SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

DNYANDEEP MANDAL'S ST. JOSEPH COLLEGE OF ARTS AND COMMERCE

DNYANDEEP MANDALS ST.JOSEPH COLLEGE OF ARTS AND COMMERCE,SATPALA-RAJODI BEACH ROAD, SATPALA VIRAR (W) ,TAL-VASAI ,DIST -PALGHAR, PIN 401301
401301
https://sjcollege.in/

SSR SUBMITTED DATE: 01-04-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2023

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction of the Institution

Dnyandeep Mandal's St. Joseph College of Arts & Commerce was established on 25/08/1995. It is recognised by University Grants Commission under the section 2(F) & 12(B) in year 5th March 2007 and permanently affiliated to University of Mumbai in year -----. It caters to student's diversity by offering various streams and courses at Undergraduate and Post graduate level, thus giving them array of options in the field of Arts and Commerce. The courses offered by the institution comprises of – Bachelor of Arts (B.A.), Bachelor of Commerce (B.Com.), Bachelor of Commerce (Accountancy & Finance), Bachelor of Management Studies (B.M.S.) and Bachelor of Commerce (Banking & Insurance) at Undergraduate Level and Master in Commerce (M.Com in Accountancy), Master in Commerce (M.Com in Management), Master in Arts (M.A. in Marathi) and Master in Arts (M.A. in Economics) at Postgraduate Level.

The institute envisages the transformation of the society with regard to social and economic dimensions by means of value based and quality education. The mission statement guides the path of daily operations to bring about equality in imparting education to all the students coming from diverse socio economic backgrounds.

Vision

Vision

To be universally respected institution for social and economic upliftment of students of vicinity area by providing value-based and quality education.

Mission

Mission

- To make higher education available to all students without any discrimination   as to caste, creed or religion.
- To provide value-based education largely to every stakeholder to help them face challenges of life globally
- To make students of this institution not only responsible but worthy citizens of our motherland.
- To be committed to serve the society with honesty, interfaith and fairness, passion for excellence, team building, innovation and creativity, humanity and trust.
- To promote the college into an institution of excellence by serving rural youth with offering higher education which would provide them numerous job opportunities.
- The objective of the college is to achieve the stated vision and mission statement through its action plans and activities

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strengths

- Focused, qualified and full time Principal
- Qualified and dedicated staff
- Student centric approach
- Support system to students
- Library automation and sufficient space for students and staff
- Good social networks and links
- Strong social commitment
- Proactive IQAC team
- Registered Alumni Association
- Research culture among teachers and students
- Increasing employability
- Open access in Library
- Students receiving Government and other scholarship

Institutional Weakness

Weaknesses

- Poor socio-economic background of the students
- Limited role permitted in syllabus framing
- Poor student's computer ratio in Library
- Non potable ground water

Institutional Opportunity

Opportunities

- Applied for new courses
- Research Centre for subject commerce and history
- Constant approachable teachers for students

Institutional Challenge

Challenges

- Maintaining the student strength due to poor connectivity

- Reducing students drop out ratio
- Students from vernacular medium
- Students from under privileged class
- Rural and interior location
- Handling heterogeneity of the students
- Less awareness among students about the self-finance courses

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular Aspects

Curricular aspects form an important piece of an educational institution. Dnyandeep Mandal's St. Joseph College of Arts & Commerce is affiliated to University of Mumbai. Thus, the College embraces the syllabus provided by the University and develops an apt curricular design for course delivery within the charter and guidelines of the affiliating University. The curricular planning is well documented through academic calendar, teaching plan and various activity reports. IQAC plays an important role to monitor curricular implementation. The curriculum is delivered effectively to attain Course Outcomes and Program Outcomes offered by the College. The College has adopted Choice Based Credit and Grading System (CBCGS) for all the programs.

Teaching-learning and Evaluation

Teaching-learning and Evaluation

The college focuses on holistic development of the students. The teaching fraternity work diligently to reflect upon and enhance our pedagogic methods. Hands on experiences like Field Visits, Projects, Workshops, research project, encouraging Entrepreneurship are the fundamental pillars in the learning of the students. The majority of the faculty has adopted various ICT tools for effective delivery. The evaluation process is transparent. Students are evaluated on a continuous assessment system, comprising of internals & theory examinations as prescribed by the University of Mumbai. Faculties have been given freedom to use various innovative tools for making teaching for effective learning. The Institute has a recently developed a practice to measure the attainment of Course Outcomes, Program Outcomes and Program Specific Outcomes based on evaluation and student surveys. These attainments are analysed by each faculty for further improvement in the learning of the student. All the academic activities of the institute are conducted in adherence to Academic Calendar. The college publishes the Rules and Regulation for all programs in the Prospectus. Internal Quality Assurance Cell conducts students' feedback regarding teaching and learning for each course in every semester. The pandemic period in the last 2 years has strengthen student teacher relationship where the mentor teachers supported their students emotionally, academically and even financially. The mentoring process was further enhanced in the times of such adversity.

Research, Innovations and Extension

Research, Innovations and Extension

The college takes initiative for inculcating research culture among the students and faculty by sanctioning funds in the budget and due implementation of it. The faculties publish research papers in journals at regional, national and international levels. The college takes initiative to organise one conference yearly for nurturing research culture. As the need arises, collaborations were made with JJTU for organising International Conferences. Three of the faculties are appointed as Ph.d. guide in University of Mumbai. The college encourages students by providing a platform for extension activities such as NSS and DLLE. Also, various activities conducted by the departments promote student learning apart from the syllabus.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

The governing body of Dynandeep Mandal provides the infrastructure required to support the teaching learning process. The library being the heart of the institute is rich in its resources opening the doors of knowledge to the readers. Library has taken initiative to make NLIST login available to the faculties. Book exhibition and e-resources accessibility initiatives by library makes it unique. Library automation enhances the efficiency of the library in providing ease to access the information. IT infrastructure is delivered to the students to enhance the teaching learning process in the digitisation environment.

Student Support and Progression

Student Support and Progression

The overall teaching learning process is student centric. Along with society, students are the core beneficiaries of all the activities and initiatives of the institution. The students are mentored and supported by the faculty consistently throughout the academic year. Activities are planned and organised keeping in view the need for promoting entrepreneurial approach among the Commerce students for those who are opting professional courses. The college also encourages students for pursuing masters in the respective specialisation and interest areas.

Governance, Leadership and Management

Governance, Leadership and Management

The functioning of the College is as per the directives and guidelines of University of Mumbai. The plans and policies are aligned with the Vision, Mission, Core Values, Quality Objectives and Quality Policy of the Institution. There are several Departments and Committees which are engaged in deployment of overall plans and progress of the Institution. Student's participation and development of students leadership is the aim of the college activities. The College is run under the outstanding and visionary leadership of the top management and the Principal of the College. The College promotes the culture of decentralization and participative management in decision-making. The organogram of the College reflects well-defined organization structure with hierarchical relationships of authorities and responsibilities.

Institutional Values and Best Practices

Institutional Values and Best Practices

The institution is hostile to pressing issues like equity, accessibility, environment consciousness and sustainability, inclusiveness and professional ethics. The College organizes activities to promote gender equity through curricular and co-curricular activities. There are facilities for alternate sources of energy and energy conservation like solar energy, use of LED lights and power efficient equipment's. The best practices are chosen by the college are based on its impulse to improve the quality of education, innovate library and increase research.

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DNYANDEEP MANDAL'S ST. JOSEPH COLLEGE OF ARTS AND COMMERCE
Address	Dnyandeep Mandals St.Joseph College of Arts and Commerce,Satpala-Rajodi beach road, Satpala virar (w) ,Tal-Vasai ,Dist -Palghar, Pin 401301
City	VIRAR
State	Maharashtra
Pin	401301
Website	https://sjcollege.in/

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Prakash Dongre	091-7378587601	9867654397	-	principal@sjcollege.in
IQAC / CIQA coordinator	Sanadi Dinesh Annappa Shalini	091-7208710920	7208710920	-	dineshsanadi@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	Yes 2.1.2..2 minority letter.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	NO
Any Other	NO

Establishment Details

State	**University name**	**Document**
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	05-03-2007	View Document
12B of UGC	05-03-2007	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Dnyandeep Mandals St.Joseph College of Arts and Commerce,Satpala-Rajodi beach road, Satpala virar (w) ,Tal-Vasai ,Dist -Palghar, Pin 401301	Rural	5.05	3945.15

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	HSC	English	360	122
UG	BCom,Commerce	36	HSC	English	720	485
UG	BMS,Commerce	36	HSC	English	360	162
UG	BCom,Commerce	36	HSC	English	180	24
UG	BA,Arts	36	HSC	English	360	196
PG	MCom,Commerce	24	GRADUATION	English	120	59
PG	MCom,Arts	24	GRADUATION	English	240	108
PG	MA,Arts	24	GRADUATION	English	120	29
PG	MA,Arts	24	GRADUATION	Marathi	120	28

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				8
Recruited	0	0	0	0	2	2	0	4	4	4	0	8
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				18
Recruited	0	0	0	0	0	0	0	0	4	14	0	18
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	5	4	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	2	0	2	4	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	14	0	20
UG	0	0	0	0	0	0	0	0	0	0

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Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	7	10	0	17

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	562	3	0	0	565
	Female	421	3	0	0	424
	Others	0	0	0	0	0
PG	Male	82	1	0	0	83
	Female	137	4	0	0	141
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	31	23	23	18
	Female	18	26	36	25
	Others	0	0	0	0
ST	Male	25	10	14	16
	Female	32	26	24	27
	Others	0	0	0	0
OBC	Male	98	88	90	96
	Female	140	129	115	113
	Others	0	0	0	0
General	Male	411	397	391	372
	Female	303	333	309	265
	Others	0	0	0	0
Others	Male	256	195	217	218
	Female	216	195	197	179
	Others	0	0	0	0
Total		1530	1422	1416	1329

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	NEP promotes Multidisciplinary Education and Research Improvement in Technical Education (MERITE) Equity Action Plan / Indigenous People Plan (EAP/IPP) institutions. Operational Details for A New and Forward Looking Vision for India's Higher Education System- Revamp the higher education system, create world class multidisciplinary HEIs across the country - increase GER to at least 50% by 2035 Multidisciplinary HEI with vibrant ecosystem Strengthen institutional infrastructure necessary for multidisciplinary education and research. Establishment of language, literature, Education, STEM, arts, sports, and music Departments as needed for a multidisciplinary institution. Our College Academic collaboration between institutions, through HEI clusters, leading to multidisciplinary education and research in different modes. Merger of single-stream institutions with other multidisciplinary institutions under the same management or different managements. Satellite Centre as per Maharashtra University Act Constituent/ Conducted College of University.
2. Academic bank of credits (ABC):	ABC is a national level facility to promote flexibility of curriculum framework and provide academic mobility of students with appropriate credit transfer mechanism to choose their own learning path to attain a degree/diploma/PG-diploma etc working on the principle of multiple entry-multiple exit as well as any-time, any-where, any-level of learning. Our college, Dnyandeep Mandal's St Joseph College of Arts & Commerce is affiliated to University of Mumbai hence abide by the rules of University in this regard . As per the circular dated 21st October, 2022 from Mumbai University our college is in a process of capturing ABC-ID of students. The ABC -ID generated from students are been submitted lot-wise to Mumbai University. Under NEP 2020, as per Mumbai University guidelines our college will propose to take the existing credit system a step further by providing flexibility in the course structure and also putting in place the required systems for enabling academic credit transfer and credit accumulation. Our college also plans to introduce more skill-based short-term courses for the benefit of students to enable them to accrue and redeem credits through the Academic Bank of Credits. Our faculties are getting familiar with the policy and

	implementation of the NEP 2020 by attending workshops, webinars. Since, our college is located in rural area many students are 1st generation learners, SC/ST/OBC & Minority. Our college is also in a process of starting new course like B.A.-Literature, B.A. Psychology and Programmes like BSC-IT which will help these students to take benefit of multiple learning as per NEP 2020.
3. Skill development:	A number of Capacity Development and Skill Enhancement activities have been organised for improving students' capabilities on the following themes: Soft Skills, Language and Communication Skills , Life Skills (Yoga, Physical fitness, Health and Hygiene, Awareness of Trends in Technology and the like. Dnyandeep Mandal's St. Joseph College is very much concern about skill development of students. We have appointed one staff member to look after Career Katta, the initiative of State Government of Maharashtra . Under this cell several activities are conducted. So far cake baking course for students and other local people is conducted thrice. Periodically workshops and seminars are arranged . Considering that students are from rural area and students have less opportunities to improve skill development , college has conducted workshops to promote skill development amongst students. College encourages students to complete the free courses provided by Infosys. We have also arranged skill development programs by Rubycon, Dr. Reddy etc.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	It has been observed that education in the mother tongue is a key factor for inclusion and quality learning, and it also improves learning outcomes and academic performance. So the there is need to preserve the Indian languages. In our college we focuses mainly on Hindi and Marathi languages. In our institute these languages are taught at under graduate level and Marathi at the post graduate level. The college celebrates, 'Marathi Bhasha Pandharwada' in month of January every year. Various activities related to Marathi literature are organised during this 15 days programme which includes Boli bhasha din,' Granth Dindi', Marathi newspaper reading, only Marathi speaking and so on. Students also celebrate Hindi Pakhwada in college in month of September. In order to have the knowledge of cultural preservation various kinds of cultural programmes are arranged in our college to spread

	cultural awareness among the students. Our college encourages students to take part in various extracurricular activities. These activities include traditional day celebrations, folk songs, folk dances, Adivasi din etc. Different competitions such as elocution competitions, essay writing, poster-making, rangoli competitions are organised in college. The cultural committee looks after the various activities under these category.
5. Focus on Outcome based education (OBE):	Dnyandeep Mandal's St Joseph College of Arts & Commerce which is affiliated to University of Mumbai focuses on Outcome based education. We offer 9 Programmes which includes B.A, B.COM, B.M.S, B.B.I,B.A.F at UG level. M.A-Marathi, M.A-Economics,M.COM-Accountancy, M.COM-Management at PG level. Programme outcome and Course outcome for every programmes and courses is prepared by faculties and uploaded on the website. Class test, Semester examination, Projects, VIVAs are been conducted to measure the performance of the students. Course wise attainment of the students are calculated and uploaded on the website. Our main goal is to increase the attainment level of the students as compared to earlier year.
6. Distance education/online education:	Distance learning allows students to earn a degree without living near the college campus. Online classes allow students the flexibility to complete coursework in the given stipulated time, allowing students to prioritize career, family and other responsibilities that keep you busy. Our college being affiliated to University of Mumbai does not offer Distance Education Courses. However, the IDOL (Distance and Open Learning) offered by University of Mumbai examinations are conducted in the college campus. The College has promoted online teaching on a large scale COVID-19 pandemic. Therefore, the purpose of the Online study was to explore the design of online teaching activities and online teaching processes adopted by teachers at all levels during the pandemic. Due to the COVID-19 crisis teachers and students both find themselves in the situation where they felt compelled to embrace the digital academic experience. Some of the most popular online communication platforms used by our teachers Google Classroom,Zoom,G-suit etc.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	NO
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NO
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Voter registration drive conducted at Institute to strengthen the culture of electoral participation among young and future voters, our institution organized voters registration drive for above 18 years students. Our students participate in Voter Awareness Campaigns aimed in educating the public in the nearby villages. Registering New Voters. Our college takes initiative to engage the students with the electoral system of India and to make them contribute to the concept of nation building by making them aware about the voting right and electoral participation.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Activities are organised to promote awareness among students about voting responsibility and to motivate them to contribute their participation in holistic national work. Department of Rural Development arranged a Voter ID Drive on Thursday,16th December 2021. A total of 93 students enrolled. 89 students and the Youth of the community participated in this Drive.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Voter registration drive conducted at Institute to strengthen the culture of electoral participation among young and future voters, our institution organized voters registration drive for above 18 years students.

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Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1329	1416	1422	1530	1496

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 32

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
29	28	29	29	28

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
69.7	34.0	55.1	65.7	57.4

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The Institution ensures effective curriculum delivery through a well-planned and documented process. The Institution being affiliated with Mumbai University adheres to the guidelines provided by Mumbai University for curriculum planning and implementation.

Taking into consideration the University circular regarding the change in pattern for the grading system, the Institution has implemented the Choice Based Credit System (CBCS) from the year 2016-17. Updated e-prospectus is uploaded on the college website which gives details of programmes and courses offered by the institution, fee structure, examination pattern and important rules and regulations to be followed by the students.

Staff meetings are conducted at the beginning of the academic year to discuss the teaching plans and co-curricular activities. Faculties are assigned their subjects and workload for the next academic year. Accordingly, teaching plans are prepared by the faculties. The individual and class timetable is prepared by the timetable committee in consultation with the HOD. The plan prepared by every department is submitted to IQAC which in turn prepares the consolidated academic calendar. This helps students and faculties to schedule their activities and ensure that they meet their academic goals. Thereafter the review of the planning is carried out at the regular interval.

The syllabus is framed by the Board of Studies of the University of Mumbai. Revised syllabus workshops for T.Y.B.A.F and F.Y.B.A are attended by the faculties. One of the faculties was also invited as a resource person to deliver a lecture on the revised syllabus of T.Y.B.A -Sem V for Economics subject.

Induction programmes are conducted for first-year students to inform them about the examination patterns, passing standards, grading system, and various extra-curricular activities of the year.

As per the university guidelines internal evaluation, Practical, and semester-end examinations are conducted for which the timetable is prepared and displayed on the notice board, student WhatsApp groups and on the college website well in advance. Remedial lectures are also conducted for the students.

Semester examinations are conducted under the strict supervision of the Chief Conductor, Senior Supervisor, and junior supervisors and results are prepared and declared within the stipulated time limit of 45 days.

During the COVID period, lectures were conducted through Google classrooms and content was delivered on google classroom.

MoU was signed for conducting Certified Ad-on and Skill-based courses for which the syllabus was

framed. Out of a total of 318 courses, 41 courses include cross-cutting issues.

The syllabus also covers projects/fieldwork for the students to enhance their practical knowledge. Out of the total students, 68.70% undertake projects and fieldwork.

The Institution obtains the feedback of various stakeholders like Students, Alumni, Parents, Teachers and Employers which is analysed and an action-taken report is prepared at the end of the academic year.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 5

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2 *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

Response: 1.84

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	54	0	13	65

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 *Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

Response:

The institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment, and sustainability into its curriculum as well as conducts its activities. The fundamental values predominant over learning of several courses are introduced to the students in a very interesting manner. Introducing the values through supportive activities outside the classroom creates space in the minds of students to become sensitive and socially vibrant citizens.

The college offers 318 courses out of which 47 such cross-cutting issues are been taught in various programmes like FY/ SY/TY -B. Com/ B.A./ B.A.F/B.M.S./ B.B.I. and M.A./M.COM.

Of the 318 courses 4.09% of the courses have components related to Environment and sustainability issues, 4.09 % deal with human values and 6.60. % of the courses are for professional ethics. The subjects taught in various programmes contain the percentage of cross-cutting issues as - F.Y.B.COM-35.71%, S.Y.B.COM- 7.14%, T.Y.B.COM- 16.67%, F.Y.B.A-12.50%, F.Y.B.A.F-21.43%, S.Y.B.A.F- 7.14%, F.Y.B.M.S- 28.57%, S.Y.B.M.S- 27.27%, T.Y.B.M.S- 32.14%, F.Y.B.B.I- 14.29%, S.Y.B.B.I- 14.29%, T.Y. B.B.I – 25% and M.COM- Accountancy -12.5%

All students have to take these courses in semesters I to VI and post-graduation. All cross-cutting issues are referred in the curriculum for which compulsory courses are offered.

Taking into consideration all the cross-cutting issues which is included in the syllabus, the Institution conducts various activities for the students to gain practical knowledge.

To cater to the practical aspects of environment and sustainability the college organised "Green Week" on the occasion of world environment week. For gender-related issues, the institution also organised a webinar on "Women Empowerment". To understand the ethical behaviour among the students, the institution organised a webinar on "Life and achievements of Mahatma Gandhi"

By doing so, students can develop a more holistic understanding of the world they will be entering upon graduation, and be better equipped to face the challenges they will encounter in their professional and personal lives.

Compulsory courses like Foundation Course for the first year offered in all programmes are specifically designed to orient students to these issues. Students prepare projects for foundation course subjects on cross-cutting issues like gender sensitisation, Human values, environment and sustainability.

The IQAC department also plays a very important role in catering to the needs of integration of cross-cutting issues to the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 68.7

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 913

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 61.33

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
473	502	589	683	697

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
960	960	960	960	960

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2 *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

Response: 0

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 45.83

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The institute is very much concerned about student-centric education. Considering this, the institute organizes various activities from time to time. So far institute has arranged field visits, viz. - visit to the Securities & Exchange Board of India (SEBI) office, Bombay Stock Exchange (BSE) by the commerce department, Similarly, field visits are arranged by Rural Development Department at Krishi Vigdyan Kendra, Dahanu. The historical visits were arranged by the History department. Industrial visits for the self-finance section students such as B.A.F, B.B.I & B.M.S were also arranged. During Corona pandemic period virtual field visits were arranged on subjects like Rural Development farming and various schemes of government for farmers and fishermen. Debates in relevant learning and encourage students to be deep

thinkers.

Brainstorming sessions were encouraged in order to produce a vast array of ideas and draw links between problems and potential solutions. The students prepared presentations on selected topics and presented in the class.

Quizzes and group discussions were organized and the students were encouraged to participate at the College level as well as inter-college level competitions. Webinars on various topics were organized by all departments to help students broaden their skills as well as their understanding of their field of interest. This also allows students to get new knowledge and skills that can supplement or complement their main field of study. To prepare students for practical and Viva examinations, the examination department conducted Online Mock Viva/ Practical exams. To familiarize the learners with the fundamental aspect of Financial Accounting and Financial Management Courses like Financial Management for managers were conducted for PG students. Visual methodology, Google Classroom, Google Meet and Youtube videos were some of the instruments to interact with students. PPTs were prepared by all the faculties to aid in online teaching. Apart from this students were given personal attention. Based on parents' requests some students were taught topics in online mode again. Special attention was given to students whose parents had requested to guide and motivate students as students were depressed and nervous during corona period. Slow learners were motivated to complete their graduation and post-graduation. It was observed that slow learners do well if they are constantly motivated and inspired to do their best in their life.

Three ways to think about the role of teachers in SCL are resources, mentors and guides. On this background, our institution has played important role in accomplishing tasks. Students are given orientation about Library resources. The librarian conducts orientation workshops for students at the beginning of the academic year. Students are given detailed information about books, reference books, Journals etc. Book exhibition is arranged every year to enlighten the minds of students about reading and thereby create a culture of reading. Poor students are given a Book bank facility. In this way, all the students including poor students and slow learners are promoted to excel in the academic field.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 98.62

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
29	29	29	29	29

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2 *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

Response: 8.39

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	1	3	4

File Description	Document
Institution data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

2.5 Evaluation Process & Reform:

The college is permanently affiliated to the University of Mumbai as a religious minority institution. College strictly follows the guidelines and directions issued by Mumbai University regarding evaluation of students from time to time. The undergraduate level first to third year BBI, BMS, BAF follows the Choice Based Credit System (CBCS) of 75: 25 pattern. Here 25 marks evaluation is carried out as internal and 75

marks evaluation carried out as external. At UG level, Sem VI, Students prepare Project of 100 marks which are evaluated by External and Internal Examiners. In the aided sections such as BA and BCOM, Choice Based Credit System (CBCS) of 100 marks pattern is followed except in the subject of Rural Development /Foundation Course/ Communication Skills. At TYBA level, Sem V & VI, students prepare projects for 20 marks. (ATKT- Allowed to Keep Term) system is permitted as per the policy of University of Mumbai.

At post graduate levels i.e. at MA and MCOM sections, CBCS 60: 40 pattern is followed. Here internal evaluation is of 40 marks and external evaluation is of 60 marks. The PG section follows the University guidelines for a robust and fair internal evaluation. At PG level, Sem IV, Students prepare Project of 100 marks which are evaluated by PG recognised teachers of University of Mumbai.

The college informs students about the various policies and notices related to examination through the college website, Morning Assembly display on student's notice board and class wise circulation through WhatsApp groups. The Examination Committee monitors the whole Examination process.

Mechanism of Internal Assessment: Department level

There is complete transparency with regards to examinations. University rules are followed during the conduct of the internal examinations. In the academic year 2020-21 & 2021- 22 due to the pandemic situation, online internal assessments were conducted. The students were allowed to reappear for examinations as per the norms prescribed by the University.

Redressal queries at Departmental level:

The continuous evaluation of students is carried out by faculties in the daily lectures or through the given projects, assignments, class tests etc. The marks are allotted based on their performance and are displayed on the notice board. The student approaches the concerned teacher regarding any grievance. The teacher handles the issue at their level and if the issue is not resolved at that level , the students approaches the Mentor, Head of the Department, Vice Principal, Principal   and gets the grievance resolved.

The students have the facility of requesting Xerox copy of the answer sheets . Also, revaluation process is also available for the students.

The Examination Committee is responsible for effective Planning, implementation and grievance redressal of students for the smooth conduct of Examinations.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 *Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

Response:

Response:

The program outcome gives a comprehensive expectations which can be achieved within said program. Similarly, course outcomes indicates the expectations for a particular course, which eventually has lead to the accomplishment of the pre- defined program outcomes.

The main objective of mentioning the outcome of a course & program is to make the expectations and set the clear priorities so that students become aware about outcome of program and courses before they actually start learning the same. Learning outcomes forms a core part of our college vision, mission and objectives.

Awareness of Teachers about learning outcomes:

At the beginning of the academic year, during the staff meeting the mentors and class teachers are conveyed about the program and course outcomes by Principal .

The college depute teachers for participating in workshops on revised syllabus, seminars, conferences and faculty development programs which are organized by the university and colleges, in order to enrich them on PO's, PSO's and CO's so as to attain the same while teaching in the classes.

Awareness of students about learning outcomes:

After having orientation of learners by the respective subject teachers during lectures, the students are further guided and encouraged to browse the college website which is the first hand source of fulfilment of the learning outcomes defined by the college. The general learning objectives are communicated to students through various means such as college website, Everyday morning assembly , Principal's address to students and during Parents -Teachers Association (PTA) Meetings. Students are made aware of the program outcomes during induction program.

The specific program and course outcomes are communicated to learners in the orientation lectures by their respective mentors and concerned subjects teachers. The same is evaluated through student's feedback mechanism and improvementative action is taken accordingly .

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6.2 *Attainment of POs and COs are evaluated.* **Explain with evidence in a maximum of 500 words**

Response:

The college is associated with the University of Mumbai. We offer undergraduate, post graduate   courses under the faculty of Arts & Commerce. For these Programs, our college follows the curriculum designed by   affiliated University (University of Mumbai)

Following three key indicators are used for measuring the attainment level of learners:

1) Internals / / Assignments / Class tests

2) Projects

3) Publication

Each dept. decides its own method for assessing the attainment level.

Attainment of Course Outcomes

Sr	Programme	Course	Course Objective	Method of Measurement Objective	Attainment of Outcomes
1	FYBA	Foundation Course- I	To enable the students to relate various concepts of contemporary societal challenges increasing urbanization, problems of housing, health and sanitation, Genetically modified crops, increasing crime/ suicides among youth etc.	Projects	The attainment students in 62. 4%.
2	TYBCOM	Computer Applications	CO1: To recommend students with the practical usage and working of MS-Excel and to introduce features advanced MS-Excel CO2: To get introduced to the working of Visual Basic	Practical Examination	The attainment students in 77.35%

			and Graphical User Interface.		
3	SYBMS	PTQM	CO1: Students will gain basic knowledge in total quality management relevant to both manufacturing and service industry	Class Test	The attainment students in 77. 75%.
4	SYBAF	Research Methodology	CO1: The students learn the basic knowledge of research such as - Features & Objectives of research, different types of research, formulation of research problems and how to review the existing literature. CO4: The students get acquainted with the layout of the research report writing.	Class Test	The attainment students in 73.09%.
				Publication	The 11% students are learners published research pa Peer Journal College.

File Description	Document
Upload Additional information	[View Document](#)

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 90.71

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
483	488	433	320	444

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
496	490	446	445	513

File Description	Document
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)*

Response: 1

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The Institution provides a conducive environment for the promotion of innovation, incubation and research. All required facilities are provided and guidance is extended to the students. Students are encouraged to be actively involved in the application of technology for public needs. Various workshops and seminars are conducted on research methodology and intellectual property rights. A workshop on how to write research proposal for MPhil and PhD aspirant students was arranged in the college, between 27th September to 29th September 2021. The total beneficiaries were 160. On 21st July 2020 Department of Library in collaboration with the Marathi and Administration Department arranged a webinar on IPR. Mr. Pralhad Jadhav (Senior Manager, Khaitan & Co.) was invited as a resource person. On 19th April 2022 seminar on Intellectual Property Rights was organized. A total of 35 people participated in this activity.

The college organizes various activities with regard to the ecosystem. Activities such as seminars on entrepreneurship, business ideation presentations and igniting young minds for start-up ideas are organized. The college encourages and facilitates start-up initiatives by the students. The institution has also organizes guest lecture on the importance of micro-entrepreneur with regards to SHG with an objective to induce the importance of micro-entrepreneurs. Webinar on organic farming was organized to motivate the students to acquire knowledge of organic farming from an entrepreneurship point of view.

The institution also organized a virtual practical on agro tourism with the motive of inspiring students for entrepreneurial opportunities in rural areas. Senior staff members of PG section guide students in their semester –IV which is a research projects which made mandatory by the Mumbai University of Mumbai College has arranged three international conferences in the last five years. In collaboration with JJTU international conference was held in March 2019, eighteen teachers and students presented their papers at the conference. The international conference on Vibrant India-Multidisciplinary Approach was arranged on 23rd March 2019 in collaboration with JJTU.

File Description	Document
Upload Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 18

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13	4	1	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.22

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	5	5	21	7

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.59

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	4	3	5	2

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

01-04-2023 04:40:23

The potential outcomes of extension activities those may take place inside or outside the college campus has direct relation to the holistic development of students.

These activities have taken in various forms including volunteer work, service-learning projects and research collaborations. Our extension activities have several outcomes such as:

1) **Enhancing the academic experience:** Extension activities provided opportunities to students to apply what they learn in the classroom to real-world problems. This hands-on experience have deepen students' understanding of course material and enhanced their critical thinking and problem-solving skills.

2) **Building relationships:** Engaging in extension activities have helped students to build relationships with members of the local community including individuals from different backgrounds and cultures. These connections have broaden students' perspectives and enhanced their social skills.

3) **Developing leadership skills:** Extension activities have provided opportunities for students to take on leadership roles and develop their communication, organization, and project management skills.

4) **Fostering civic engagement:** Extension activities has promoted students' engagement in their local communities and encouraged them to become active citizens of the country who work towards positive social change.

5) **Addressing social issues:** Extension activities has contributed to address social issues in local communities such as poverty, inequality and environmental degradation. By engaging with these issues, students have developed a sense of social responsibility and commitment to create positive changes.

In summary, extension activities have a significant impact on students' holistic development by providing opportunities for hands-on learning, building relationships, developing leadership skills, fostering civic engagement and addressing social issues.

As our institution fundamentally believes in nurturing our students with social values and responsibilities by propagating extension activities in the nearby vicinity and involving actively with the community people. These programs helped them to develop social values and knowledge about their responsibilities

towards the community with an objective of creating exemplary citizens.

The institute organized various programs under extension and outreach programs such as:

Shetkari Melava ,Blood donation camps, Pan card drive, Voters Drive, International Aids Day, Law Related to Property and so on.

File Description	Document
Upload Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

- Dr. Subhash Dsouza- Awarded as Innovative Principal by Asia Pacific Excellence 2022
- Asst. Prof. Kavita Almeida- Awarded as Vishwadurga by Vishwabhan Pratishthan (NGO)
- Asst. Prof. Prasad Dabre- Awarded as Maharshtra Level Best College Cooridnator by Career Katta (an initiative of Maharashtra State Higher and Technical Education Dept. & Maharashtra Information Technology Support Center, Maharashtra Govt.
- Asst. Prof. Joana Tuscano- Awarded as Vishwadurga by Vishwabhan Pratishthan (NGO)
- Asst. Prof. Jagdish Sansare- Awarded as Best Teacher at State Level by 'Paryavaran Utkarsh Bahuuddheshiya Sanstha Bharat' (NGO)
- Asst. Prof. Jagdish Sansare- Special Achievement Award by the Governer, Maharashtra State.
- Mr. William Rodrigues- Awarded as "Covid Warrior" for Outstanding dedication and service to the nation and fight against novel Corona Virus in lockdown period by "Mi 24 Taas" (local Marathi newspaper)
- Mr. William Rodrigues- Awarded as "Covid Warrior" by Vasai Virar Mahasamachar (local Hindi Weekly newspaper)
- Mr. William Rodrigues- Awarded as "Covid Warrior" by Janseva Foundation (NGO)
- Mr. William Rodrigues- Gratitude Letter by Maharashtra State Health Organisation for contribution during pandemic.
- Mr. William Rodrigues- Gratitude Letter by Maharashtra State Disaster Relief for contribution during Cyclone.
- Mr. William Rodrigues- Certificate by STOP CRIME ORGANISATION.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3 *Number of extension and outreach programs conducted by the institution through organized*

forums including NSS/NCC with involvement of community during the last five years.

Response: 54

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	02	11	09	17

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Response: 7

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The institution has adequate infrastructure in the form of classroom, benches, computer, LCD projectors, smart boards etc for the curricular and extracurricular activities.

1. Classrooms: The college building is ground plus two RCC structures. The institution has 23 well maintained and ventilated classrooms to conduct the regular lectures. . Out of which 6 classrooms were added on the 2nd floor in the year 2017-18. The carpet size of the classrooms vary between 450 to 1000 sq. ft. The college has more than adequate space per student as per UGC norms.

2. Computer Laboratory/Computer Centre: The institution has designated a computer lab for curriculum practical sessions. There are 21 machines in the computer lab along with one printer, one LCD projector and two air condition machines. All the machines are maintained by annual AMC.

3. Examination facilities: The examination office has one computer along with an internet facility. One printer, two cyclostyle machines are allocated for printing of online sent university question papers during the examination.

4. ICT facilities: There are 6 LCD projectors and 3 smart boards available in the college and used for teaching learning. Two laptops are available to the teachers to used as and when required. All systems are at present connected to 25 Mbps broadband Internet through LAN connections. Apart from this, there is a Biometric system utilized for keeping the attendance record of the staff members. For the protection, safety and security as well as for disciplinary purposes, the premises is kept under more than 36 CCTV surveillance cameras.

5. Auditorium: College has two auditoriums. One which is open and located on the ground floor. It is mainly used for morning assembly of the students. Area of this auditorium is about 3000 Sq. Ft. including a fixed stage. Second auditorium is located on the first floor. The total carpet area of this auditorium is 2916 sq. ft. with seating capacity of about 500 chairs.

6. Gymkhana: College gymkhana is located in an extension building near the main building. The total area of the gymkhana is about 2100 sq.ft. There are well equipped facilities for indoor games like chess, carom, table tennis, snooker etc. The college has appointed an attendant to look after and supervise the indoor games. The college sports committee keeps coordination with indoor game attendants.

7. Play-ground : The college has an open playground which is utilised for outdoor games viz. kabaddi, kho-kho, cricket, volleyball, etc. Further, in order to promote the sports and cultural activities student representatives are also appointed.

8. The other facilities:

- Principal's cabin
- Administration room
- Staff room
- Counselling room
- NSS room
- Girl's common room facilitate with sanitary pad vending machine
- Ramp for physically challenged students
- Portable drinking water
- Canteen -available to students & staff from 9.00 am to 3.00 pm
- Fire extinguishers
- Suggestion box
- Washroom facility for girls & boys

File Description	Document
Upload Additional information	[View Document](#)

4.1.2 *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

Response: 15.49

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
1.14	1.52	24.08	7.44	9.49

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1 *Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

Response:

The library is the integral part of an educational institute. Our college library is common for Arts, Commerce, and self-finance students of undergraduate and postgraduate sections. Library is also frequently used by the teaching and non-teaching staff for the academic and non-academic references. The college library is partially air-conditioned with a wi-fi facility for students and staff. The total carpet area of the library is about 2690 sq. ft. and has a compartment as library counter, librarian cabin, book shelves, computer section, reading section for students, newspaper section and research section. The total seating capacity of the library is approximately 120 students.

The various regular activities of the library such as data entry, issue and return and renewal of books, reader's details etc. are done through the Library management software.The library progression is upgraded as follows:

Year	LMS	
2017-18	Biyani technology basic version	
2018-19	Zinan technology LMS software	
2019-20	Zinan technology LMS software	
2020-21	Zinan technology Ezeecom Ver: 1.0 LMS	
2021-22	Zinan technology Ezeecom Ver: 1.0 LMS and OPA version	

The library resources are gradually strengthened. The library provides easy access and immediate reference at the departmental/subject level. College has a book collection of more than 17000 textbooks and reference books and 50 CD's & DVD's. The library collection includes regular textbooks, reference books, dictionaries, encyclopaedias, competitive examination books, general books etc. The college library also provides national, regional and local 12 newspapers out of which four are in the English language, one is in Hindi and the rest are in Marathi language. The library maintains separate registers for the students and the staff members to get details of the foot fall. The library also provides the Book bank facility to poor and needy students.

The college has a subscription to N-list. The library has access to e-journals and e-books of the various disciplines. All the staff and students have access to e-resources available under N-List subscribed by the

college. To access the e-resources college has 5 computer machines with the internet.

The Research and Development room in the library helps the staff to carry out their research work in a peaceful environment. It helps to boost the research culture in the college.

The library support is provided by a librarian along with two library attendants. The college library has 7 computers which consist of 5 machines with internet facilities which are accessible to all students. Students use these computers for preparing their projects, practicals and collecting additional information about several topics. The College library has 2 machines for library staff for recording their day-to-day transaction of books as well as new books.

The future plan of the library includes upgradation to a new version of LMS i.e Ezeecom Ver: 1.0 and web OPAC for smooth working of library process.

Thus the library has played an important role in promoting reading culture amongst students and research culture among staff.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

The college always gives the highest priority to keep up with the latest trends in information technology that are coming into the academic arena. It always strived to maintain the state of the computer laboratories and other ICT facilities in the campus. There are 6 LCD projectors and 3 smart boards available in the college and used for teaching learning. Two laptops are available to the teachers to used as and when required.

College is efficient in apprising the IT facilities from time to time. The institution has designated a computer lab for curriculum practical sessions. There are 39 Computers available in the institution out of which 21 machines are in the computer lab along with one printer. In addition, the college library has 7 computers which consist of 5 machines with internet facilities which are accessible to all students. Students use these computers for preparing their projects, practicals and collecting additional information about several topics. The College library has 2 machines for library staff for recording their day-to-day transactions of books.

The IQAC departmentent has one computer and printer with internet facilities. There are 9 machines in the college office along with 8 printers out of which one is a network connected printer. Office staff use their computers for different administration work related to university such as enrollment, admission,

examination, and joint director office related work like salary bills. Office is equipped with tally software for accounting work. College has license copies of MS-Office, antivirus and Tally. The campus is connected with the Local Area Network.

Year	No of computer added	Total
2017-18	-	29 + 2 Laptop
2018-19	4 +3 (LED monitor)	33 + 2 Laptop
2019-20	6	39 + 2 Laptop
2020-21	-	39 + 2 Laptop
2021-22	-	39 + 2 Laptop

All systems are at present connected to 25 Mbps broadband Internet through LAN connections. The Wi-Fi facility in the campus makes accessing online materials easier. the progression of wi-fi facility in the campus is as follows:

Year	Available bandwidth
2017-18	8 mbps
2018-19	10 mbps
2019-20	10 mbps
2020-21	15 mbps
2021-22	25 mbps

The Examination Department has one computer along with an internet facility and one printer and one cyclostyle machine for downloading and printing university question papers during the exam period.The exam department has outsourced the market sheet and report generation work to Chrislyn Software since 2017-18. The examination department conducted the third-year university level & PG examinations online exams through Dextro App by outsourcing Bitblue Technologies Pvt. Ltd from 2019-20 to 2021-22. College hired a Google Workspace for Education Fundamentals. During the pandemic zoom platform was activated for online activities like seminars, lectures and meetings. Results were declared on the college website. For the processing of examination's result work the college uses software, namely from Chryslin or Zinaan.

The college events, webinars and activities are broadcasted through its own registered YouTube channel.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 51.12

4.3.2.1 **Number of computers available for students usage during the latest completed academic**

year:

Response: 26

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 4.73

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
3.00	4.03	2.34	2.09	1.86

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

Response: 10.3

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
93	75	199	155	219

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2 *Following capacity development and skills enhancement activities are organised for improving students' capability*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 40.18

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
680	1179	336	214	481

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

> 1.**Implementation of guidelines of statutory/regulatory bodies**
> 2.**Organisation wide awareness and undertakings on policies with zero tolerance**
> 3.**Mechanisms for submission of online/offline students' grievances**
> 4.**Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	**View Document**
Proof related to Mechanisms for submission of online/offline students' grievances	**View Document**
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	**View Document**

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 4.8

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	7	1	0	3

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
57	34	42	42	96

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File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2 *Percentage of students qualifying in state/national/ international level examinations during the last five years*

Response: 2.71

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	3	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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 last five years

Response: 7

5.3.1.1 *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 wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	3	3

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 225.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
367	0	332	347	82

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of

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the institution through financial and/or other support services

Response:

Alumni Registration in Process.

File Description	Document
Upload Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

The vision and mission of the institution are to make education available to all students coming from poor financial backgrounds and various shortcomings. Students were provided with smartphones to fulfil the need of the hour and keep their online education going on. In providing value-based education to students to enable them to face global challenges in fulfilling this vision counselling and support to the students of parents who expired in the Covid pandemic was done by all the teachers. Assembly is conducted every morning which imbibes value education in our students.

The activities organized by the DLLE/NSS unit of the institution conduct activities such as the NSS camp, and skit competition for the Udaan festival which enables the students to cultivate leadership skills and helps in the sustained institutional growth of the institution. Institutions strive in every way to reach their stakeholders. Teachers contributed to fulfilling the vision by funding the fees of students, whose parents had lost their jobs in the pandemic and were struggling to continue with their education. Poor students were given the facility to take admission merely by paying Rs 500. Teachers through their network also managed to obtain donations to pay the fees of students who were adversely affected by covid pandemic. PPTs and notes were also provided to the students who could not attend their lectures regularly.

In a quest to achieve academic excellence and monitor students' academic performance, the college conducts internal and external exams twice a year along with additional ATKT exams as well, as per the schedule given for it. The institution has also planned to start new professional courses in order to cater to the varied needs and trends of the education field. To further fulfil the long-term plans of the institution, a strong IQAC cell is in place. All the major decisions of the college are routed through IQAC. Regular meetings and follow up of the same are undertaken. The college follows open access and admission is granted through a normal tertiary process of direct entry based on merit. The college complies with all the guidelines given by the University of Mumbai relating to the admission process. To fulfil its short-term plan, the college encourages lifelong learning among its students. The college has a scholarship committee that is responsible for reviewing all scholarship applications and selecting this scholarship recipient for scholarship awards as per the prescribed practice and procedure. To identify and monitor purchase requirements made by the staff, stock verification and all the purchase decisions are taken as per the rules prescribed by various authorities and practices prescribed per the purchase committee. PTA and CDC meetings are regularly conducted as part of the participative management practice of the institution. The college follows a decentralization strategy, in this regard to fulfil its objectives various committees are formed as per the expertise and knowledge which enables the institution in reaching to its goal.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

The strategic plan is prepared by taking into consideration the student's needs, vision, mission, and objectives of the institution. As per the policies and plan strategies and budgets are prepared annually. Effective collaboration with various industries and organizations is made for better networking and enhancement of skills and expertise. The staff are recruited through invited applications and proper interview procedures as per policy and guidelines. Various measures are taken to improve the library, ICT and physical infrastructure. A new library extension and newly updated classrooms were constructed on the second floor of the building. The principal being the head of the institution provides a strategic direction for institutional development. All the procedures are standardized assessing teaching and non-teaching staff's performance and students' progress. As a part of its long-term plan, and to evaluate students' academic progress, the institution adheres to all the guidelines prescribed by the UGC and as per the exam policy which is aligned with the same. The IQAC coordinator disseminates information on various quality parameters of higher education for the quality improvement of the institution. As per the quality enhancement policy, the need and demands of the staff and students, IQAC organises various programs throughout the year. A strong IQAC cell and a sound policy have been established. In this context, the IQAC team keeps all required documentation of the programmes conducted in college. The head of the departments, and coordinator, in charge of associations, ensure the fulfilment of the academic calendar provided by the university. Under the supervision of the office superintendent administration work is carried out in the various sections as per the guidelines from the authorities. Appointments are made as per guidelines given by UGC, the Maharashtra government & the Joint Director of higher education. After the advertisement of the posts to get filled up in newspapers, scrutiny of applications takes place. The selection panel to conduct interviews consists of subject experts and representatives of various fields. The principal is appointed as per UGC and state government guidelines. Teachers are appointed and made permanent through the proper selection committee and approval is received from the University of Mumbai. All the stakeholders ensure the smooth functioning of day-to-day activities under the direct supervision of the principal.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 *Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution monitors the performance of the staff through IQAC. At the end of the academic year, all the teachers submit their performance appraisal forms to the IQAC along with supporting documents. The performance of teachers is appraised based on attendance, innovative teaching methods, active participation/organisation in various curricular and extracurricular activities, and participation in seminars, conferences and publications.   Assessment of faculty's performance reviewed by IQAC and the Principal. The principal and IQAC team make consistent efforts to inspire and consolidate the strengths of the teachers. Necessary recommendations are given to the concerned staff whenever required. Methods of API, and CAS are also executed for the aided staff as per UGC guidelines. Non-teaching staff procedures

for promotions were duly carried out.

Various welfare measures were adopted throughout the year for the teaching, and non-teaching staff. Some of the important are as Provision of a Provident fund, Sponsoring to participate Conferences, carrier advancement courses, availability of laptops for teaching, annual staff picnic, staff enrichment & motivational programs, felicitation of faculty members for their academic achievements, exclusive arrangement of research rooms in the library with all the facilities, uniform and washing allowance to the support staff, Mediclaim policies for non-teaching staff, provision of maternity and paternity leave, celebrations of various days including teachers day, Proper furniture, tea club, birthday celebrations etc. all these facilities result in high morale, involvement and participation of staff. For the benefit of employees, management has also made a provision of gratuity amount in the annual budget for self-finance employees.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 27.97

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
18	0	4	18	0

File Description	Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3 *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

Response: 23.42

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	24	21	2	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	16	16	16	16

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

1. Strategies for Mobilizaton

Effective management of resources is an important task for maintaining and improving the facilities available in the institution.

The information about the availability of the resources and making it available at the right time for the activities plays a crucial role in managing the costs & smooth execution of the development activities. The

fee structure as per the university guidelines is prevails in the College and expenses are made under each head. Faculties donated funds and also collected donations through their network to provide financial assistance to financially weak students.

2. Optimal utilization

To keep systematic control all the expenditures are continuously assessed for any clerical errors by the internal check mechanisms and effective internal control system.

As per the budget requirement, all department funds are allocated and expenditure on activities is checked by the accountant, office superintendent and Principal. The funds, grants, and financial donations received are utilized in the best possible manner to serve the purpose. The quotations are received by the office selecting the lowest one so as to be cost-effective. As per the requirement, the Indent form is filled by the concerned department and submitted to the office for further processing. All the expenses are duly tracked and precautions are taken to protect it against cyberattacks, ransomware data security issues etc. The audited statements are then submitted to Governing body after undergoing thorough verification. Management periodically reviews the financial performance of the institution to assess whether the resolutions affecting accounts have duly complied with the decisions regards to the operation of bank accounts and sanctioning of expenditures. The effective and efficient use of financial resources is monitored by office bearers.

3. Regular Financial Audits.

The college receives donations for the various activities conducted for social upliftment namely blood donation, conferences etc. quotations are given to those firms who wish to contribute under the CSR banner. Such funds are utilised for the same purposes for which the funds are received.

The financial accounts are regularly audited by a Statutory auditor. The recurring expenses and capital expenditures are projected to be within the estimated budget. In this regard, Internal and external auditors have been appointed by the Parent body. The institutional accounts are audited regularly by both Internal and Statutory audits. Later the audited reports and accounts are discussed with the college development committee.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental

improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) is an important body within educational institutions that focuses on the continuous improvement of quality in various activities. Its primary objective is to ensure that the institution follows a systematic and structured approach to quality enhancement and sustenance. The IQAC plays a vital role in the institutionalization of quality assurance strategies and processes.

One of the primary responsibilities of the IQAC is to review the teaching-learning process of the institution. This includes analyzing the methodologies and structures used in delivering the curriculum and assessing their effectiveness in achieving the desired learning outcomes. The IQAC ensures that the teaching-learning process is continuously improved to meet the changing needs of the students and the industry.

The IQAC also reviews the operations of the institution at periodic intervals to ensure that they are functioning efficiently and effectively. This includes assessing the administrative and support services provided by the institution and making recommendations for improvement where necessary. The IQAC ensures that the various activities within the institution are aligned with the vision and mission of the institution.

The IQAC is responsible for monitoring and recording the incremental improvement in various activities within the institution. This includes analyzing the learning outcomes of the students and identifying areas where improvements can be made. The IQAC ensures that the improvements made are sustainable and lead to long-term benefits for the institution.

In conclusion, the IQAC plays a crucial role in institutionalizing quality assurance strategies and processes within educational institutions. Its continuous monitoring and review of various activities within the institution ensure that the institution remains relevant and responsive to the changing needs of the students and the industry.

File Description	Document
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

   1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives**

identified and implemented

2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

Response:

Institute has been insightful and proactive in dealing with the issues and concerns pertaining to Gender Equity and Sensitization in the following Programs: B.A., B.Com., B.M.S, B.A.F, B.B.I., M.A., M.COM. Gender issues are discussed as a part of the teaching-learning process of various course contents. Apart from this, the Extension activities like- NSS, Mentor-Mentee interaction, Anti-Ragging Cell, Grievance Redressal Cell, Women Development Cell, etc provide a vibrant platform to conduct awareness campaigns, lectures, rallies and interactive sessions to address various concerns. The college is a co-education institute having more than 40% of girls students admitted to various programmes. The college is concerned towards the gender equality of its students. As part of the implementation of gender equality various facilities are available for girl students such as – a girls' common room, personal counselling and health awareness campaigns. Concerns regarding security and safety are addressed by the college through different sources such as CCTV cameras, the appointment of female peons, awareness amongst girls and boys students and the Internal Complaints Committee. Institute does not keep these activities confined to college but also organises rallies and street- plays to create awareness amongst stakeholders.

Considering the existence of a deep-rooted patriarchal system in society college has taken initiative to arrange various activities to create awareness among the students.

Sr. No	Name	Participants	Beneficiaries	Venue
1	Mulgi Zali Ho	10	60	**Dandekar Palghar**
2	Chala aakashatil tare vechu yaa	10	460	**Vartak Colleg**
3	Aare la Kaa re	10	280	**St.Joseph Col**
4	Ata nahi tadzoad ata fakt toadfod	10	320	**Nallasopara I**
5	Dashing Sakhi	10	340	**Nallasopara V**

Undergraduate students undertake field projects related to the Status of Women in Society (SWS) through their DLLE department (340). Students prepared posters on Dowry, Domestic Violence, Women Trafficking, violence against women in the workplace, and social violence against women. In the subject of the foundation course students (280) prepared a project on Gender Issues.

During the Corona period college has organised webinars (12)

Details about webinars (some samples)

Sr. No	Topic	Resource person	Beneficiar
1	Developing Health and Hygine: Key to Successful Women	Ms.Ujjwal Vijapure, Activist	35
2	Carrying To Caring https://youtu.be/wAKAbViM-Oc	Dr.Jenevia Tuscano (Pediatrician)	60
3	Sadhuya Manashi Samvad https://www.youtube.com/watch?v=ZwqNRPN_SjM	Ms.Pallavi Sonavane (Counsellor & Psychologist)	90
4	Question Casket on "Make Your Tough Days Easy"	Dr.Neeta Muntode (Consulting Gynaecologist)	70

  The college ensures that through the curriculum, gender sensitisation, human values, and professional ethics are inculcated among students and female staff. All second-year undergraduate classes take a course in the promotion of gender equity. There exists a favourable and healthy environment on the college premises.

There is a counselling room on the ground floor for addressing the issues raised by girl students. Vice-Principal Dr. Subhash D'souza regularly addresses the students regarding the discipline, code of conduct and how to respect the girls.

File Description	Document
Upload Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

To encourage an inclusive environment towards cultural, regional, linguistic, communal socio-economic and other diversities college conducts various programmes. The NSS, DLLE and cultural sections play a leading role in conducting various activities towards an inclusive environment. Various completions such as poster making, slogan writing, street plays, poetry writing etc. focus on the theme of an inclusive environment. Following is the list of programs conducted by various organisations in the current academic

year to promote an inclusive environment on the college premises and in society.

Details about Activities tolerance and harmony towards cultural, regional, linguistic, and communal socioeconomic (some samples)

Sr. No	Name of the Activity	Criteria	Beneficiaries	
1	E-Poster making	Social	24	
2	Webinar On Gandhian Philosophy	Social	78	
3	National Unity Day	Patriotic	123	
4	World Human Rights Day	Rights	132	
5	Aids Awareness Rally	Social	146	
6	Webinar on Minority Rights	Religious	92	
7	National Youth Day	Values and Duties	79	
8	National Voter Day	Duties and Rights	148	
9	Seminar on Law Related Property (Resource persons Judge Sudhir Deshpande, Judge Y.A. Jadhav and Judge Musale)	Social	330	
10	World Human Rights Day (Resource person Adv. Mitali Churi)	Duties and Rights	123	
11	Seminar on Indian Constitution and Youth (Resource person Mr. Shashikant Sonawane	Responsibilities of citizens	230	
12	National Yoga Day	Social Health	56	
13	Women's day	Gender Equity	158	
14	Men's Day	Gender Equity	55	
15	Christmas Celebration https://youtu.be/N1xWE24bxDA	Communal Harmony	980	
16	Diwali Celebration https://youtu.be/XGaHXDmW7Rw	Communal Harmony	960	
17	Hindi Pakhwada	Linguistic Harmony	58	
18	Marathi Bhasha Samvardhan Pandharwada	Linguistic Harmony	160	
19	Boli Bhasha Din	Linguistic Harmony	70	
20	Marathi Bhasha Din	Linguistic Harmony	145	
21	Sadhuya Manashi Samvad	Communal Harmony	890	

https://www.youtube.com/watch?v=ZwqNRPN_SjM

The institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

This establishes positive interaction among people of different racial and cultural backgrounds. The college being Christian Minority still gives equal importance to all religions. In Padarwada Dindi along with Dnyaneshwari, the Holy book of Catholics (BIBLE) is also kept establishing religious Diversity and Secularism. College Also organised 'Bolibhasha Din' and Marathi Bhasha Din. Women's Day though Celebrated internationally and Our College also celebrates Men's Day on the occasion of St.Joseph Feast Day. This spreads the communal message of Gender Equality.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

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

Response:

Title of the Practice

Marathi Bhasha Samvhardhan Pandharwada (Conservation of Marathi Language)

https://www.youtube.com/watch?v=hAp-UkWzli4

Objectives of the Practice

To do awareness and conserve the Marathi language.

To introduce the importance of the Marathi language to non-Marathi-speaking students.

To glorify the Marathi language.

To enhance the sweetness of the Marathi language.

The Context

Since 2015 under the leadership of the Dept. of Marathi, the college has organized Marathi Bhasha Samvhardhan Pandharwada (Conservation of Marathi Language) to inculcate the significance of Marathi among the young generation.

List of the Activities (Some samples)

Sr. no	Name of the Topic	Resource person	Beneficiaries
1	The sweetness of Marathi Language	Mr. Sanjay Jagtap Joint Director, Higher Education, Panvel region	450
2	Marathi in Russia	Dr. Kalyani Masade (Russia), Anchor. Writer, Medical practitioner	130
3	*Satasamudrapalikadil Marathiche Bhakta*	Tanuja Pradhan (America), Writer	126
4	*Satasamudrapalikadil Marathiche Bhakta*	Srirang Kelkar (Singapore), Writer	118
5	*Ameriket Marathiche Sthan*	Nilesh Malvankar (America), Writer	112
6	*Wari Marathichi*	Sunil Holkar, (Cine- Artist)	450
7	*Mahila Rangalya Kavyat*	Pranita Bilolikar (Zharkhand), Manisha Patil (Kerala)	148

The Practice

National & international speakers addressed & motivated the students regarding the sweetness of the Marathi language. Speakers explained the importance of the Marathi language. All the well-known personalities nicely explained the role of the Marathi language in our day-to-day life. All Marathi lover speakers expressed the glorification of Marathi. They elaborate on the beautification of Marathi with many success stories.

Evidence of Success

This program had been participated in & enjoyed by all stakeholders specially Non-Maharastriyans.

Admission for Marathi Literature continuously has increased in the last two years.

Every year the graph of participation increase from other than the Marathi Department.

Notes

Melcina Tuscano from a commerce background started to compose poems & write articles on different topics in Marathi. Now she is a well-known poetess.

Rakul Mambuli, Ajay Shukla, and Umesh Gupta these Non-Maharastriyan students played roles in Marathi Drama.

Many students realized that the Marathi language is not the down-market language.

2. Title of the Practice

Shetkari Melava **(Annual Native Farmer's Meet)**

Objectives of the Practice

Experts from KVK (Kosbad, Dahanu) and Officials from Vasai Panchayat Samittee were invited to do awareness among the farmers.

To understand the problems of the farmers from different villages of Vasai Taluka and to guide them about various problems faced by farmers.

To provide valuable information about various Government schemes to the farmers in the vicinity.

The Context

For the last 10 years, the Dept. of Rural Development has taken initiatives to organize *Shetkari Melava* **(Annual Native Farmer's Meet).** All the Departments are actively involved in organizing this meeting and contribute towards the resounding success.

Sr. no	Name of the Topic	Resource person	Beneficiaries
1	Types of soil and utilization of fertilizer	Mr. Pankaj Pardesi, Nasik KVK	120
2	Clay Testing and Organic Farming	Mr. Vilas Jadhav, KVK, Kosbad	90
3	Innovative ideas in farming	Subhash Bhatte, Ideal farmer	109
4	Regional Schemes for Satpala	J.M. Gavit, Official, Vasai Panchayat	113
5	Schemes for Agriculture	Aditya Raul, Official, Vasai Panchayat	105
6	Govt. of Mharashtra's Schemes for Vasai Taluka	G.V. Gaykar, Official, Vasai Panchayat	98

The Practice

This *Shetkari Melava* (Annual Native Farmer's Meet) is totally free of cost. The college has provided all types of hospitality as this program is run for 3 to 4 hrs. Experts from the agricultural sector covered various aspects. At the end of the Annual Farmer's Meet Open Forum was arranged. In this open

discussion, farmers actively participated.

Evidence of Success

The farmers recognised the importance of organic farming.

The farmer's avail of various government schemes.

The students started to take participation in the discussion regarding farming.

Mr. Bhushan Mhatre, an ex-student (2003) of St. Joseph College, who farms in a Polyhouse Orchet farming, was felicitated in the Shetkari Melava. The Governing Body of Dnyandeep Mandal is always keen to organize farmers' meets

Problems Encountered and Resources Required Since the program was conducted online due to the pandemic situation, the farmers were unaware of the procedure for using zoom and google meet online platforms. This was the first time Shetkari Melava was conducted via online mode. They were not having android phones; which affected the number of attendees. However, the students helped the farmers to get connected via their own android phones. The farmers shared the contact number of the resource persons to solve their queries.

Evidence of Success

The farmers got knowledge about the various chemical fertilizer used for different types of crops. The farmers shared the contact numbers of resource

persons to solve their further queries. Every year more no of farmers are participating in this event

Notes (Optional)

The farmers were very happy and satisfied with this program, and they also spread the positive word in the nearby vicinity area about the success of this event.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

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7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

St. Joseph College of Arts and Commerce was established by Dnyandeep Mandal in 1995. The college is located in the educationally and economically backward coastal part of the Palghar district. The college was established in response to the dire needs of the young generation of peasants, landless workers, fisherman community, and poor and downtrodden inhabitants of the region, who instead of academic brilliance had less opportunity for higher education. In the absence of higher education institutes in the vicinity, students had to travel by train to reach colleges in Mumbai city and suburban. Students used to face challenges such as hectic daily schedules, and time-consuming travel in the crowded local trains which paved the path for the need for higher education Institutes in this area. The travelling and educational expenditures added more financial burden on the families of this community. To tackle this challenge, Dnyandeep Mandal had taken initiative to provide higher education 28 years back through St Joseph College of Arts & Commerce. The college fulfils its mission of creating an educational environment for the development of such people under the scholarly guidance of the pioneers, Dnyandeep Mandal Uttar Vasai, Principal, Teaching and Nonteaching staff.

 The distinctiveness of the institution lies in the "Socio-economic upliftment of first-generation learners and Women Empowerment through Quality Education. We reach out to the community to convince the parents to send their wards to college instead of engaging children in traditional businesses such as fishing and farming. Due to a lack of awareness of education and the poverty of families, children were indirectly forced to do traditional jobs instead of going for higher education. Considering their financial background, we provided admission to such students with minimum fees.

During the pandemic situation, the college premises was used as a corona quarantine centre (400 people for isolation) and for a vaccination drive. (https://sjcollege.in/wpcontent/uploads/2023/03/Instituional-distinctivness-Govt.-apperication.pdf)

This initiative of the college was duly acknowledged and appreciated by the Deputy Regional Officer on behalf of Maharashtra State Govt. During natural disasters like 'The Taukatae cyclone' college premises were utilised as a shelter for SDRF (State Disaster Response Force) commandos and the people hit by the cyclone from 1st June 2020 to 4th June 2020. During the Corona period, we facilitated students to take admission with the first instalment of Rs 500 /-. As the fishing community was adversely affected during the pandemic situation, the college has taken initiative to counselling of these students and their parents. Most of the students coming from this area have inferiority complexes and low self-image. Our teachers have inspired them to overcome these negative feelings and face the challenges of life through personal contact students were motivated to take admission in St. Joseph College and complete their higher education. We provide them book bank facility. We also encourage students to take the advantage of government and non-government scholarships. The teacher mentors motivate them in their studies as well as to participate in various co-curricular activities. More attention is given to the performance of slow learners and weak students. The tremendous growth and development of the college in the last 28 years is the result of a noble and shining vision to develop this backward region through education based on human values, social responsibility and patriotism.

To develop and create an interest in teaching our faculty deliver regular lectures in three languages that is Marathi (State language), Hindi (National language) & English (International language). It creates a keen interest in the learning process. The girl students from the fishermen's community participated in a Skit named- "Chala Narayan astrala sharan jauya" which received appreciation and recognition at International Level. The main highlight of this event was communal harmony. Students from the fishermen's community and started working in top-level corporates like HDFC bank, Bassein Catholic Bank etc. One of our alumni Milind Nakhu is working Branch Manager at the Virar Branch. Right now he is also elected as Vice President of Dnyandeep Mandal. He helped many students by providing jobs in the HDFC bank such as Kesar Thakur, Benjamin, James Lily, and Chatfield Gawdya. Such students have become instruments and played a vital role in providing jobs to other students from the same community thus, by creating compounding effects. Students also achieved the highest degree in academics like Ph.D., NET/ SET. Students from the first generation of this community like Dr. Gatting Koli now working as Asst. Prof. in the reputed college.

The vibrant IQAC, Alumni, PTA and exemplary work done by the various committees bring the College to the forefront in various fields and materialise the concept of holistic development of the individuals. The performance of our students in examinations is exceptional in spite of the fact that the majority of them have a rural background. The secret of success is due to the remedial teaching which is undertaken to cater to the needs of slow learners. Mentoring has also helped the students to get rid of academic and stress-related problems.

The College has emerged strong in its pursuit of quality assurance to make this Institution a Centre for Excellence in line with the College Vision. Our faculty members are committed to the mission of our College – "To dedicate its energies to be responsive to the needs of an ever-changing society by promoting excellence in academics and art".

'Our Institution promises to act as a catalyst to bring about a positive change in the minds of stakeholders for the upliftment of mankind and safety of environment.'

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The college focuses revamping of all aspects of the education structure, including its regulation and governance, to create a new system embed the ambitious New Education Policy 2020 in its daily operations in near future. The NEP embraces Access, Equity, Quality and Accountability as the four pillars of Education system.

Concluding Remarks :

Conclusion

The Vision of our founders is reflected in the management policies who believes that service to mankind by providing quality education. The institution is served by the faculty who are competent, dedicated and motivated to take on any additional responsibility for the sake of their students and the institution that they serve.

The college aspires to emerge as an institution making significant contributions to society – locally, nationally, and internationally. We are envisaging to extend the boundaries of knowledge, transforming the academic experience, and creating solutions through innovative teaching, learning and research.

While paving its path for this NAAC process the college has found that the activities conducted are in line with its commitment to impart quality education to the students who are the main stakeholders on this institution. It enables overall personality development, positive attitude, professional competencies and ethical values in the students in the past 5 academic years.

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