YEARLY STATUS REPORT - 2022-2023

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. Subhash Amar Sawant
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02363256736
• Mobile No:	9422490053
• Registered e-mail	nss_dodamarg@rediffmail.com
• Alternate e-mail	nss_dodamarg@rediffmail.com
• Address	A/P. Kasai Dodamarg, Tal. Dodamarg, Dist. Sindhudurg - 416512
• City/Town	Dodamarg
• State/UT	Konkan Division
• Pin Code	416512
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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.	**9637976146**
• Mobile	**9637976146**
• IQAC e-mail address	**lshalbeiqac@gmail.com**
• Alternate e-mail address	**nss_dodamarg@rediffmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://halbecollege.in/wp-content/uploads/2024/03/naac_aqar_2021-22.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://halbecollege.in/wp-content/uploads/2024/03/Academic_Calendar_2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B++**	**2.95**	**2023**	**16/12/2023**	**16/12/2028**

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
0	**-**	**-**	**-**	**-**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	03	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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	
• If yes, mention the amount		

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

Submitted IIQA to the NAAC

Submitted SSR to NAAC

Collected feedback from various stakeholders

Signed MoU with Vedanta Foundation

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 Submit SSR to NAAC	SSR was submitted to NAAC in the month of July 2023
To Sign MoU with other institutions	MoU was signed with Vedanta Foundation
Preparation of Academic Calendar	Academic Calendar was prepared by IQAC

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	30/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	17/02/2024

15.Multidisciplinary / interdisciplinary

In order to develop the all-round capabilities of the students, the college ensures the promotion of a multidisciplinary and interdisciplinary learning approach on campus. As an affiliated college, we follow the curriculum designed by the University of Mumbai. The B.A. and B.Com. programs have an elective mechanism, giving students the freedom to choose subjects of their choice. B.A. and B.Com. programs follow the CBCS pattern. To address the needs of students, the college has introduced a threeyear B.Sc. (Hospitality Studies) course. Additionally, the college offers short-term certificate courses. Regular programs are organized to integrate human values and social values. Faculty members actively participate in faculty development programs and seminars on the National Education Policy 2020. The college regularly organizes webinars, conferences, and seminars on multidisciplinary and interdisciplinary subjects. The college also encourages students and faculty members to complete online courses on platforms such as ARPIT, SWAYAM, NPTEL, etc. Furthermore, the college is working towards introducing more multidisciplinary subjects and identifying program learning outcomes along with course outcomes. These outcomes define specific knowledge and skills that enable learners to achieve their goals.

16.Academic bank of credits (ABC):

According to the National Education Policy 2020, the university is going to implement the Academic Bank of Credit (ABC) to facilitate the academic mobility of students. The college is also adopting the policy guidelines to ensure appropriate credit transfer. The college has been following the CBCS pattern adopted by the University of Mumbai. The university has informed the college about the necessary actions for the implementation of the Academic Bank of Credits. The faculties of our institute have instructed the stakeholders

accordingly. To execute the guidelines provided by the university, the college has appointed a faculty member as the Nodal officer. The college has also been instructed to create ABC accounts for all students in Digi Locker. The students have successfully created their ABC accounts, and their ABC IDs have been forwarded to the University of Mumbai.

17.Skill development:

The college has adopted a policy to offer skill development programs for the overall development, aiming to address the requirement of 21st-century skills in society. Career-oriented courses such as Basics of Computer, Tally, and certificate courses in Cashew Processing Industries, and Communicative English have been successfully completed during the academic year. The Department of Commerce organized the tally course as a skill development program. Mentoring students is one of the practices followed by the institution, enabling them to explore future employment pathways. The Maharashtra Government initiated Career Katta, a platform that provides career guidance to college students. Our college actively participates in this initiative, providing an opportunity to develop entrepreneurial skills among our students.

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

The college actively engages in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature, and culture. We have adopted a trilingual approach for our undergraduate programs, utilizing English as an international language, Hindi as the national language, and Marathi as the state/regional language in our curriculum. Our specialization lies in Marathi, Hindi, and English literature. Social science subjects like Geography and Economics are taught in a bilingual mode, using both Marathi and English. To preserve and promote Indian culture and tradition, the college organizes various activities such as traditional day celebrations, Mehandi, Rangoli, dance and singing competitions, elocution and poetry recitation contests, and various festivals including Marathi Bhasha Savardhan. Additionally, the college celebrates Marathi Bhasha Din on February 27th and Hindi Day on September 14th each year. The college aim to instill Indian culture and values in our students through their participation in university-level youth festivals.

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

The college has adopted the Choice-Based Credit System (CBCS) pattern of the University of Mumbai since the academic year 2017-18

for the undergraduate courses. In accordance with the CBCS guidelines, the university has reconstructed the syllabi for all the programs. The university has included the course and program outcomes as objectives in the restructured programs. At the end of the academic year, the faculty members engage in discussions with the students regarding these outcomes. We employ various methods to verify the attainment of these outcomes.

20.Distance education/online education:

The college is making efforts to apply appropriate techniques, resources, and modern IT tools while understanding their limitations. Considering the convenience of the students, faculty members utilized various technological tools. They made use of online teaching platforms such as Google Classroom, Zoom, Google Meet, and Webex Meet. Additionally, students benefited from the use of Facebook links and YouTube links for teaching and learning purposes.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**143**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**308**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**124**

03-07-2024 05:41:17

File Description	Documents
Data Template	No File Uploaded

2.3	**82**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**11**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**11**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**11**
Total number of Classrooms and Seminar halls	

4.2	**21.30**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**16**
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

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.**
- **Mentorsidentify 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	**Nil**

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	Nil

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

B. Any 3 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

07

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

01

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

40

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

40

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.

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

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	[View File]

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

05

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

224

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

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	View File
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**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://halbecollege.in/wp-content/uploads/2024/04/Feedback-for-the-Academic-Year-2022-23.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

840

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

308

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

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 asstudent'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	**Nil**
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
308	**11**

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

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.

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 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 coursesactivelyparticipate in annual social gathering programmes which providethema 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 registers themselves in various clubs and committee to arrange and participate in extracurricular activities like debate, drama, publication of wall-magazine.

Sports week: Annual sports competition is organized by the college. Volleyball and cricket tournaments are organized for students' development.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

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 21stcentury 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 membersmakeuse 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	**Nil**

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

308:11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
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

11

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	No File Uploaded

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

08

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

11

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.
- 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	Nil

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

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.

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

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

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	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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 assist 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	**Nil**

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

35

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	Nil

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/2024/04/Students-Satisfaction-Survey-2022-23.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)	View File

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)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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

02

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

3.2 - 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

01

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

`00`

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

`Following are the main activities are carried out by NSS, NCC, DLLE and their impact on social issues and holisticdevelopment of the students.`

`Tree Plantation:`

`Every year the students plant trees inside the campus. This activity sensitizes them towards themaintenance 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 activitysensitizes the learners towards the significance of Blood donation where the donor saves the lives of needypeople.`

`Swachh Bharat Abhiyan:`

`Absence of cleanliness awareness leads to health hazards both in villages and cities. As a part of extension activity, NSSunit 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 societyto 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 oursocietysuch as AIDS awareness, and medical checkup camp. Students are sensitized towardsmaintaining 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 roadaccidents. They are advised to adhere to the traffic rules, drive carefully, wear helmets, seat belts.

File Description	Documents
Paste link for additional information	**Nil**
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)	<u>View File</u>
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

09

File Description	Documents
Reports of the event organized	**No File Uploaded**
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

545

File Description	Documents
Report of the event	**No File Uploaded**
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

02

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

03-07-2024 05:41:18

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

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 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 4031.44 sq.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	Nil

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 areorganized by the gymkhana committee.

The following activitiesareorganized 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.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

21.30

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

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, New Delhi. 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	Nil

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	No File Uploaded
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)

28265

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

36

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	**Nil**

4.3.2 - Number of Computers

16

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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)

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

1. Maintenance Policy

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.

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.

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	Nil

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

24

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)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
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

00

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 benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

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

00

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	[View File](#)
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.

`00`

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
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 -curricularand extracurricular activities. They also help in coordinatingcultural programmes at college level and Youth festival, organized byUniversity of Mumbai. College Development Committee, Gymkhana Committee,Internal Quality Assurance Cell, Marathi Bhasha and VangmayMandal, EnglishLiterary Association, Hindi Literary Association, BhugolMandal, WomenDevelopment Cell and other Committees have student representatives in them. Therepresentatives of these committees actively participate in the collegeactivities.

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

- International Quality Assurance Cell
- Women Development Cell
- Gymkhana Committee
- Marathi BhashaVaVangamayMandal
- English Literary Association
- Hindi Literary Association
- BhugolMandal
- Library Advisory Committee
- Internal Quality Assurance Cell

File Description	Documents
Paste link for additional information	Nil
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

25

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)	[View File](#)

5.4 - Alumni Engagement

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

To increase the commitment and the responsibility of the Alumni in the year 2022 Alumni Association was registered under society Act with the Reg. No. F-0005255(SDD)

Feature of Alumni Association

- **The Alumni Association is managed by the Executive Committee Consisting of 11 members.**
- **The association is now consist of more than 500 Members and the database is being updated on regular basis.**
- **The Association gets connected with the alumni members through organizing various activities.**
- **Every year, the Annual Alumni Meeting is organized in which the alumni interact with each other.**
- **The feedbacks provided by alumni are helpful to faculty members for guiding the students. The Alumni also provide expert suggestions about curriculum, offer guest lectures and actively participate in various institutional activities like Seminar, Conferences, Workshops, and almost all the co-curricular and extra-curricular activities.**
- **The alumni enrich the professional knowledge of the present students through interaction and also provide career guidance and entrepreneur awareness for the benefit of students.**
- **Alumni are the part of Internal Quality Assurance Cell and contribute to the effective functioning of the Cell.**
- **Alumni actively participate in the college cultural and sports activities.**
- **Most of our alumni are well settled in reputed companies and**

some of them are also self-employed.

Alumni provide financial assistance for organizing various cultural and sports activities.

File Description	Documents
Paste link for additional information	https://halbecollege.in/wp-content/uploads/2023/07/5.4.1-alumni-association.pdf
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 assurancestrategies 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 BhashaaniVangamayMandal. 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.

File Description	Documents
Paste link for additional information	Nil
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.Thirtyeightvarious committees are formed in the college to conductco-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 bytheconcerned 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.

File Description	Documents
Paste link for additional information	Nil
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	Nil
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 onthe basis of the recommendations of the Government of Maharashtra and statue 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 theGoverning Body in consultation with the Principal following the rule of theGovernment of Maharashtra and statue of the University of Mumbai.
- The Governing Bodyalong with the Principal forms the statutory committeessuch as IQAC, NSS, etc. for distribution of themajor

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	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

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	Nil
Upload any additional information	View File

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

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

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)	View File

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**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

02

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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.

File Description	Documents
Paste link for additional information	Nil
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 auditiscarried 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	Nil
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)	[View File](#)

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

The role of IQAC has become indispensable in the pursuit of the institution in providing quality education to the students since its primary concern has been developing methods and procedures to ensure growing competency in academic, administrative and financial activities of the institution.

For the smooth functioning of the college, IQAC prepare academic calendar in consultation with the Head of the departments. Teachers are asked to prepare and submit teaching plan well in advance to the IQAC.

The college IQAC prepares a plan for organizing conferences, seminars and workshops and Faculty Development Programme at the commencement of new academic year.

The IQAC prepare Annual Quality Assurance Report and submit it online mode to the NAAC, Bangalore.

IQAC suggest mentors to identify the students which are slow and advance learners. Remedial classes are conducted for slow learners and project work is given to advance learners.

Certificate courses are run under the guidance of college IQAC.

The IQAC collects feedback from the stakeholders such as students, faculty members and alumni and employers regarding the syllabus, academic and physical infrastructure of the college and the quality of teaching in the institutions and analyze them. The learning outcome is calculated on the basis of formative and summative assessments. The feedback analysis is discussed in the IQAC meeting and forwarded to Governing Council. Teachers are communicated the feedback report of the students and suggestions are made accordingly. The teachers are encouraged to undertake research work in order to better their quality of teaching.

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

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
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

- **Celebration of Savitribai Phule Birth Anniversary**

On 3rd January Savitribai Phule Birth Anniversary is celebrated as a Balika Din.

- **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.

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	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	**C. Any 2 of the above**

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

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
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** | **B. Any 3 of the above** |

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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**	**B. Any 3 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	**C. Any 2 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	**D. Any 1 of the above**

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

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 unfaircriticism

- **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

- **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.

- **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 songRaghupatiRaghavais also sung by the students.

Celebration of Constitution Day:

The constitution day is also known as Samvidhan Divas. The college celebrates SamvidhanDivas 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.

- 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.

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 organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

- **World Environment Day is observed every year on 5th June. Various competitions like poster making, slogan writing, essay writing, etc. are organised on this occasion.**
- **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'sbirth anniversary is celebrated every year to pay respect him by organizing Teachers Day on 5th September every year**
- **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) in 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.**
- **Savitribai Phule birth anniversary is celebrated on 3rd January every year.**
- **National Youth Day is celebrated every year by college on 12thJanuary to remember the birth of Swami Vivekananda. Essay writing, competitions and guest lectureis organised to spread the messages of Swami Vivekananda amongst the youth.**
- **Chhtrapati Shivaji Maharaj birth anniversary is celebrated on**

19th February 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.

1. **Title of the Practice**

"Teachers at Doorstep"

1. **Objectives of the Practice**

- **To bring students of economically weaker section and socially backward classes into the mainstream of higher education.**
- **To explain the importance of education to students and their parents.**
- **To convey students and their parents various government scholarships for education.**
- **To ensure that no girl student should remain deprived of education.**

1. **The Context**

1. **The Practice**

The institution runs the "Teachers at Doorstep" practice predominantly to bring students from socially backward classes and economically weaker sections of Dodamarg tehsil and frontier villages of Goa state into the mainstream of higher education.

1. **Title of the Practice**

"ICT Enabled Teaching-Learning"

1. **Objectives of the Practice**

- **To enhance the quality of education and improve learning outcomes**
- **To make a teaching-learning process more effective, enjoyable, comprehensible and knowledge-enhancing**
- **To bridge gap between students of urban colleges and rural institutions**
- **To offer students an opportunity to learn at their space and time**
- **To make a teaching-learning process more interactive and student centric**
- **To employ innovative teaching methods for effective learning**
- **To enhance access to knowledge resources available online**
- **To enhance teaching-learning experience of both faculty and students with ICT tools**
- **To orient faculty to use online platforms such as Google Classroom, Google Meet, Zoom, Webex etc.**

1. **The Context**

ICT enabled teaching-learning refers to the use of various digital technologies and tools to facilitate the teaching-learning process. It has revolutionized the way education is delivered and received in the modern world.

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

INCULCATION OF SOCIAL AND ENVIRONMENTAL VALUES AMONG STUDENTS

Dodamarg is a significant tehsil located in the Sindhudurg district, forming an integral part of the enchanting Konkan region. Nestled amidst the awe-inspiring Western Ghats, this tehsil is blessed with a beautiful nature and abundant flora and fauna, showcasing remarkable biodiversity. Conventionally, the human population residing in Konkan region harmoniously coexisted with nature, embodying a distinct sense of love and gratitude towards it. But in the recent times, the nature is getting harmed in the name of development. It has become now a crucial need to raise awareness among the younger generation about the significance of preserving

the wildlife and vegetation in Konkan region. The institution, in this context, bears a great responsibility in protecting and conserving the environment.

The institution since its inception is bound to inculcate social and environmental values among the youth of Dodamarg tehsil. The following are the stated objectives of the institution.

- To create awareness in students and community for the sustainable development of the environment.

To inculcate values amongst students and make them recognize their duties in the development of society and nation.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

* To implement NEP 2020 effectively

* To introduce P.G. Course in Commerce

* To introduce skill based certificate courses

* To sign MoUs with academic and research institutions

* To strengthen career guidance cell