Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**DNYANDEEP MANDAL'S -ST. JOSEPH COLLEGE OF ARTS AND COMMERCE**
Name of the head of the Institution	**Dr. Subhash A. Dsouza.**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02502589496**
Mobile no.	**7378587601**
Registered Email	**principal@sjcollege.in**
Alternate Email	**sjc.satpala@gmail.com**
Address	**Satpala, Rajodi Road Tal.-Vasai, P.O.-Agashi Dist-Palghar**
City/Town	**virar**
State/UT	**Maharashtra**
Pincode	**401301**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr.Joana Tuscano**
Phone no/Alternate Phone no.	**02502584499**
Mobile no.	**9225105883**
Registered Email	**iqac@sjcollege.in**
Alternate Email	**joana10wills@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sjcollege.in/wp-content/uploads/2020/06/aqar_19-20.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sjcollege.in/wp-content/uploads/2021/04/Academic-Calender-2019-2020.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.70**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**15-Dec-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

How to develop e-contents	06-May-2020 1	42
Online Farmers Melava	29-May-2020 1	85
Smart tools for teaching	16-Apr-2020 1	50
Workshop on Research Methodology	02-Feb-2020 1	80
Workshop on the topic	25-Jan-2020 1	140
Convocation Ceremony	11-Jan-2020 1	333
Marathi bhasha fortnight	01-Jan-2020 15	100
Workshop for all staff on Planning of Investment	10-Dec-2019 1	25
Seminar on ' Awareness about Placement and Current Affairs in the Field of Finance	23-Nov-2019 1	120
Internship Programme-Loksatta	12-Oct-2019 1	50
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities	**No**

during the year?

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

1. Extensive Learning

2. Spoken English for Employability Course

3. Establishment of Placement Cell

4. New Canteen and Gymkhana Facilities

5. Community based activities – Farmers Melava

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Women empowerment activity	Various activities done.
IT based teaching	Used Google classroom/ICT based teaching is done .
Farmers Melava	Two webinars held.
Workshop on Research Methodology	Done
Convocation program	Done
Preservation of Marathi Language	Fort night activities Successful conducted.
Career planning awareness	Workshops and webinars arranged
Investment education	Workshop /Webinar taken
Setup of placement cell	Established placement cell
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	21-Nov-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	**2020**
Date of Submission	**03-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**MIS installed in college work in areas such as admission, administration, examination, teaching and library. In Student Admission and Support, Admission forms are made available for the students through Zinan Tech for which the link is provided through college website. Students feedback is collected through Google Forms. College has Biometric attendance system for teaching and nonteaching staff. The entire college campus is under CCTV surveillance. For all managerial work office staff make use of MSOffice. Library management module maintains student database and does cataloging, circulation, Acquisition and Book transactions. Library is also equipped with library software by Zinan Technology for day to day transaction of books. WhatsApp group helps to provide recent updates and notification to staff as well as students.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curriculum at the undergraduate and postgraduate level has been standardized to be consistent with the norms of the university protocol and prescribed format. • All the departmental heads take meetings of department on regular basis with principal to supervise the teaching-learning process. • The college declares the dates of the university and college examinations well in advance so that the students get ample time to prepare for examinations and the teachers complete the curriculum in time. • The list of holidays as per university and state circulars is displayed on the notice board. • Induction program is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. • Further planning for effective delivery is ensured by efficient workload distribution with a balance of theory and practical periods for the faculty. • Every teacher follows individual timetable. • Different innovative teaching methodologies, creative pedagogies, new initiatives and activities to be organized and implemented to complete the curriculum effectively. • Industrial visits and Field tours are organized by various Departments to ensure effective implementation of the prescribed curriculum. • Guest Lectures are conducted

throughout the year to create an interface between Industry, teaching and the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NET/SLET Preparation Course	Nil	01/06/2019	28	employabil ity	Nil
MS-Office	Nil	09/06/2020	3	Nil	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	BCOM- Aided	06/06/2019
BCom	BCOM- Un-aided	06/06/2019
BA	B.A	06/06/2019
BCom	B.M.S	06/06/2019
BCom	B.A.F	06/06/2019
BCom	B.B.I	06/06/2019
MA	M.A-Marathi	11/08/2019
MA	M.A -Economics	11/08/2019
MCom	M.COM-Accountancy	11/08/2019
MCom	M.COM-Management	11/08/2019

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

	Certificate	Diploma Course
Number of Students	50	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spoken English Classes	18/09/2020	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

BCom	BAF	98
BCom	BMS	56
BA	RURAL DEVELOPMENT	75
BCom	BBI	12
MCom	M.COM ACCOUNTANCY	87

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Students: Student's feedback is conveyed to teachers by principal to improve their performance, students' feedback regarding infrastructure, and college developmental activities are also considered. Alumni: Alumni feedback is recorded for new course introduction, collaboration with new activities of college, Infrastructure. Steps are taken to strengthen the Alumni association through innovative programs, sponsorship etc. Alumni have demanded for Library gymkhana, canteen facility, more washrooms etc all of these were newly created for student's welfare. Parents: Parents feedback is used by department to analyze the needs of students, their expectations about Transportation facility to students, infrastructure development, Students Attendance, improvement in students result. Teachers are advised to take extra lectures of such students with low performance, and steps were taken for infrastructure development. Few parents were called if students attendance was poor. Principal along with few staff members had a meeting with political party leader of Vasai Vikas, and Mahanagar palika bus Depot for providing bus facility. Few buses were available for students Teachers :Teachers feedback is analysed and communicated to the principal who in turn takes steps to implement new ideas and also focus on the infrastructure development. Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	M.A (Marathi)	120	18	18
MA	M.A(Economics)	120	21	21
MCom	M.com (Mgmt)	120	40	38
MCom	M.com (Accountancy)	240	150	148

BCom	B.B.I (unaided)	180	43	31
BCom	B.A.F (unaided)	360	249	204
BCom	B.M.S (unaided)	360	217	179
BCom	B.COM (unaided)	360	231	221
BCom	B.com (Aided)	360	407	353
BA	B.A (Aided)	360	218	168
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1156	225	26	3	3

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
41	41	3	4	2	8
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The system is implemented in the institute wherein 53 students are assigned to a faculty member who acts as their mentor for the entire programme duration. There is continuous interaction between Mentor and students and they monitor their academic performance and attendance. The Mentors, class advisors, subject faculties and HOD continuously do the counseling of students for improving their academic performance and Attendance. Mentors counsel the students regarding their performance and schedule additional lectures/practical's if required. Every class has their own mentor. Mentoring system is followed by all Departments from the very first year onward. The students are guided by the mentor for career, personal, and Academic issues. A special counselling arrangements are, made available to the students to deal with psychological Issues arising in cases like single parenting, bread earner in the family etc. The meetings of mentor-ship are conducted Every month, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentors side. Students who are appearing in black list are asked to call parents for parents- mentor meetings. The mentor is also Responsible to provide counselling to the student and provide guidance regarding personal and academic issues. The mentor keeps track on their improvements and counsels them accordingly. The role of the mentor Is to nurture the students and guide them for any issues they are coming across. The objectives are to enhance teacher-student contact, enhance students' academic performance and attendance, minimize student drop-out rates, identify and understand the status of slow learners and encourage advanced learners, render equitable service to student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1381	26	1:53

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nill
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	3A00146	6	14/10/2020	31/10/2020
BCom	2C00146	6	17/10/2020	29/10/2020
BCom	2M00156	6	09/10/2020	02/11/2020
BCom	2C00456	6	09/10/2020	04/11/2020
BCom	2C00346	6	08/10/2020	05/11/2020
MCom	2C00534	4	15/10/2020	11/11/2020
MCom	2C00531	4	15/10/2020	11/11/2020
MA	2C00534	4	15/10/2020	11/11/2020
MA	3A00533	4	15/10/2020	11/11/2020
[View File](#)				

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

Internal evaluation are conducted prior to the Term End examinations. Subject wise time-table is displayed a week prior to the commencement of the Internal Examinations. Proper Seating Arrangement is displayed on the notice board to avoid confusion and to create adequate environment necessary for evaluation. Yet some students remain absent for these internal examinations such students have to apply in writing to the Principal stating the reasons for the same. Students remaining absent due to medical reasons, participation in the University level Competitions and Professional courses exam clashes are considered herein. The Exam committee reviews such applications and the genuine candidates.Additional Exams are arranged for them as per the notifications received from the University. Results of these additional internal exams held are also displayed on the notice board in the college premises.The institution

has framed certain policies regarding the grievances of students regarding the internal exams. In case of late submissions of internals, project, assignments in compliance with the guidelines given by the University of Mumbai, the teachers consider the re-submission of the projects and assignments for the better understanding of the topics by the students.

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

Schedule of Class Assessment Test Term Exams is given in Academic calendar which is displayed well in advance before commencement of exams. The subject teachers discuss question bank in advance with the students.Evaluation method comprises of internal examinations held progressively during the semester and is designed to check ans report the periodic performance of the student. All the records and data bank of attendance in internal Examinations, Question papers, assessed answer sheets/copies, summary of marks sheets, are properly maintained by the Exam Dept.for academic monitoring. There is complete transparency in the internal assessment for each assessment method as described above. After Valuation, consolidated sheets are displayed on dates mentioned in the academic calendar by faculty members. Practical Examination: Evaluation is done with transparency based on different parameters like Teachers Assessment, Practical Records, Performance and Viva-Voce.

2.6 – Student Performance and Learning Outcomes

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

https://sjcollege.in/programme-outcomes-2019-20/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3A00146	BA	ARTS	32	32	100
2C00146	BCom	COMMERCE	147	147	100
2M00156	BCom	BMS	56	56	100
2C00456	BCom	BAF	98	98	100
2C00346	BCom	BBI	12	12	100
2C00534	MCom	ACCOUNTANCY	66	65	98.48
2C00531	MCom	MANAGEMENT	21	21	100
3A00531	MA	ECONOMICS	8	8	100
3A00533	MA	MARATHI	9	9	100

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2.7 – Student Satisfaction Survey

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

https://sjcollege.in/wp-content/uploads/2021/04/students-feedback.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	Nill	Nill	Nill	Nill

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights (IPR)	LIBRARY DEPT	21/07/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nill	Nill	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics/History	3	6.3
National	Economics/History	3	6.3

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

Department	Number of Publication
HISTORY	6
ACCOUNTS	1

ECONOMICS	**3**	
INFORMATION TECHNOLOGY	**2**	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	**NA**	**NA**	**Nill**	**0**	**NA**	**0**

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	**NA**	**NA**	**Nill**	**0**	**0**	**0**

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	**55**	**291**	**90**	**95**
Presented papers	**12**	**6**	**0**	**0**
Resource persons	**0**	**6**	**1**	**7**

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
10	**NSS/DLLE**	**6**	**779**

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	**NA**	**NA**	**0**

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students

	cy/collaborating agency		participated in such activites	participated in such activites
Gender Issue	DLLE	Women right	4	90
Financial literacy	DLLE	Awareness Programme	4	112
Financial literacy	DLLE	PAN CARD	4	37
Gender Issue	DLLE	Women empowerment	4	12
Gender Issue	DLLE/ NSS	BALIKA DAY	6	112
Aids Awareness	NSS	RALLY	10	150
Gender Issue	NSS	POSTER MAKING	2	25
[View File](#)				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	NA	NA	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Loksatta	Internship Programme	Plot- EL 208, TTC Industrial area, Mahape, Navi Mumbai- 400710. Contact- 022-27562 5894	28/08/2019	31/10/2019	13
[View File](#)					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rubicon skill Development Pvt Ltd	20/07/2019	Soft skill development of students	50
Bennett Coleman	20/04/2019	spoken English	30

Co. Ltd.			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
650000	637008

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
webteck	Partially	1.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10735	1031830	603	78818	11338	1110648
e-Books	0	0	1	5900	1	5900
e-Journals	0	0	1	5900	1	5900
Digital Database	0	0	1	5900	1	5900
CD & Video	20	13512	0	0	20	13512
Library Automation	1	32500	0	0	1	32500
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Shraddha Lopes	Nill	Youtube channel	05/05/2020
Sangeeta Pandit	Nill	Youtube channel	04/05/2020
Jordin Carvalho	Nill	Youtube Channel	05/05/2020

Dr. Subhash Dsouza	Nill	Youtube channel	16/05/2020
Sampada Almeida	Nill	Youtube channel	16/05/2020
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	18	2	0	0	9	10	10	3
Added	4	4	0	0	0	0	0	0	0
Total	44	22	2	0	0	9	10	10	3

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
website	https://sjcollege.in/e-content/
Youtube	https://youtu.be/7uN0OySsgvU

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
500000	434379	1000000	1001317

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

1. Library Advisory Committee: The library has advisory committee with a librarian as secretary and faculty members nominated as members of the committee by Principal. This committee meets to discuss the functions, requirements, utilization of resources, distribution of funds and other matter pertaining to the library. 2. Computer Lab: Students have access to computer lab for their project related work. Internet facility is available for students in computer lab. Computers and internet facilities are available for students in library too. 3. Campus Development Committee: The maintenance of infrastructure facilities like electric work plumbing is on contract bases and toilet equipment, furniture replacement, fire extinguishers, water tank and drinking water facility is permanently equipped. Ramp is accessible for the physically challenged students. Girl's common room and Boy's common room are offered. Suggestion box is installed near Principal's cabin. Counselling room is available near staff room for needy students. 4. Hospitality: Canteen facility is available for students and staff with variety of healthy and hygienic food. 5. Sanitation: Washroom facility for students on each floor,

girls and boys is available separately.Moreover there are different washrooms for staff members and management. Vending machine for (Sanitary Napkins) is available in girl's common room.

https://sjcollege.in/wp-content/uploads/2021/04/procedure-and-policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Rajashree chatrapati shahu maharaj /Government of india scholarship	97	358570
b)International	Nill	Nill	Nill

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Department of Commerce of St Joseph College organisedsoft skill programme	01/01/2020	39	Vinaywish foundation
Self-Finance Department of St. Joseph College organized a talk on "Importance of	23/08/2020	50	Dr. Reddys Foundation
Department of English of St Joseph College in collaboration with Times Group	18/09/2020	30	Times group

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	MBA Course awareness	63	63	0	0

2020	opportunities in commerce	96	96	0	0
2020	career Stock Market and Current Economy	85	85	0	0
2019	one month foundation course on competitive exam	25	0	0	0
2019	Emerging career opportunities for students in the new age Banking sector"	250	250	0	0
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Loksatta Daily Newspaper	13	10	Yash Vidya Niketan School and Others	10	10
[View File](#)					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	12	BCOM	COM	IDOL	MCOM
2020	1	BAF	COM	Babasaheb Gawad Institute of management studies	MMS
2020	3	BAF	COM	Institute of Distance	M.COM

				& Open Learning -Mumbai- University	
2020	1	BBI	COM	Institute of Distance & Open Learning -Mumbai- University	M.COM
2020	1	BA	BA	Sr J.P College of Education	B.ED
2020	1	BA	BA	Institute of Distance & Open Learning -Mumbai- University	MA
2020	1	BCOM	COM	VIVA College of Law	LAW
2020	2	BCOM	COM	Abroad	MS
2020	2	BA	BA	A.G.S. College of Education	B.ED
[View File](#)					

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

Items	Number of students selected/ qualifying
NET	2
[View File](#)	

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

Activity	Level	Number of Participants
Outdoor Games	Institutional Level	200
Indoor Games	Institutional Level	100
rangoli	Institutional Level	9
mehandi	Institutional Level	8
mimicry	Institutional Level	12
dance	Institutional Level	20
Singing	Institutional Level	11
Traditional day	Institutional Level	30
Folk Dance	Institutional Level	30
Talent Hunt Week	Institutional Level	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nil	Nill	Nill	Nill	Nill	Nill

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Institute has Student Council. Till last year the selection process was to collect the forms from eligible students. As per the eligibility criterion required to have cleared all the subjects of previous year exams and must have a good academic as well as overall record. In every library advisory committee meeting as well as in CDC and IQAC committee meetings two student council members' presence is must. It is a department conducted by students and supervised by faculty members. They always join hands with faculty members and college administration to ensure overall development of the college. Various activities are conducted by students council like Teachers Day celebration, fresher's party, farewell party, cultural programs and so on. The purpose of student council is to give students an opportunity to develop leadership qualities by organizing and carrying out college activities and service projects. In addition to plan events that contribute to college and community welfare. The student council is the voice of the student body. It helps to share student's ideas,views, opinions, interests, and concerns about the college.GS puts forward his/her suggestions and different issues related to the academic and administrative affairs of the college to the head of the institution and to the IQAC coordinator. Problems faced by students are sometimes communicated to the college authority through GS of the student council. The student council is important body of our college which considers students' concerns and voices. The function of the student council is based upon election selection procedures. Any interested student with eligibility criteria is welcomed in student council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Although the alumni association registration work is in progress, various events such as interviews, guest lectures, seminars, expert lectures are organized by the college through the alumni. The meetings of alumni were arranged in college to discuss the future course of action regarding registration and account opening under the banner of Alumni association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization has the potential to improve educational quality and learning outcomes. It helps in monitoring of institutional performance, teacher's professional development, developing relationship between parents, teachers and management. Our Institution practices decentralization and participative management. Our parent body has qualified and competent office bearers to provide effective leadership and management at various levels. The vigorous involvement of office bearers helps in policy formulating and its effective implementation. Principal and Vice Principal are positively empowered to plan academic activities for smooth functioning of college. IQAC has the liberty to formulate good policies and its implementation discussed and planned during planning board meetings. HODs and Coordinators of Departments regularly plan, implement, finalize and direct activities in view of the available resources by conducting departmental meetings. College Development Committee is involved in reviewing college functioning, making and approving budgetary provisions, framing and improvising of various strategies and decisions for expansion and diversification purpose of the institution. The faculty members are nominated in various bodies and committees for decision making and managing the various functions of the institution. Regular inputs are drawn from faculty and staff to review functioning of various activities through regular meetings for continuous improvements in the system. The teachers interact with parents in PTA meetings to follow up with students performance, interacting with the parents of defaulter students, to encounter various problems faced by learners as well as their parents The students' council serves as a good interface between college authority and students for which suggestion are invited through students to be presented to the College Development Committee so that necessary initiative can be taken. Alumni helps to plan activities for the students such as Industrial visits, Internships and placement.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	• Our institution has well-furnished and properly established Library in place , which includes a specially arranged RD room for teachers and students. • All faculty members have been provided with unique user id and password of NLIST (Inflibnet) Digital library to access resources from anywhere. • Which also includes six desktops for the use in library for students. • Internet service has been made available to the library users. • Library related information is provided to the students and the teachers. • Library Automation System is available. • Complaint cum suggestion box facility is available at Library. • Feedback is taken from students and staff and suggestions are put forward to improve library services. • A newly constructed

	canteen and Gymkhana is in place.
Admission of Students	During pandemic, awareness was created among the students staying in the vicinity for higher education. In order to achieve this staff members were divided in groups and responsibilities were assigned such as collection of data from nearby Junior colleges, coaching classes and other sources and telephonic counselling was provided so as to solve the doubts and queries of students. • Institution strives to create awareness and to emphasize the significance of higher education among girls of the under privileged sections of the society. • The admission procedure is planned and executed by the Admission Committee in keeping with the rules and regulations as stipulated by the UGC and University of Mumbai as outlined in the prospectus of the college. • The admission process of 2020-21 was conducted online. • Admission of students commenced in June 2020 after results were declared by different boards and admission was confirmed on the basis of merit list. • The students were directed towards opting for professional courses.
Industry Interaction / Collaboration	Industrial visits and field visits for students were arranged. • Students have been visited to SEBI and BSE. • Alumni placed in the reputed industries were invited to have a dialogue with the students up[dating them on recent trends and challenges in the business world. • Guest lectures were conducted for the students by the Industry experts. • Entrepreneurship orientation activities were organized for the students.
Human Resource Management	• High focus on research, overall employee wellness and healthy environment is built. Overall satisfaction among employees is indicative of fairly good practices • College organized various, seminars ,webinars, workshops and guest lectures to enrich the knowledge of students and staff in the academic year 2019-20. • Some webinars such as Shetkari Melava, Stress management etc. , were specially arranged as welfare measures for the society in the light of CSR. • Faculty members are encouraged to participate in seminar/ conferences and also to present and publish the paper. •

	Different committees were revised to ensure academic and administrative experience of faculty members and to give opportunities to people for working in different committees. • Motivating and facilitating the faculty members to participate in Refresher/Orientation courses. • Google Classroom training program was organized for teaching staff. • Faculty and students were felicitated for their academic achievements. • Workshop arranged on financial Literacy in order to create the awareness regarding financial products and investments.
Research and Development	•Research and Development Cell of college helps to promote Research and Development activities in the institution. The cell includes faculty, academicians and researchers. The cell delivers guidelines for quality improvement in RD. • The institute motivates the faculty and students to undertake research projects., which has resulted Into publishing various research papers. • One of our faculty member was awarded her Ph.D. and one faculty member has submitted her Ph.D. Thesis and five faculty members are pursuing their Ph.D.
Examination and Evaluation	Semester I to IV examinations are conducted at College level and Semester V examinations was conducted by the University of Mumbai. Timely assessment of tests and examination was conducted, and the result was displayed. • College conducts different forms of internal assessments of students according to the university guidelines. Class tests/surprise tests, tutorials, assignments, project work, group activities and presentations, student seminars, interactive sessions, practical examinations etc., are conducted by departments to evaluate the students. •The faculty contributes in the examination work like setting of question papers, invigilation of theory examination, evaluation of answer scripts, and also play the role of examiners and moderators for the University examinations. Model question banks are prepared by the faculty and distributed to the students. • Due to the havoc created by COVID-19 some examinations such Semester II, IV and V and Semester IV for MA/MCOM were

	conducted and result declaration was fulfilled through online mode.
Teaching and Learning	The Parent body of the College ensures a proper teaching learning environment to the faculty and students. Various effective teaching methods such as the use of ICT aids, small group discussions, guest lectures, webinars are being implemented during the lectures to take the teaching-learning process to a next level. • Mentoring, tutoring, counselling and remedial classes are provided to students coming from unprivileged sections of the society and also those who are specially challenged and those with special needs. • Wide access to internet facility is made available to inculcate online learning skills and competencies • Students are encouraged to participate in various webinars, workshops, and intercollegiate competitions from time to time. • Tests and semester examinations are conducted to assess the performance and facilitated in promoting them to next class.
Curriculum Development	As our institution is affiliated to the University of Mumbai, the course curriculum designing and development of undergraduate and post graduate courses formulated by the University of Mumbai. Principal and Faculty members interact at the University level and provide their views regarding curriculum development. The College follows Choice Based Credit System (CBCS) for UG and PG Level wherein there is a flexibility to design various academic activities and Choice based extra credit skill enhanced courses.

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

E-governace area	Details
Student Admission and Support	1. Current year admission process has been successfully completed through online sources. 2. Admission forms are made available for the students through Zinan Tech for which the link is provided through college website https://www.sjcollege.in 3. This software provides online admission facility for FY/SY/TY and Post-graduate students
Examination	1. The exam department is equipped

	with computer, two printers and copier machine for downloading the question paper from University portal. Printing and Xeroxing is done through printer and copier machine available in the exam room. 2. During pandemic the project submission and project viva was conducted with the help of ICT enabled tools like Zoom Google Meet. 3. Semester V ATKT exam was conducted through online mode. Customized software was used for paper setting and online examination.
Planning and Development	Institute maintains its website www.sjcollege.in to communicate the updates to internal and external stakeholders. • College has its own LAN connection to communicate it with internal stakeholders. • This year the process of online admission, online payment of fees, result preparation, SMS system , feedback system etc. were accomplished by the college. • Library transactions are fully automated through the college ERP software by Zinan Technology. • In this period some examinations were conducted online through BitBlue Technology and Goggle Classrooms.
Administration	1. Students, teachers and alumni feedback is collected through Google Forms 2. College has Biometric attendance system for teaching and non-teaching staff. 3. The entire college campus is under CCTV surveillance. 4. For all managerial work, office staff makes use of MS-Office 5. Library is also equipped with library software by Zinan Technology for day to day transaction of books. 6. N-List facility is provided for staff for online accession of books and resource material. 7. WhatsApp group helps to provide recent updates and notification to staff as well as students. 8. Various webinars have been organized for teaching staff, non-teaching staff , students and community. 9. SMS is sent to students using software by Zinan Tech.
Finance and Accounts	1. The Accounts section makes the use of Tally 9.1 Accounting software for transparency in functioning. 2. Current year fees collection is fulfilled through e-banking facilities.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr.Kavita Almeida	International multidisciplinary conference on Role of Education in Sustainable development	International multidisciplinary conference at Chandrabhan Sharma College,Pavai	3000
2019	Dr.Kavita Almeida	Research paper on Impact of Information technology on Indian Banking Services	Journal Studies in Indian place Names with ISSN no 2394-3114	1200
Nill	Dr.Kavita Almeida	Research paper on Financial Inclusion and Role of Co-operative Bank	Think India journal with ISSN no. 0971-1260	1500
		View File		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	How To Develop E-Contents	NA	06/05/2020	06/05/2020	41	1
2020	Useful Open And Free Education E-Resources For Preparation Of Online Lectures"	NA	27/07/2020	27/07/2020	38	2
2020	???????? ?????????? ??????	NA	25/05/2020	25/05/2020	42	15
2020	Smart Tools For	NA	16/04/2020	16/04/2020	50	1

Teaching				

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	28/09/2020	11/10/2020	15
Short Term Course	2	04/06/2020	08/06/2020	5
Faculty Development Programme	9	21/04/2020	27/04/2020	7

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Special arrangement of Research room in a conducive environment, to encourage research culture among teachers has been provided in the library itself. The college has provided comfortable uniform and washing allowance to the support staff, which helps in keeping the morale and motivation of the support staff high so that they can perform their task efficiently. There is a special provision of Maternity and Paternity leave as per the rule for the faculty in need of it. The college administration regularly organize, staff picnic, Teachers day programme and felicitates teaching and non-teaching staff on their achievements. All these activities have	The college has provided comfortable uniform and washing allowance to the support staff, which helps in keeping the morale and motivation of the support staff high so that they can perform their task efficiently. There is a special provision of Maternity and Paternity leave as per the rule for the faculty in need of it. The college administration regularly organize, staff picnic, Teachers day programme and felicitates teaching and non-teaching staff on their achievements. All these activities have resulted the staff with active interest in their jobs and work with a feeling of high morale, involvement and participation. The governing body of the	Book bank scheme for needy students .Fees installment facility.Online counselling.

resulted the staff with active interest in their jobs and work with a feeling of high morale, involvement and participation.	institution always strives for the safety and welfare of its staff, on similar background during the Pandemic when the Non-teaching staff had to report to the college for administrative purposes, all the staff was insured through a group insurance policy as a financial measure against Covid-19.

6.4 – Financial Management and Resource Mobilization

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

Internal audit is executed throughout the Academic year and firm of qualified auditors has been appointed to examine the financial statements from time to time. ? Necessary financial books are maintained in accordance to the act of legislature and regulations framed. ? All the important provisions of Maharashtra State Education Act, University act applicable for accounts and audit are duly complied. ? Management takes periodic review of financial position of the institution especially to see resolutions affecting accounts have been duly complied or not with the decisions regarding the operation of bank accounts and sanctioning of expenditure ? The revenue is appropriately allocated under the respective heads and expenses are made from specific heads within budgetary framework. ? Effective internal control system has been developed by the institute to minimized clerical errors. ? All the expenses are duly tracked, and accurate computerized records have been maintained time to time ? Periodic accounting reviews have been performed ? Financial data is duly backedup and necessary precautions are taken to protect it against cyberattacks and ransomware. ? Internal and external auditors are appointed by parent institute. ? Qualified Internal Auditors have been appointed on regular basis. and a team of staff under their supervision a thorough check and verification is done in each financial year. ? External audit is conducted after end of accounting period. ? All the queries raised by internal and external auditors are resolved immediately , to improve the accounting system ? Audit report and audited statements of accounts are submitted to Governing body.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Indian Council of Social Science Research	106000	Travel grant

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6.4.3 – Total corpus fund generated

3900000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

| Academic | No | Nill | No | Nill |
| Administrative | Yes | Padhey and sons | Yes | Swapnila Dabre. |

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

1) Regular meetings are conducted 2) Support for annual day programme 3) support in extension activities.

6.5.3 – Development programmes for support staff (at least three)

1) Training to Support staff (LIBRARY) Library Automation 2) Updation of Seva pustak training for all staff members. 3) New software training for staff

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

1) Library automation process is under process (Bar coding of books) 2) Special arrangement of Research room 3) Alumni association

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	Workshop on "Water Management	15/01/2020	15/01/2020	15/01/2020	140
Nill	Workshop on Research Methodology	02/02/2020	02/02/2020	02/02/2020	80
Nill	Smart tools for teaching	16/04/2020	16/04/2020	16/04/2020	50
Nill	How to develop e-contents	06/05/2020	06/05/2020	06/05/2020	42
Nill	Online Farmers Melava on Soil Testing Need of Hour Flori-Culture Management85	29/05/2020	29/05/2020	29/05/2020	85
Nill	Organised webinar on "Women Crisis Management by Bhartiben of Bramhakum	27/05/2020	27/05/2020	27/05/2020	142

	aris				
Nill	Useful open and free education e-resources for preparation of online lectures"	27/07/2020	27/07/2020	27/07/2020	40
2019	Seminar on "Awareness about Placement and Current Affairs in the Field of Finance" by CA Mr. Xavier Rajan ,Chairman of CA Institute ,Vasai Chapter	23/11/2019	23/11/2019	23/11/2019	120
2019	Workshop for all staff on Planning of Investment	15/12/2019	15/12/2019	15/12/2019	25
Nill	????? ???? ??????? ???????	01/01/2020	01/01/2020	15/01/2020	100
		View File			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Balika day	24/01/2020	24/01/2020	150	5
International Womens' Day	09/03/2020	09/03/2020	100	10
Womens' Day for staff	09/03/2020	09/03/2020	25	15

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

Percentage of power requirement of the University met by the renewable energy sources
1. Solar energy 2. Use of LED bulbs

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	08/11/2019	1	Vyasan Mukti Abhiyan (Street Play)	Highlighted And Warned Against The Causes And Consequences Of Drug Addiction.	200
2019	1	1	01/12/2019	1	AIDS Rally	To Aware People About Myths Related to HIV And AIDS	150
2020	1	1	01/01/2020	15	????? ???? ??????? ???????	To Create Awareness About Our Mother Tongue, To Provide Platform For Budding Writers And Poets To Preserve Our Culture And Tradition	100
2020	1	1	20/01/2020	1	" Women And Health" Celebration Of	To Brief On The Importance Of Women And	187

Haldi Kunku Programme	Their Health And Safety Women Development Cell Conducted Guidance Resource Person Ms. Mary From Sakhya Women Cell

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct	12/06/2019	Rules and regulations regarding the conduct of students is mentioned in the prospectus every year. Apart from this teacher's monthly meet with principal and revise code of conduct related to staff members. If the need arises teachers are called individually to the principal's cabin. Both the principal and Vice-principal positively explain the code of conduct to staff. To encourage staff to walk on the path of value-based journey. The quotes of great thinkers and academicians are displayed in various places of college premises.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Unity Day (Rashtriya Ekta Diwas)	31/10/2019	31/10/2019	145
Bhajan Sandhya	02/10/2019	02/10/2019	20
Constitution Day	26/11/2019	26/11/2019	187
The National Girl Child Day	24/01/2020	24/01/2020	150

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Anti plastic 2) Tree plantation 3) Use of LED bulbs 4) well recharge 5) clean campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Daily Prayer and National anthem: Objective of the practice: To create a positive and peaceful environment in the college The Context: In the context of which the challenges faced were such as the participation of all the students was a challenge before the college authorities as many students come late due to which the prayer gets delayed at times. The Practice: Students and all staff members gather for assembly every morning in order to create a pious and peaceful environment and to help students realise the essence of value system in the college. Evidence of success: Photos to be uploaded Problems encountered and resources required: 1) A group of students involving in the prayer service. 2) A Musical instrument 3) Arrangement of sound system. 4) Students coming late and the absence of such students is a problem encountered for this practice. 2) PAN card drive: Title: PAN card drive for students and teachers Objective of the practice: To give maximum students the benefit of the most important document, at one go, under one roof which can be used as an identity proof and can also be useful in domestic and foreign educational purpose. The Context: The drive was initiated and assisted by the DLLE committee members and Rural development department. Of the college on 23/11/2019. With the help of a team of government officials. The most challenging part over here was to persuade and to motivate the students to enroll themselves and avail its benefits which would give justice to the very purpose of the drive. Evidence of the success: Photos to be uploaded of the event and list of the students enrolled for the drive. Problems encountered and resources required: 1) As it is a very important, formal and official document. the necessary documents required and producing them on time for some students was a challenge. 2) Some students even had complications related to the documents. 3) Timely producing of documents required and the timely assistance of the officials in fulfilling the formalities is all that you require for the drive to be successful and effective.

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

https://sjcollege.in/wp-content/uploads/2021/04/Kaagaz_20210408_130305068.pdf

7.3 – Institutional Distinctiveness

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

• St.joseph college as an educational institution that would be inspiration, guiding the students .Our college is certainly Distinctive as compared to other colleges . • Women Empowerment (ICC committee) regular meetings are held experts (advocate) are appointed to create awareness among the women. This (ICC committee) solve the girls problems with the help of experts, so our girl students can take benefits, help of this committee to solve their problems. We have documentation regarding ICC committee. • English speaking classes – considering background of students, our students come from poor financial backgrounds, our college is situated in rural area. Therefore, considering our students language problem our college has started English speaking courses. our staff has taken a lot of efforts spreading awareness in each class regarding how beneficial is it to the students.The college takes minimum fees for this

english speaking classes whereas, actual fees are much higher but considering students financial problems min fees i.e Rs.500/- is asked to be paid and at the end of the day feedback from students is generated. Where positive views are obtained from students. • Libraries have been set up in the nearby villages in order to cultivate reading habit of reading among rural students. • Our staff while delivering lectures exert more efforts to explain the concepts to each every student and take extra lectures to solve the problems doubts regarding studies encourage the students for achieving good marks. • Most of the children come from fisherman farmers community. focusing on these students by our college has been extensively done by advertisement through churches, visiting their houses. • Most of the students come from poor financial backgrounds Therefore, the college gives admission to these students on installments basis. • Those students who are completely financially weak the college staff takes initiative to pay their full fees in the form of help support. • Also, our college teaching staff take efforts to provide jobs to poor students in nearby areas. The college provides free books breakfast to unprivileged students. Friendly and healthy relations are maintained between the staff and students.

Provide the weblink of the institution
https://sjcollege.in/wp-content/uploads/2021/04/institutional-distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Applying for 3rd Cycle of NAAC. 2. Applying for research center (Ph.D.) in our college for commerce / Library Science faculty. 3.Applying for hotel management course. 4.To develop networking with international communities for organizing international conferences and exchange of knowledge at global level . 5. More emphasis on placement cell and its functioning . 6. Focus on CSR activities both in terms of getting funds for college and providing services to the neighboring villages . 7. Arranging skill-based activities which will develop employability skills among the students.