transit".
- On 24th March 2021 Geography department has organized national level workshop on Geographical Information System
- On 5th April Marathi department organized national level webinar on "????? ??? ?????????? ?????????? ??????".
- On 24th April 2021 Hindi department organized national level on ?????????? ?????????? ??? ?????????? ?? ?????? ?????.

File Description	Documents
Paste link for additional information	=
Upload any additional information	No File Uploaded

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 institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC by taking the following

Measures:

Syllabus Progression checking

- Members of Internal Quality Assurance Cell keep checking on the progression and status of curriculum.
- Copy of syllabus is kept in the department and lesson plan is prepared by the teachers according to the term arrangement of University of Mumbai.
- The Internal Quality Assurance Cell reviews the syllabus distribution, allotted classes.
- The Internal Quality Assurance Cell emphasis on remedial classes for slow learners.
- The mentors also work to encourage the mentee for the involvement in the teaching learning process

Using ICT in teaching learning process

- To enhance the quality of teaching learning, teachers are encouraged to use open source Learning Management System (LMS) such as google classroom.
- Faculty members make usages projector in teaching learning process. They also use their own laptops. Online MCQ practice sets have been made available on the college website.
- Some performance and activities of the students are also uploaded on the college website to encourage them for future ventures and developing leadership qualities.

File Description	Documents
Paste link for additional information	-
Upload any additional information	No File Uploaded

<p>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)</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	https://halbecollege.in/wp-content/uploads/2022/02/feedback_analysis_2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

Report on Gender Equity

Programs Organized by the College

Academic year 2020-21

- National Webinar on Strivadi Sahitya me Samvedana ke VividhAyam:**

On 24th April 2021 National level webinar was organized by Hindi

department. The main objective of the webinar was to explore the women's problems and her status in the society.

- Celebration of International Women's Day:

On the occasion of International Women's Day 8th March 2021 guest lecture was organized by Women Development Cell. Guest speaker Mrs. Sunanda Korade delivered lecture on "Women Power in the 21st Century (?????????? ???? ????). Hon. Mrs. Seema Abhijit Hegshetye, the Director of Navnirman Shikshan Sanstha, Ratnagiri was present for the programme.

File Description	Documents
Annual gender sensitization action plan	Nil
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://halbecollege.in/wp-content/uploads/2022/03/specific_facility.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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college takes steps in maintaining cleanliness at the college campus. Different mechanisms exist in the college to keep clean.

- Colored Dustbins are placed at regular intervals to dispose of solid wastes generated every day. The college administrative staff regularly monitors the cleanliness

status in the campus. College peons are involved in disposing of the collected wastes to the Kasai Dodamarg Nagarpanchayat garbage collecting vehicle.

- The college campus is maintained Plastic Free the NSS, NCC and DLLE units. The college authority strictly bans the use of plastic tea cups or other plastic made things in the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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).

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

- Cultural Diversities :

The students from Maharashtra and other states such as Goa and Karnataka are studying in this institution and having diverse culture and tradition. The Institution conducts various cultural programs in which students from different cultural backgrounds participate and enjoy our cultural heritage.

- Communal Diversities:

Students from different communities like Hindu, Muslim, Christian, Buddhist, etc. have been admitted for different programs. All students have been treated equally by the college. The institution celebrates festivals associated with different communities, in which the students participate without discrimination.

- Socio-Economic Diversities :

Though, the college has admitted students from different social

and economic backgrounds, they are treated equally irrespective cast and their economic status. All economically backward students are provided with free ship/Scholarships from the government and other agencies. The students belonging to SC, ST, OBC, DT, NT, etc. are treated equally as par with general category students. The Socio-Economic background of the students does not affect in the day-to-day functioning of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

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

- Celebration of Independence day :

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

- Celebration of Mahatma Gandhi's Birth Anniversary

On this day, college organizes cultural events. The photograph of Mahatma Gandhi is decorated with garlands and flowers. His favorite song Raghupati Raghavais also sung by the students. This enables students to inculcate human values among them.

- Celebration of Constitution Day:

The constitution day is also known as Samvidhan Divas. The college celebrates Samvidhan Divas on 26th November to commemorate the adoption of the Constitution of India. On this day guest lecture is organized in the college. Faculty members, staff and students read the preamble of Indian constitution. Reading preamble creates awareness of their fundamental rights and duties. All these activities sensitize the students towards the importance of the constitution and the constitutional obligations and the responsibilities of Indian citizens.

- Celebration of Minority Rights Day

To protect the rights of the minority communities every year on 18 December Minorities Rights Day is observed in India. On the occasion of "Minority Rights Day" online guest lecture was organized in the college.

- Celebration of Republic Day :

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

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg celebrates national and international commemoration days to inculcate constitutional responsibilities, to instil patriotic spirit and to foster unity among the students.

- International Yoga Day is celebrated every year on 21st June to mark the practice of self-discipline and tradition of well-being continuing for thousands of years in India.
- Rajarshi Shahu Maharaj Birth Anniversary is celebrated by organizing guest lecture.
- Dr. S. R. Ranganathan Birth anniversary is celebrated on 12th August every year.
- Independence Day is celebrated in the college by hoisting the Indian flag on 15th August every year.
- Dr. Sarvapalli Radhakrishnan's birth anniversary is celebrated every year to pay respect him by organizing Teachers Day on 5th September every year
- Hindi Diwas is celebrated on 14th September every year to celebrate the adoption of Hindi as the official language of the country.
- Birth anniversary of Mahatma Gandhi is celebrated on 2nd October every year.
- Birth Anniversary of Dr. A. P. J. Kalam is celebrated on 15th October every year.
- Samvidhan Divas (Constitutional Day) is celebrated on 26th November every year to bring awareness about the importance of the Constitution.
- Dr. B. R. Ambedkar Death Anniversary is celebrated every

year on 6th December to pay tribute and to remember his work.

- Minority Rights Day is celebrated in the college on 18th December to create awareness about minority rights among the students.
- Savitribai Phule birth anniversary is celebrated on 3rd January every year.
- National Youth Day is celebrated every year by college on 12th January to remember the birth of Swami Vivekananda. Essay writing, competitions and guest lecture is organised to spread the messages of Swami Vivekananda amongst the youth.
- National voter's day is celebrated every year on 25th January to encourage new voters to participate in the Political process and to make them aware of their Fundamental Right.
- Chhatrapati Shivaji Maharaj birth anniversary is celebrated on 19th February every year.
- International Women's Day is celebrated on 8th March every year in the college.
- Maharashtra Day is celebrated on 1st May every year.

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	No File Uploaded
Any other relevant information	No File Uploaded

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: 1 1. Title of the Practice In-house Publications 2. Goal

- To make 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 programmes 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 In-house Publications to reach to the community very effectively and develop students' writing skills. The institution every year publishes "Navdarpan: The In-house News Bulletin", and the three journals namely Horizon, Amrutwel, and Info-Comm.

4. The Practice

A. Navdarpan: The In-house News Bulletin It mirrors the significant activities and programmes 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 programmes, 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 co-curricular and extra-curricular activities.

B. In-house Published Journals: Since the academic year 2014-15, the institution has started publishing three in-house journals for students. The institution looks at the activity as the best practice employed for students' progression

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. Topic selection follows the data collection and arrangement of ideas. Their write-ups 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 mind. The said association collects articles, poems, short stories, essays etc. from students originally written by them. As it gives wider exposure to their innate talent, students willingly participate in the activity iii. Info-Comm: Commerce Association has started Info-Comm: 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 of 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 hand-picked by the teachers and later published in the Info-Comm. 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 co-curricular 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 socio-economically backward class students and counsel them for taking higher education.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Distinctive Area is "Women Empowerment"

This college is situated on the border of Goa and Karnataka states in the laps of western Ghats. The Dodamarg Tehsil comes under the hilly area of Sindhudurg District, Maharashtra. The college locality is of middle and lower-middle-class people, the majority of them staying in rural area. It was observed by the Management that the girl child was being deprived of higher education. Looking at their needs, the management introduced a college exclusively for the economically backward students with the traditional course Bachelor of Commerce and Bachelor of Arts in 2001. Subsequently, looking at the changing scenario of the society and for providing job oriented education, the management has introduced professional course such as B.Sc. in Hospitality Studies in 2020.

This is the only college, affiliated to the University of Mumbai, in the entire Taluka of Dodamarg. The location of this college has benefitted not only the girl students staying in the vicinity of the college but also belonging to adjoining Taluka Pernem in North Goa and Karnataka States.

This institution by educating girl students helps them to

inculcate human values and to undertake various social responsibilities to achieve excellence with quality in every sphere of life. The main objective of the institution is to impart higher education, to strengthen their social, political, economic, judicial, and other rights so that there will be no discrimination between men and women. Educating girls to enable them to get respect, dignity, and independence in their life and lifestyle, take decisions by their own choice, get equal opportunities in all areas and lead a secured life.

This college is committed to enhance the welfare of the girl students in all respects. All eligible candidates are granted admission to the course of their choice. All the students are extended financial support by providing scholarships from Government and other organizations such as Hindustan Petroleum Corporation, ANGC scholarship, Financial support from University of Mumbai, installment in fees payment, etc. To enhance their confidence, interclass competitions are arranged and they are also encouraged to participate in co-curricular activities. Efforts are made to improve their academic performance every year. Special attention has been given to differently disabled students.

The students those who are weak in the academics, are also admitted to the program and trained for 3 years intensively during the course of the program to enable them to show better performance. The results of final year students in all programs are around 80% every year with a good number of First class and Second class.

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

Under Women Development Cell conducted various programs for Women Empowerment such as Savitribai Phule Jayanti, Self - defense, session on Legal Rights of Women, Awareness on Women's violence, Women safety and its awareness. Every year the College celebrate International Women's Day focusing on the theme Women Empowerment and Entrepreneurship also conducted various sessions related to personal hygiene and women related health issues.

The college conducts seminars/workshops for students to boost their morale and create self-confidence within them. Seminars

like, Career opportunities in commerce and management, career trends in banking, insurance, and personality development, are organized in appropriate of women empowerment.

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

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Plans of action for next academic year 2021-22

Future plan of actions is determined by IQAC through in discussions, meetings and sessions with staff, departmental heads, committee co-ordinators and the college Principal. Due to the pandemic, most of the events, activities were planned online in the academic year 2021-22. It is reflected in the academic plan and activity calendar prepared by the IQAC.

- To conduct more number of certificate courses.
- To organize national/ international conferences.
- To conduct skill development programmes.
- To conduct Academic and Administrative Audit, Environment Audit, Gender Audit