



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**ALDEL EDUCATION TRUST'S ST. JOHN COLLEGE OF
HUMANITIES AND SCIENCES**

ST. JOHN TECHNICAL CAMPUS, VEVOOR, MANOR ROAD, PALGHAR (EAST)

401404

www.sjchs.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1.1 Introduction

Aldel Education Trust's St. John College of Humanities and Sciences is an esteemed institute situated at Palghar (East), Palghar District 401404, Maharashtra. In-order to provide quality education to the students in the remote areas, the college was established in the year 2011 and affiliated to the University of Mumbai. The college has comparatively the best infrastructure facilities.

The journey of the college began with an under-graduate programme i.e., B.Sc. (Hospitality Studies), with an intake capacity of 60 students in the academic year 2011-12. Currently, i.e., academic year 2022-23, 1418 students are pursuing under-graduation for ten programmes under the faculties of arts, commerce and science.

The management of the college is committed to upgrade infrastructure to meet the growing demands of quality education. Teachers of the college are also encouraged to hone their skills and update domain knowledge, organize activities in-order to enhance teaching-learning experience and holistic development of the students.

Vision

The vision and mission statements of the college are as per the following:

VISION

To be a premier Institution providing transformative and holistic education to create leaders/innovators in the service of Society

Mission

MISSION

- To provide quality infrastructure for learning, research and recreational activities for holistic development of students
- To encourage competence of the students in academics and extracurricular activities through multidisciplinary studies and industry relevant skill based training programmes
- To empower the students to excel in their profession through technical and entrepreneurial activities and contribute to society
- To inculcate value education, discipline and dedication in students for their overall development

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength

- Supportive Management, committed to provide quality education.
- Optimum use of ICT tools like MIS, G-Suite and Mail Server for effective teaching learning and administration.
- Appealing and pollution free, adequate infrastructure for overall development of learners.
- Automated library with various books, journals and periodicals. Adequately equipped laboratories, airy, well ventilated classrooms. Furnished computer lab with internet facilities.
- Feedback on curriculum has been collected systematically from students.
- Qualified, experienced and dedicated faculty.
- Opportunities made available for students to display their skills, talents in sports and extracurricular activities beyond academics through NSS, Cultural Association, Literary Club.

Institutional Weakness

Weakness

- Curriculum rigidity because the institute is not autonomous.
- Inadequate research culture and consultancy.
- Contribution of the alumni association is very low.
- No post graduate programmes.

Institutional Opportunity

Opportunity

- Establish academia-industry linkages for internships, placements.
- Strong alumni contribution and involvement.
- Offer multidisciplinary add on value added, skill based certificate courses.
- Offer post graduate programmes.
- Apply for autonomous status.

Institutional Challenge

Challenges

- To retain qualified staff.
- To increase funding-based research projects.
- To bring rural, economically and socially backward students to main education.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1.2 Criteria Wise Summary

1. Curriculum Aspects

For effective implementation of the curriculum, the college prepares an academic calendar in the beginning of the academic year in accordance with the academic calendar of the University of Mumbai. Distribution of workload and preparation of the time table is done and accordingly teachers do prepare lesson plans. All classes are informed and provided with individual class time tables. Attendance taken in the class by the concerned teacher is entered in the Management Information System i.e. MIS on the same day, students can also check the status of their attendance. Examinations are conducted by the college as prescribed by the University of Mumbai and college ensures to adhere to the academic calendar to conduct the exams. Exam time table is displayed on the college notice board as well as put up on the college website. Formative assessment is done through assignments, presentations, project work. Summative assessment is done at the end of the semester exam. Students' feedback about teachers is collected regularly and accordingly measures are taken to improve the teaching-learning environment.

The college has a NSS Unit, Women Development Cell, Internal Complaint Committee, Anti Ragging Cell, Cultural Committee, Students Grievance Committee. This ensures that the campus is free from unhealthy practices. Various events, activities are conducted to inculcate ethics, gender sensitization, and a life-long learning attitude amongst the students.

Teaching-learning and Evaluation

1. Teaching-Learning and Evaluation

Students from wide-geographical distance and different social, economic, educational backgrounds do take admission in the college. Being a minority institute, the college follows the rules applicable to a minority college for the first year admissions.

Student centric teaching pedagogy such as participative learning, problem solving, group presentation-discussion, quiz contests are used to enhance learning experience. Remedial coaching is provided to academically weak students. To inculcate research culture, students are provided guidance by teachers to participate in workshops, seminars, conferences and do poster and research paper presentations.

The examination committee follows rules and regulations of the University of Mumbai right from informing students about paper pattern and teachers about setting of question papers, conducting exams, evaluation, rechecking, revaluation, photocopy and declaration of results. Grievances related to the examination are resolved on time.

Qualified, experienced, efficient, energetic and young teachers are the strength of the institute. They keep on upgrading their skills, adapt new technologies and innovative teaching methods to engage students to enhance their learning experience. Apart from chalk and talk, blended teaching, curriculum oriented activities are conducted by teachers to enrich curriculum effectively.

Research, Innovations and Extension

1. Research, Innovations and Extension:

The Research Cell of the college aims to escalate the research culture and foster critical thinking with hands-on experience. The learners and faculty are provided a favourable and conducive environment by availing them duty leaves to attend conferences, seminars and Faculty Development Programmes (FDPs) and also reimburse the expenses incurred. There are 6 faculty pursuing their Ph.Ds. The faculty have published research papers in reputed and UGC care listed journals with ISSN/ Impact Factor at various national and international conferences/ seminars / workshops and proceeding with ISSN and ISBN.

The NSS, Women Development Cell, DLLE and Literary Club has been working effortlessly, conducting various campaigns, programmes, seminars, competitions and guest lectures pertaining to social issues and sensitising students on social and environmental issues. The college through NSS has adopted Dasturipada (A tribal village). The college has partnered with educational institutions and other corporate bodies through a Memorandum of Understanding for knowledge sharing and to help students in their career growth.

Infrastructure and Learning Resources

1. Infrastructure and Learning Resource

The college is a part of a Multidisciplinary campus which focuses not only on academic excellence but also all around development by providing amenities like Gymkhana, Auditorium, Playground, Turf. The Campus is wifi enabled and all classrooms are equipped with ICT Tools. The Computer, Science and Hotel Management laboratories are well equipped with upgraded configured computers and latest software, modern tools and machinery respectively. Additionally, there are water purifiers, fire hydrant systems, fire extinguishers, and sanitary pad dispensing machines.

The library is automated using Integrated Library Management System(ILMS), KOHA and is also equipped with an Online Public Access Catalogue (OPAC) facility and internet connectivity, for accessing online journals and lectures. In addition to this Library subscribed to the N-List Database from INFLIBNET to facilitate e-learning and provide both in-house and remote access to the required reading material. Yearly financial provisions are made for maintenance and repairs.

Student Support and Progression

1. Student Support and Progression

The institute believes in its vision of holistic development of students and has left no stone unturned to make available students facilities to grow in their career. The students avail various scholarship benefits offered by Central and State Government as well as by the institution. The Competitive Exam Cell has been working relentlessly to help students qualify various competitive exams. There is a grievance redressal mechanism to help students to put forth their complaints and grievances.

The Training and Placement Cell helps students with their internships, training programmes and placements.

The WDC, NSS, Sports Cell, Cultural committee invigorates the students to push their limits and bring laurels by performing at national and international level. The college has a registered Alumni Association and has been engaging Alumni in various activities.

Governance, Leadership and Management

1. Governance, Leadership and Management

The College has well defined Vision, Mission, Objectives and Quality Policy. The College has participative management and monitors the academic and overall performance at regular intervals. The college has an active IQAC ensuring that the quality is not compromised. All curricular, Co-curricular, Extracurricular activities are well planned and executed after it is approved by the IQAC. The Academic Advisory Council (AAC), Governing Council (GC) also meets annually to review the performance and discuss future prospects. The MIS, which is developed by the campus technical team, assists in administrative work and teaching learning processes. Various FDPs are organized for empowerment of faculty.

Institutional Values and Best Practices

1. Institutional Values and Best Practices

The college vivifies the importance of gender sensitization and equality by conducting seminars and guest lectures on socially sensitive issues. The clubs like WDC, NSS, Literary Club also help in strengthening the values and culture among students. The institute makes sure that precautions are taken to prevent any sexual abuse to any gender and the presence of an active redressal mechanism to resolve the same, if any. The campus is spacious and surrounded by greenery. Festivals and days of national importance are celebrated to bring students closer to their roots. Management Information System i.e.(MIS) and Literary Club are the best practices of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ALDEL EDUCATION TRUST'S ST. JOHN COLLEGE OF HUMANITIES AND SCIENCES
Address	St. John Technical Campus, Vevoor, Manor Road, Palghar (East)
City	Palghar
State	Maharashtra
Pin	401404
Website	www.sjchs.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Brajabandhu Das	02525-297071	7219230156	-	office@sjchs.edu.in
IQAC / CIQA coordinator	Jatin Patel	-	9819552129	-	jatinp@sjchs.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority certificate compressed.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	Not Applicable
Any Other	Not Applicable

Establishment Details				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
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	St. John Technical Campus, Vevoor, Manor Road, Palghar (East)	Semi-urban	13.5	4730.01

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	BSc,Department Of Science And Technology	36	HSC or Equivalent to HSC	English	120	28
UG	BSc,Department Of Science And Technology	36	HSC or Equivalent to HSC	English	60	50
UG	BSc,Department Of Science And Technology	36	HSC or Equivalent to HSC	English	60	57
UG	BSc,Department Of Science And Technology	36	HSC or Equivalent to HSC	English	60	41
UG	BCom,Department Of Commerce And Management	36	HSC or Equivalent to HSC	English	240	101
UG	BCom,Department Of Commerce And Management	36	HSC or Equivalent to HSC	English	120	114
UG	BCom,Deepar	36	HSC or	English	60	30

	Department Of Commerce And Management		Equivalent to HSC			
UG	BCom, Department Of Commerce And Management	36	HSC or Equivalent to HSC	English	60	28
UG	BCom, Department Of Commerce And Management	36	HSC or Equivalent to HSC	English	120	120
UG	BA, Department Of Arts	36	HSC or Equivalent to HSC	English	60	18

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				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				50			
Recruited	0	0	0	0	0	0	0	0	19	31	0	50
Yet to Recruit	0				0				0			

Non-Teaching 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				15
Recruited	7	8	0	15
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				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	2	0	6
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	14	27	0	41
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	6		5		11

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	696	42	0	0	738
	Female	640	40	0	0	680
	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	7	0	1	4
	Female	8	3	0	2
	Others	0	0	0	0
ST	Male	3	0	1	2
	Female	7	2	0	2
	Others	0	0	0	0
OBC	Male	38	21	20	21
	Female	43	23	23	18
	Others	0	0	0	0
General	Male	258	101	152	172
	Female	194	123	126	151
	Others	0	0	0	0
Others	Male	16	8	2	6
	Female	11	6	5	2
	Others	0	0	0	0
Total		585	287	330	380

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Institutional Preparedness for NEP: Multidisciplinary / Interdisciplinary: The institute offers multidisciplinary programmes such as B.Sc.; B.Com.; BA. The curriculum is designed by the University of Mumbai which already offers multidisciplinary credit based courses under Choice Based Credit System. Students can select skill based courses from the list of courses provided by the University of Mumbai. Under the umbrella of Aldel Education Trust also St. John Institute of Pharmacy and Research offers D. Pharm, B. Pharm, M. Pharm and St. John College of Engineering and Management offers Diploma, B.E. in different specialisation therefore the institute is ready to offer interdisciplinary courses, value added,</p>
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	<p>certificate course as per New Education Policy. Teachers and students are also motivated to enrol for certificate courses at SWAYAM, NPTEL.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credit (ABC): The college is affiliated to the University of Mumbai and implements a curriculum designed and offered by the university. The institute is also planning to offer interdisciplinary credit based courses being offered by sister concern institutes in the campus and to have collaborations with the institute of potential for excellence, NAAC A++, A+ or foreign universities to provide flexibility and credit based quality education.</p>
3. Skill development:	<p>Skill Development Institution has set up Literary Club, Centre for Soft Skill and Personality Development, NSS, DLL wherein various events, activities are conducted on social, ethical and humanistic issues such as gender sensitization, human rights, awareness of our constitution, soft skill sessions on resume writing, personal –group interview etiquettes and English language proficiency.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Appropriate integration of Indian Knowledge System (Teaching in Indian Language, Culture, Using Online Course) In order to ensure effective teaching-learning and to achieve learning outcomes, teachers of the institute along with English do use regional languages such as Gujarati, Hindi, Marathi while teaching-learning process. The institute plans to set up Marathi Wangmay Mandal, Hindi Sahitya Mandal and celebrate Hindi Divas, Marathi Bhasha Divas, and to create awareness among students by organizing poster competition, rangoli competition, street plays, one act plays, articles to publish in college magazine, etc. on different themes related to regional poets, historian, festivals.</p>
5. Focus on Outcome based education (OBE):	<p>Focus on Outcome Based Education (OBE): Programme Outcomes are well stated and displayed on the college website. All heads of the departments do discuss Programme Outcome, Programme Specific Outcome in departmental meetings. Teachers do discuss Course Outcomes with all students in the beginning lectures. The institute plans to update its PO's/PSO's/ CO's as per Blooms Taxonomy and accordingly devise a mechanism of attainment. Different teaching pedagogy is used to</p>

	measure the attainment of the learning outcomes such as practical, internships, research based projects, research paper presentations, events, etc.
6. Distance education/online education:	Distance Education / Online Education Blended mode of teaching – learning benefits not only to students but also to teachers to become more tech-friendly and tech-savvy. The institute plans to offer short term certificate courses through online mode and also promote SWAYAM, NPTEL and similar recognized self-paced online courses for students and teachers to upgrade their knowledge and skills and become life-long learners.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yet to set up
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?	Yet to appoint
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.	No
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.	No
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	Electoral Literacy plays a very crucial role in the election of representatives at different levels of election. The college plans to establish an Electoral Literacy Club and to depute senior faculty members,

students as voters.

students to frame a committee that will prepare a standard operating procedure to organize awareness of casting a vote and related activities, talk, seminars on and off the campus, in nearby rural areas. We will take initiatives such as to help students who are 18 years or above to enrol and get Voter Identity Cards and also to help semi-literate people to enrol and get their Voter Identity Cards. To motivate our teachers to help the government by doing election related duties assigned to them, in order to conduct elections smoothly.

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
1177	941	920	944	805

File Description	Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

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

Response: 81

File Description	Document
Institutional data in the 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
40	40	34	36	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
171.74	116.56	119.74	123.12	86.36

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:

St. John's College of Humanities and Sciences follows a well- planned holistic approach to blend the co-curricular and curricular activities as prescribed in the syllabus by the University of Mumbai using the following modules:

- **Academic Calendar:** All the Department HOD's prepare an academic calendar for the curricular and co-curricular activities to be conducted throughout the academic year for the Institute. These plans are then submitted to the IQAC, which checks the plan and then the final draft of the academic calendar is prepared for the institute.
- **Teaching Plan & Assessment:** Teaching plan is created by each faculty based on the syllabus prescribed by university of Mumbai and updated on MIS. The Implementation of teaching plans are reviewed by class in-charge day wise and by HOD weekly.
- **Departmental Timetable:** Time table allotments are done semester wise as per faculty workload and the same is assessed by the head of the department and principal.
- **Co- curricular activities:** Curriculum enrichment is achieved through various activities like **Industrial Training, Workshops & Seminars** by experts. Various **Bridge courses** have been conducted to help the students overcome the learning barriers. Students are assigned Project guides to mentor them for achieving the desired Project outcomes. Students are counselled to enrol for relevant **certificate courses** to reinforce their placement opportunities. The College organizes **field visits** for the students to gain practical knowledge.
- **Teaching Practices:** The content is delivered with the help of various ICT tools like **Smartboards, PPT, Projector** etc. The study material is shared & revision tests are conducted through **Moodle, SJ Vault & Google Classroom** on a regular basis.
- **Under the lockdown situation:** All faculties participated in online Faculty Development Programmes, Short Term Courses, and webinars to learn and adapt to various tools used for the online teaching-learning process. The college conducted various webinars where students actively participated. Mentors helped students deal with the problems faced during the lockdown.
- **Assessment:** The college prepares the timetable for the examination according to the schedule of Mumbai university. The college makes a continuous internal evaluation of the students through Unit Test, Assignment, Surprise test and so on.

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

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 8

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

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 13.83

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
286	93	132	91	60

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 into the Curriculum

Response:

The Institute is committed to integrate Professional Ethics, Gender, Human Values, Environment and Sustainability along with the regular curriculum prescribed by the

University of Mumbai.

- Under the Hospitality **Studies programme**, courses like Communication Skills, Food Safety & Nutrition etc. focuses on Human values, Professional ethics, Work Diversity & Sustainability, Labour Laws, Healthy living and Lifestyle issues. The programme also has a dedicated course in Semester V with the name **Environmental and Sustainable Tourism** inculcating Environmental sustainability in the curricular activities.
- Under the **Information Technology programme**, courses like **Green Computing** focuses on, Environment cause, Social awareness, needs of the Society, Power Consumption, Recycling of E-waste, cooling needs of the data centre, Building green practices in organizations as Environment Sustainability. The **Cyber Law** course focuses on Professional Ethics, Human right, IPR, Patent, Copyright, Consumers Act, IT Act, Evidence Act etc.
- The Programmes under Commerce, Arts & Science have dedicated Courses i.e., **Foundation Course(FC) & Environmental Studies(EVS)** in the first four Semesters that deals with the ideas of value education & environmental Sustainability, Human values and Professional ethics, Indian cultural values, women and gender related issues along with human rights, Environmental sustainability, labour law, work ethics, work diversity, Contemporary Rights of Citizens.
- All the 10 programmes have a prescribed Course that covers **Communication Skills & Professional Ethics**. Besides, the College also strives to inculcate these values through the activities undertaken by the NSS Units, Literary Club and the Women Development Cell:

1. Gender Issues: Self - Defence, Pre - Marital Counselling, Gender Sensitivity, etc.

2. Environment & Sustainability: Swachh Bharat Abhiyan, Making Cloth bags,
Tree Plantation Drives, etc.

3. Human Values: Conducting guest lectures on need for counselling near & dear ones, Blood donation camp, Workshop on Anger Management, Mask Making & distribution, etc.

4. Professional Ethics: Training students for Professional life via various seminars & workshops on topics like Email Etiquettes, Resume Writing, Blog writing, Communication Skills, etc.

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: 82.07

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

Response: 966

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 (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 69.03

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
585	287	330	380	377

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	468	468	462	480

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

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 26.85

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
133	63	52	57	76

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
480	234	234	231	240

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

2.2 Student Teacher Ratio

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

Response: 29.43

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 using ICT tools

Response:

The institution takes on the responsibility of ensuring the students' complete development, and we do this by utilising a variety of student-centric strategies.

Experiential Learning

Placement cell - The placement cell works with various organisations to provide our students with internships and placements. Students benefit from internships and training by gaining practical experience and deepening their understanding.

Seminars/Webinars/Workshop – The college organises guest lectures for all departments on a range of subjects to keep students informed of advancements and to inspire them.

Industrial visits – In order to increase theoretical understanding and its manner of operation, the institution promotes student industrial visits, such as visits to the Bombay Stock Exchange, Monetary Museum, Ice- cream Factory etc.

Black book projects – All departments give projects to students as per the prescribed curriculum of Mumbai University. Students in the management and commerce courses are required to select a topic, research it, and then present their findings and analysis.

Technical projects – Departments of IT (Information Technology) and CS (Computer Sciences) have technical projects, under which students are asked to develop programs and present them practically.

Laboratory experiential learning - Technical education is constantly supported by the hands-on experience in Computer labs, Housekeeping, Training and Restaurant, Chemistry, Laboratories Physics and Botany.

Participative Learning

Department competitions – Different departments organise various activities/competitions for students' development like web design contests, etc.

College fest "Enthusia" – Enthusia is the campus level events fest where students participate in various cultural, creative activities. College also organizes **SAPTARANG** events where students are participating in sports, dance, singing, etc.

Resume Writing, Classroom enactments-These activities ensure excellent student participation and enhance their learning experience.

Newspaper reading – These activities inculcate the habit of reading among students, develop critical thinking among them and keep updating themselves about current affairs.

Problem-Solving Learning

Self-learning – Free internet access in the laboratory promotes self-learning and discussion habits among students.

Discussions are held on soft skills, communication, and personality developments topics. Assignments, Tutorials, quizzes, presentations -These methods are used to develop logical reasoning and problem-solving skills across all stream

ICT tools used by faculty for students' advancement and development:

1. The institution has a **G Suite** licence which is used for collaborative teaching.
 2. To achieve proficiency, faculties record lectures and share the link with students for better understanding. Tools like **Google Meet, Google classroom, Gmail** for any communication. Faculties are using devices such as Pen-tablet.
 3. Our Institution has 3 smart boards installed, LCD projectors in all the classes, Desktop computers, laptops, 8 Pen Tablet.
 4. Online lectures, seminars & classroom activities were conducted for students' development.
 5. Webinars, online quizzes and guest lectures were conducted by all the departments on contemporary issues and new developments.
 6. **UBUNTU SOFTWARE** is being used in computers throughout the campus.
 7. We have Digital Library resources like DELNET and Koha, which are used for recording books.
-
1. Academic management software **MIS**: The college has an integrated Academic management software called MIS which aims to collect, integrate, process, maintain and disseminate data and information to support decision making, planning, monitoring and management at all the levels of the education system.

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: 100				
2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:				
2021-22	2020-21	2019-20	2018-19	2017-18
40	40	34	36	28
File Description	Document			
Upload supporting document	View Document			

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 41.01				
2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2021-22	2020-21	2019-20	2018-19	2017-18
19	17	14	13	10
File Description	Document			
Upload supporting document	View Document			
Institutional data in the prescribed format	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:

Mechanism of internal/ external assessment

- Students performance is evaluated through a continuous internal assessment process in accordance with Mumbai University rules. The Academic Calendar prepared at the start of the academic year contains the dates for formative and summative exams and result declaration.
- This evaluation system is completely transparent because the students are given the answer sheet in which the barcode is pasted by the students and thus the examiner is unaware of the student details throughout the evaluation system.
- Exam time table is displayed on the college website, as well as notice board and also discussed by class teachers in the regular class before the exam.
- For semester-end examinations, question papers are set at the university/college level, and question papers for internal exams are set at the college level.
- Question papers are proofread before printing and stored in a secure locker. Before the examination, the required number of copies are printed.
- Appointment of moderators is done to ensure fair and accurate assessment; moderation is done by teachers other than the subject teacher.
- Students with learning challenges have separate sitting arrangements, as well as writer and extra time.
- Examination paper printing, photocopying, paper evaluation, and other tasks are completed in the examination room under CCTV surveillance.
- The ATKT exam is administered in accordance with university guidelines.
- Members of the examination committee review the final result before printing grade cards.

Grievances Redressal System

- If students discover any anomalies in their results, they can apply for revaluation, rechecking, and photocopying of answer papers within the 15 days' time frame from the day of declaration of result.
- From Semester I to IV, the College administers examinations on behalf of the University of Mumbai. As a result, complaints about these semesters are handled at the college level. However, because the University of Mumbai administers and controls the examinations for Semesters V and VI, any grievances connected to these semesters are referred to the university for resolution.
- The Examination Committee composed of the Chairperson, teachers, and non-teaching staff deals with exam concerns such as examination timings, faults in question papers, evaluation of answer papers, release of results, and so on.
- If the grievance is related to the conduct of the examination, it is handled on a day-to-day basis, i.e. the following day after the test, and if it is related to the assessment of answer papers, the revaluation form must be filed within fifteen days of the date of the declaration of result.
- Grievances about the revaluation of answer booklets are handled by the examination committee, which appoints external examiners when the relevant costs are paid in accordance with university regulations.
- All complaints are resolved within a reasonable time frame.

- By hosting the meeting with the examination committee, the Principal executes control on the whole procedure as a Chairperson. The Committee guarantees a transparent, time-bound, and efficient grievance redressal system.

File Description	Document
Upload Additional information	View Document
Provide Link for 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 and attainment of POs and COs are evaluated

Response:

The institution is affiliated to University of Mumbai and it offers total 11 Under Graduate programs in Arts, Commerce and Science faculties visa B. A (Psychology and Economics), B. A (Psychology and Sociology), B. Com, B. Com (Accounting and Finance), B. Com (Banking and Insurance), B. Com (Financial Markets), BMS, B.Sc., B.Sc. (Information Technology), B.Sc. (Computer Science), B.Sc. (Hospitality Studies). The program outcomes (PO's), program specific outcome (PSO's) and course outcome (CO's) are clearly defined and synchronised with each other. It helps students to understand the knowledge and skills inculcated through the programs. POs and COs are posted and regularly updated on the college website. Hard copy of outcomes and syllabus is also available for students in the college library. Whenever there is revision of Syllabus University of Mumbai organises workshops and faculty members attend that and accordingly course outcomes are reframed. At the beginning of each semester, the course outcomes are communicated and explained by faculty to the students along with the syllabus.

Attainment of PO's and CO's-Evaluation of the attainment of program outcomes, program specific outcomes and course outcomes are instrumental to ensure the quality enhancement process of an institution. The assessment of these outcomes are measured through formative and summative methods like unit test, project work, assignments, practical's, semester end examinations, industrial visits etc. Every year the institution takes feedback from the students regarding the attainment of outcome. Institution arranges guest lectures for students and also supports participation in curricular activities, intercollegiate events etc.

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

2.6.2 Pass percentage of Students during last five years

Response: 97.01**2.6.2.1 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
318	322	267	246	111

2.6.2.2 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
319	322	267	272	123

File Description	Document
Upload supporting document	View 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:** 3.56

File Description	Document
Upload database of all students on roll	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: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	00	00	00

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 and has initiatives for creation and transfer of knowledge

Response:

St. John College of Humanities and Sciences has created a platform for faculty as well as students to develop their research skills. A glimpse of the activities undertaken to develop ecosystem for innovation is briefly described below:

Establishment of a Research Review Committee at the Campus level.

The institute has established a Campus Research Review Committee to promote new ideas. Dr. Evans Coutinho was appointed as a Dean-Research. The objective of the committee is to inculcate research culture among students-teachers at the campus.

Research Cell at College level

The Research Cell has been established to monitor research activities happening at college. The committee includes principal, Coordinator and experienced faculty members. The attempt is to motivate faculty to participate in workshops, seminars, national, international conferences and do quality research, publish papers in UGC Listed Journals, SCOPUS, Web of Science etc. This has resulted in a good number of publications in the journals/conference proceedings. The college has two National Conferences to its credit

conducted in the year 2021 and 2022 each. The attempt here is to provide a platform for the students, faculty, research scholars and academicians to discuss their new ideas and share their knowledge.

File Description	Document
Upload Additional information	View Document
Provide Link for 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: 23

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
07	07	03	04	02

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: 0.06

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
02	02	01	00	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	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: 0.11

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
08	00	01	00	00

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

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Our college believes in the holistic development of students for being good citizens of our country. This objective has encouraged organising extension activities that brought students close to the community in recognizing their needs and providing them help at the ground level. The college runs the NSS Unit which undertakes a number of extension activities in the neighbourhood community - social issues awareness, community services, health and hygiene, ethical and moral values, gender equity, women empowerment, cleanliness, and environment. Students actively participate in social service activities leading to their growth as better human beings.

These activities connect students with social issues of community and make each one of them sensitive, responsible and motivate them to work hard for the upliftment of society. College follows the objective of active participation of each and every student in social activities. Every academic year, the college organizes various extension outreach programmes, social functions through NSS, Social Extension Services, Women Development Cell and Placement Cell. To inculcate social responsibility in students, the institute promotes youth awareness programmes, our college actively promotes maximum participation of the students.

Every year our students participate in the activities related to disaster management, world environment day, international Yoga day, Anti-drugs campaign, tree plantation, Poster making competition , Run Marathon, Cleanliness drive, Forest conservation, organ donation, Anti Plastic campaign, Clothes donation, self-defence, Fundraising drive for flood affected areas of Maharashtra, Books donation, Constitution day awareness campaign, AIDS awareness programme, Cancer prevention and Healthy lifestyle awareness. Our college has also organised one-minute video making competition, leadership and training program, field visits, survey conducted on malnutrition, health and hygiene, E- waste, solid waste management, energy conservation.

During covid pandemic period, our college also organised COVID vaccination campaign. Different online webinars were conducted by using the online platform. Webinars conducted were related to covid awareness topics including covid immunity booster workshops, health and hygiene, meditation and stress management.

Our college has adopted a village Dastooripada for upliftment and betterment of this village. Activities which are conducted in adopted villages helped in the improvement of the health and lifestyle of the community and created scientific temper among the population. Every year college focuses on socio backward necessities like book donations and free health check-up camps in adopted villages. These activities transformed the mind-set of youth and made them emotionally attached to villagers. All these mentioned activities have a positive impact on students and it has developed student community relationships, self-confidence, and leadership skills among them. It also helped in nurturing the hidden personalities of students and creating social and personal awareness among them.

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

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

Response:

Nil. No awards have been received from any government for extension activities.

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 21

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year

wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
04	02	09	03	03

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	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: 04

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

St. John College of Humanities and Sciences was established in the year 2011. The college is established in the total campus area of 2 acres. The college built-up area is around 4730.01 square mt. The college offers 10 undergraduate programs such as B. A (Bachelor of Arts), B. Com (Bachelor of Commerce), B. Com (Accounting & Finance), B. Com (Banking and Insurance), B. Com (Financial Markets), BMS (Bachelor of management Studies), B.Sc. (Bachelor of Science), B.Sc.IT (Bachelor of Science in Information Technology) and B.Sc.CS (Bachelor of Science in Computer Science), B.Sc. (Hospitality Studies). As per UGC norms, the Institution has ample infrastructure and physical facilities such as Classrooms, Laboratories, Library, Staff Room, Multipurpose Hall, Auditorium, Girls Common Room, Boys Common Room, IQAC Cell and Examination Room. All the classrooms used for teaching-learning purposes are equipped with overhead projectors, and LAN/WiFi connectivity. Appropriate laboratories have been established for students.

The college has been making additions to existing infrastructure as per the requirements of increasing academic needs. The library has an adequate stock of books for students pertaining to syllabus as well as extra reference materials such as Journals, Magazines, Newspapers, DELNET subscription.

There is a multipurpose hall and a campus auditorium with adequate seating capacity for conducting cultural activities. The multipurpose hall has modern amenities like a projector, audio and visual system. It is used to conduct curricular, co-curricular and extra-curricular activities.

There is a two wheeler and four wheeler parking facility for faculty members. There are washrooms on each and every floor. Cleanliness and hygiene are maintained in the washrooms. A sanitary pad vending machine is provided in the girl's common room.

All the laboratories are fully equipped with enough equipment and Wi-Fi facilities. The computer laboratories are fully equipped with the latest configurations. All computers are connected to LAN. The departments of Computer Science & Information Technology have an excellent physical infrastructure to enhance the Teaching-Learning experience.

The total internet bandwidth available is 100 MBPS broadband. The use of the College building and infrastructure is optimised between 7.00 a.m. to 6.00 p.m. All floors have CCTV surveillance systems including the lobby and main gate. All sections of the college are well connected via intercom.

College has adequate facilities for extracurricular activities. Every year, the Institute organises ENTHUSIA - a Cultural Fest, and many more cultural programs. During the Institute annual day, awards are given for outstanding achievers in sports and cultural activities.

The college has a canteen facility for students and faculties. Hygiene and cleanliness is maintained in the canteen.

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

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 54.08

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
76.07	79.01	79.34	61.47	38.08

File Description	Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Library of the Institute is on the 2nd floor of the College. Library is equipped with textbooks, reference books, previous year's question papers of college and university examination, project books of students, syllabus, question banks, manuals, journals, a variety of periodicals, CDs/DVDs, and newspapers. The Library is well furnished to accommodate students at a time and provides a conducive environment for reading and studying. The Library has a capacity of 60 seats. The college library has a furnished room of 176.00 sq. ft. area. Working hours are from 8.00 am to 5.00 pm from Mondays to Saturdays, Library remains closed on Sundays & Holidays. The college has been enriched in terms of availability of reference books and textbooks. The library has a total of 3679 text and reference books, 16 Journals and magazines, 112 CD's, 529 Project Reports and 6 newspapers. Separate library cards are issued to all students for issuing textbooks, reference books and journals.

The library also provides facilities to the staff and students to access online resources. Library has 10 computer terminals connected with 40 Mbps internet, so that students can access e-journals, NPTEL videos and notes. The committee consists of Principal, Librarian, and one faculty from each department as members. The committee meets once or twice in every year and reviews the functioning of the library and

recommends modifications and suggestions for new titles. Library is automated using the Open Source integrated Koha Software, which enables the students and faculty to check the availability of books anywhere on the campus. It also helps to maintain a record of books issued and returned. Searching books by keywords like the name of the author, title of the book, etc. Maintaining the membership details of students and staff members. Both students and staff can also access the library services from outside the campus, through web access OPAC (Online Public Access Catalogue). (<http://opac.aldel.lan>).

Library is automated using Integrated Library Management System (ILMS)

Koha is the software used for library automation.

The details of Integrated Library Management System are as follows:

Name of ILMS software: KOHA

Nature of automation (fully or partially): Fully

Version- 17.11.08.000

Year of automation: 2016

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The College has 4 dedicated computer laboratories for students' practical sessions. The labs are well-maintained for all their computing needs. The college has a total of 203 computers. For students' usage, there are 154 computers. 9 computers are in the library, and the rest are for staff. There are 23 laptops and 8 pentabs for staff usage. For student's usage, 3 Dot Matrix printers are available. Internet access of 100 Mbps through LAN is available for everyday activities along with additional Wifi connection of 50 Mbps.

The campus recently doubled the capacity of bandwidth to 540 MBPS to cater to the needs of all five institutions in the campus. It has dedicated support staff for maintaining the IT facilities in the campus. It has in-house software applications such as MIS and NEST for computerization of processes and for efficient functioning. Technical support is available from the Campus Server Room. High performance servers having 12 to 32 GB RAM with Xeon and IBM processors deployed in the engineering institute extend full-fledged internet access with high speed to the College. IPCop is used as a firewall for

protecting all servers from outside attacks. All available services in the campus are through a central login authentication system (LDAP). Student's computer Lab has mainly open source software and applications for various processes and activities. The G-mail server is hosted for official communication. The campus makes use of G-mail services for raising technical support requests within the campus.

The campus has a G-suit facility to conduct online lectures. During the Lock-down period and consequent restrictions, academic activities were conducted on the G-suit platform. Each student has a separate email account, Google Meet and Google Classrooms are being used to conduct live sessions and allocate assignments and other class work.

Open source software Koha for Integrated Library Management System and Moodle as a Learning Management System for Teaching Learning Evaluation process are used. Biometric login system is used for attendance management of staff.

All classrooms are provided with LCD projector, audio system and restricted Internet connection. A Management Information System (MIS) has been in use for academic and administrative processes of the college which has wider application modules. It acts as a platform to integrate, manage and review all academic activities of students as well as staff. It helps to generate various reports. Parents have remote access to MIS where they can cross check their ward's attendance. All the course details and lesson plans are available on MIS. The MIS system is linked with Bio-metric attendance of the staff. This helps to track and assess staff attendance and their academic activities. Student feedback is collected through MIS

NEST is the in-house examination software enabling the exam committee to prepare exam results and grade cards on time. It has made the result preparation process efficient through updates of ATKTK (repeaters) exam, revaluation and updating results on the University portal to a great extent.

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: 7.22

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

Response: 163

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**Response:** 41.29**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
86.37	34.27	40.4	61.65	32.29

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	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 Government and Non-Government agencies during last five years

Response: 5.97

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
122	58	41	33	32

File Description

Institutional data in the prescribed format

Document

[View Document](#)

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Institutional data in the prescribed format

Document

[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: 25.57

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
54	884	204	00	82

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely 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. Any 3 of the above

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: 22.94

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
34	50	84	88	34

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
318	322	267	246	111

File Description	Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 58.68

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
17	09	12	24	09

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
41	09	35	27	09

File Description	Document
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Institutional data in the prescribed format	View Document
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5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 10

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
03	00	05	2	00

File Description	Document
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Institutional data in the prescribed format	View Document
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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: 6.4

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
06	06	10	09	01

File Description	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 the institution through financial and/or other support services

Response:

The Alumni Association of the St. John College of Humanities and Sciences was

registered on 5th February 2021 under the name **St. John Campus Palghar Alumni Association**. It was formed with the aim of maintaining lifelong relations with our alumni and creating a strong network for institute development and mutual benefit.

Though it was registered in 2021, the association has been actively involved since 2017, through various programmes like conducting and delivering guest lectures, guiding students on their area of expertise and qualifying interviews.

- Alumni representation and active participation in IQAC
- **2017-2018** - Alumni talk by chef Franklin Dias, on the topic “Career Opportunities in Hospitality Industry. The activity was conducted for all the students of Hospitality Studies.
- **2019-2020** - Alumni talk by Ms. Sabeena Khan on the topic “How to crack ‘OCER’- training programme by Oberoi Hotels” on 29th September 2019.
- **2020-2021** - On the occasion of International Chef Day, a webinar was conducted by Chef Pratik Patil on the topic “Journey of a Chef” on 20th October 2020.
- Mr. Akshay Salvankar had conducted a webinar on the topic “Banquet and Catering: Insider’s Approach for Food and Beverages” on 5th March 2021.
- **2021-2022** - Alumni talk conducted by Mr. Pradeep Bharadwaj- Software Engineer L&T
- Mr. Daniel Miranda software engineer- Cap Gemini, Ms. Fiza Shaikh, internal IT engineer, TCS and Mr. Prashant Saini, Associate Analyst, Deloitte Conducted a talk on the topic “How to prepare for interviews and campus placements.

- The Alumni was helped in choreography and training students for Annual Day Performances
- The Alumni are every year, invited for Cultural Festival and Annual Day
- Though the Alumni Association is at a very nascent stage, the institute is taking earnest efforts to widen the network and increase the participation and contribution in various forms.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision:

To be a premier Institution providing transformative and holistic education to create leaders/innovators in the service of Society

Mission:

- To provide quality infrastructure for learning, research and recreational activities for holistic development of students
- To encourage competence of the students in academics and extracurricular activities through multidisciplinary studies and industry relevant skill based training programmes
- To empower the students to excel in their profession through technical and entrepreneurial activities and contribute to society
- To inculcate value education, discipline and dedication in students for their overall development

The institution follows a democratic mode of governance which is communicated effectively to all stakeholders to participate in achieving the Vision and Mission.

The management is highly committed and dedicated to cater to the various requirements of higher education. The Principal is independent to take decisions for fulfilling the vision and mission of the college. He acts as a link to the management and the staff. The teaching and non-teaching staff are encouraged to excel in their respective field and their contributions are noted through the yearly self-appraisals. The various departments and committees function under the guidance of the principal who closely coordinates with the Academic Advisory Committee (AAC), Governing Council (GC), College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC). The major decisions regarding academics and administration are taken by the above committees that constitute HODs.

The meetings of the above committees are held regularly, where the management, Principal and HODs of all the programs identify and discuss the goals of the institute to be achieved in an academic year. The goals are set keeping the vision and mission in mind. The HODs then communicate the goals to the respective faculty of the Department. The faculty members and HODs further set the departments' goals and make an action plan to achieve the same.

The college has various committees, such as, student council, cultural committee, literary club, sports committee, exam cell committee, research cell committee, magazine committee, library committee, etc., which comprise faculty members, other staff and also student representatives in the student council. The committees prepare proposals of various programs and activities in tandem with the goals of the institute.

They are forwarded for the approval of the principal. After the approval, the faculty coordinators organise the programs/events/activities by inviting the expertise from the various fields and students are encouraged to participate in the same. The faculty members then with the participation of the students accomplish their respective goals and enhance students' competence. NSS, DLLE and WDC units also organise their special activities by involving students and developing social responsibility amongst the students. Through decentralised decision-making and encouraging participation of faculties as well as students, the committees are empowered to achieve the core ideology of the college of Transformative and Holistic Development.

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 functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The CDC, AAC and GC of college prepare strategies for effective and efficient functioning of academics and administration. Accordingly, recommendations are given and actions are taken. The preparation and implementation of strategies are done in following steps:

1. The CDC, AAC and GC reviews the recommendation of the previous meetings and briefings of action taken in previous academic sessions.
2. It is followed by a detailed presentation of action taken by the departments and committee.
3. Based on the presentation, the areas of academics, exams, results, administration, infrastructure, appointment, training and placement, research and skill based programs are evaluated and new recommendations are given.

The functioning of institutional bodies is structured and well defined as presented in the institute organogram.

Chairman

Mr. Albert W. D'Souza is the chairman of ALDEL Education Trust, the founding organisation of all the institutes in St. John Technical and Education Campus.

Governing Council

1. The GC discusses and sets the strategies for college development.

2. The Council approves policies, procedures, service rules and takes decisions on appointments of the academic year.

College Development Committee

1. The Primary aim of the College Development Committee is to give suggestions for improvement of various aspects of college to various departments and IQAC.
2. They further discuss these suggestions in their respective meetings and accordingly report to the governing council.

Academic Advisory Council

1. The aim of AAC is to advise on academic and co-curricular programmes to be
 1. To review these programmes periodically and suggest measures for overcoming deficiencies and shortcomings.

Principal

1. Principal heads the administrative setup of the institution and implements the policies approved by the Governing Council.
2. He achieves coordination among various committees including College Development Committee and AAC.
3. He is involved in the day-to-day running of the college and is responsible for ensuring all rules and regulations set by concerned administrative authorities.

IQAC

1. The role of IQAC is to monitor the overall Quality Assurance and Quality Enhancement activities of a college.
2. IQAC was initiated with the aim of planning, guiding and improving the quality of the programmes conducted by the departments.

Heads of Departments (HOD's)

1. They set short-term and long-term goals and conduct department meetings at the start of every term.
2. They ensure implementation of policies, adherence to the academic calendar and lesson plans.
3. They follow the guidelines given by IQAC for quality assurance and quality enhancement in academic, curricular and extracurricular activities of the college.

Faculty members

1. The faculty members are appointed based on the recruitment policy set by Mumbai University norms as well as the management of college.
2. Faculty are responsible for ensuring smooth implementation of the academic calendar, time table for their allotted classes, and sustain academic excellence.

College Committees

- 1.The various college committees are responsible to conduct curricular, co-curricular, and extracurricular activities.
- 2.These committees are headed by faculty members, and student coordinators assist them in various events, activities throughout the year.

Librarian

The Librarian is responsible for maintaining the physical resources in the library as well as e-resources

Administration

Office staff is accountable for carrying out administrative activities related to fees, documentation, admission, and examination results.

The institute development plan for 2022 to 2027 has been approved.

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

6.2.2 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff**

Response:

The institute provides benefits to teaching and non-teaching staff for their physical and personal welfare such as:

1. Employee Provident Fund and Gratuity scheme is provided for approved and confirmed staff.
 2. Leave Facilities and reimbursement of registration fees and travel fare are provided for attending conferences, workshops and seminars.
 3. Maternity leave provided for approved and confirmed staff.
 4. Support provided to faculties to pursue higher education or Ph.D.
 5. Fees concession for wards is provided for both teaching and non-teaching Staff members.
 6. Separate Parking facility is provided for the vehicles of staff on the campus.
 7. Teacher's Day Celebration is organised by the institution.
 8. Annual Sports meet is also organised for staff every year.
 9. Canteen Facilities are provided to both teaching and non-teaching staff.
10. Peons are provided uniform.
11. Computer and Internet Facilities are made available to both teaching and non-teaching staff.
12. Provision for loan facility through banks to teaching/non-teaching staff on request.
13. LIC facility provided for approved and confirmed staff.
14. Training programs and guidance were given to faculties for coping up with the online environment.
15. The institute provides a rating based Appraisal system for teaching and non-teaching staff every year.

For Teaching staff

1. At the beginning of the year, faculty fill the goal sheet. And at the end of the year, they fill self-appraisal forms which are then reviewed and further rated by HOD's and Principal.
2. The appraisal form is divided into various sections, like lecture related details, teaching methodology, class control, their contribution towards alumni/extracurricular activities, paper publications, work ethics, flexibility of adapting to new subjects/streams/courses, result analysis, self-discipline, organisation of work, respect for students/parents, student feedback and lifelong learning.
3. Based on these, faculty with high scores are encouraged and appreciated. Faculty with low scores are given constructive feedback and are guided and counselled for improvement areas.

For Non-Teaching Staff-

1. The appraisal form is divided in two parts-

1) **Assessment of Administrative/Non-Teaching** - Here the staff fills his/her current job profile (main duties and responsibilities), number of leaves taken, late attendance and early going.

2) **Self-Assessment-Performance**- It is divided into two sections: a) Self-Assessment criteria like basic job requirements, job (specific and general) b) Comments/Remarks of the reporting officer on administrative ability, fitness to continue in present post and recommendations.

1. Based on these the staff are provided with appraisal.

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: 15.73

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
00	00	03	13	12

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

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

Response: 43.41

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

2021-22	2020-21	2019-20	2018-19	2017-18
50	21	36	5	00

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
17	14	16	18	15

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

- The Institute undertakes internal and external financial audits every year through an established mechanism. Final audit is conducted by a third party (A. Shastri & Company) duly certified Chartered Accountant appointed by Management and audit is conducted at the end of financial year.
- Proper receipt or voucher is prepared and issued for every financial transaction and major transactions are approved by Principal and/or Management.
- The budget for a financial year is framed by the college considering requirements from all departments including library, laboratory, examination, admin office, and the budget is presented in the Governing Council Meeting for approval.
- Central account team of the college maintains accounts, balance sheets, income and expenditure of the institute.
- Grants/funds have not been received from Non-Government bodies, individuals, philanthropists during the last five years.

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) plays a vital role to enhance the quality of teaching-learning process, learner centric activities for holistic development and effective administration. The Internal Quality Assurance Cell was established in the year 2018 as per the guidelines given by NAAC.

The IQAC closely coordinates with the College Development Committee, Governing Council, Academic Advisory Committee, who are actively involved in providing suggestions for effective administration, infrastructure requirement, and experiential teaching-learning activities.

Since establishment of Internal Quality Assurance Cell (IQAC), initiatives taken by IQAC are as follows:

Augmentation of Infrastructure

- The institution has increased the number of classrooms from 11 in 2016-17 to 18 in 2017-18 due to introduction of new programmes and increase in the number of students of existing programmes.
- The institution has set up Physics and Chemistry Laboratories-each having a built-up area of 947 sq.ft. 40 students can do practical in Chemistry Lab, and 25 students can do practical in Physics Lab.
- 2 computer labs were there in 2016-17. It increased to 4 in 2017-18, with internet facility 40 mbps. This resulted in improvement in student-computer ratios well as in the accessibility of the data. A training restaurant has been constructed in 109 sq.mt. at ground floor, exclusively for students of B.Sc. (Hospitality Studies) in 2017-18
- A multipurpose event hall of 2691 sq. feet was built in 2017-18 on the sixth floor having seating capacity of 150 students.
- All classrooms are well equipped with projectors and wifi, internet access.

Strengthen Research Culture in the College

To inculcate research culture among teachers and students, IQAC of the college encourages research activities through publication of research papers, Faculty Development Programmes, Seminars, Workshops, Conference, etc. 7 teachers have published research papers at national conferences, 1 teacher has published research papers in international conferences. 2 teachers have edited/written books. Students and teachers are encouraged to present their research in the Annual Avishkar Research Competition organised by University of Mumbai.

Suggestions of the IQAC

- The IQAC recommended organising FDP and Conferences as prescribed by the norms of the university. Two Conferences were organised in 2020 and 2021 respectively.

File Description	Document
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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); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: C. Any 2 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Through various initiatives and programs, the institution promotes Gender equality. As well as providing a safe environment for students it ensures proper discipline. The college is located in rural and remote areas. It is very difficult developing confidence and self-belief among girls and boys in rural areas. It is very important to secure the rights of girls as well as to develop ethical and moral values among girls and boys. To maintain gender balance, the college established a 'Women Development Cell' in 2018. With Women Development Cell, the college has an Internal Complaints Committee, Antiragging Cell and Disciplinary Committee.

Gender Equity Sensitization in Curricular and Co-Curricular Activities:

1. Establishment of the Women Development cell to raise awareness of gender issues and conduct workshops, seminars, activities, initiatives, etc. on gender equity.
2. A gender-based audit is done to evaluate and ensure gender equality in all practices and procedures.
3. To create awareness about sexual harassment and address related issues, the Internal Complaints Committee was established.
4. The implementation of institutional policies such as recruiting women teachers and appointing girl student representatives to every committee.
5. Separate sports events and activities for girl students

Secure Campus & facilities:

1. CCTV surveillance and adequate lighting cover the entire campus of the college, ensuring the safety and security of both girls and boys.
2. Separate common rooms for male and female students. A Sanitary Napkin Vending Machine has been installed in the girls' washrooms
3. Suggestion box, Sakhi Box, Nirbhaya Boxes are also placed and grievances.
4. A female staff is appointed during the industrial visits to facilitate the girl's students.
5. In key locations, female and male security guards are deployed.
6. Students are made aware of the Anti-Ragging Cell, Internal Complaint Committee, and Student Grievance Redressal Cell during orientation.

Counselling:

1. The campus has a full-time counsellor who can assist students with gender-specific issues.
2. The College has a Mentoring system. A teacher-mentor for each class guides students regarding academics through counselling. The mentor helps students with timetable management, one to one

counselling, Parents-Teachers Meeting, plan of study, use of reference books. Along with academic guidance the mentors also help students in career opportunities suitable to their aptitude.

National:

1. **Independence Day** (15th August), **Republic Day** (26th January) and **Maharashtra day** (1st May) are marked by flag hoisting ceremony, recitation of National Anthem with the participation of students, employees in front of the main building.
2. The institute organises various activities in celebration of Ganesh Chaturthi, Navratri and Christmas.
3. The college celebrates Marathi Rajbhasha Diwas in college premises.
4. National Youth Day the Birth Anniversary of Swami Vivekananda is observed as National Youth Day on 29th January with a session to provide insight into the life of Swami Vivekananda.
5. Women's Day is celebrated in our institution every year on 8th March celebrating the achievements of women and practicing gender equality

International:

1. International Yoga Day On 21st June, organising practical sessions
2. The college commemorated International Day Against Drugs and Illicit Trafficking on June 26 to bring awareness of the harmful effects of drug addiction;

File Description	Document
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Provide Link for 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: B. 3 of the above

File Description	Document
Upload supporting document	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: B. Any 3 of the above

File Description	Document
Upload supporting document	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 diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

St. John College of Humanities and Sciences fosters, develops, and promotes its students not only academically but socially as well through various activities in providing tolerance and harmony towards socio-economic, cultural, regional, linguistic and communal diversity.

The College is located in the complete tribal belt in which various tribes and their culture, beliefs, traditions, and festivals flourish. Our college strives to incorporate these cultural heritages for the purpose of enhancing the knowledge of all stakeholders, including students and employees. This is done through the implementation of human rights, values, and responsibilities. It is the college's constant goal to convey to its students and the general public information on social responsibilities, rights, duties and human values through various programmes and activities.

Cultural - Cultural Days and Cultural Week showcase the diversity of cultures, which shows respect to all cultures. Ganpati festival, Christmas celebration, Diwali celebration preserves the traditions and helps building harmony amongst different cultures. Moreover, it develops inclusiveness among the students as well as all stakeholders.

Linguistic - College has organised Marathi Bhasha Diwas

Other Events towards Inclusive Environment

College has a Women Development Cell (WDC), NSS and Cultural Committee through which students and employees are informed about their constitutional obligations regarding values, rights, duties, and responsibilities as citizens. Throughout the last five years, the college has conducted both online and offline activities to instill constitutional values in students and staff

Measures for Sensitizing Towards Duties and Responsibilities of Citizens: Youth Day Programme, Constitution Day, National Commission for women

Citizens' Sensitization to Values:

Through curriculum and social activities, students and employees of the Institution are made aware of their

constitutional obligations. Students learn about constitutional obligations in many of the subjects offered, for instance, NSS on institute level, Cyber Law, Ethics and Governance, Sociology, etc.

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

BEST PRACTICE I:

Management Information System (MIS)

Objectives of the Practice:

Institutions require a system to register a record of all activities associated with teaching and learning. It helps to maintain discipline and transparency in all activities. The institute has a system i.e. MIS developed by its own. MIS helps to cater to the need of maintaining the record of Teaching Learning activities. This helps teachers and students to facilitate their record of teaching and learning activities.

The context

MIS i.e. Management Information System has been developed by the institute for registering and preserving the data associated with teaching and learning activities. This software system facilitates teachers to update all records associated with their teaching and learning activities. Students are also updated and communicated about their record relating to learning processes. The system helps teachers and administrators to sort out the record for different purposes such as Faculty Appraisal, Defaulter list, preparing course objectives etc. Moreover, it also helps to monitor the activities and establish transparency and discipline in the teaching - learning process.

The Practice:

The Management Information system i.e. MIS has Menu tabs like Academics, Administration, Admission, Alumni, Analysis, Archive Reports, Attendance, Feedback, Inventory, Notice, Reports, Student, System Admin, TPO etc. These Tabs facilitate the system of Teaching Learning and overall administration in a smoother manner.

Overall following are the various modules that are included in MIS Login

- 1.Student Attendance Unit Test
- 2.Feedback module
- 3.Report module
- 4.Notice Module
- 5.Complaint Module

The above modules facilitate the entire process of Teaching and Learning. The system precisely puts together the data of all activities in a systematic manner. It also helps the institute to practise the paperless system. The chances of errors are little as the system involves the notifications and alerts while entering the data.

Evidence of Success:

1. Teachers can systematically enter the data of teaching activities and can access the data for review, remedial purposes.
2. The administration can execute effective monitoring by controlling the system. This helps it to establish the necessary control on the teaching and learning activities.
3. Students are communicated and updated about their overall progress including attendance.
4. This system saves time and is paperless.
5. The system helps to establish transparency and accountability.

Problems encountered and Resources required:

1. Newly joined teachers face some difficulties initially while handling MIS.
2. Sometimes difficulties are encountered while mapping lectures.
3. More flexibility needs to be facilitated for editing the data entered wrongly.
4. There is still a scope to include advanced modules in the system.

BEST PRACTICE II

(Literary Club)

Objective of the Practice:

For students' all round development efforts are required to promote their natural skills. Literary club is an activity that is crucial in this regard. Students get a platform for showcasing their skills by participating and experiencing various literary activities.

The context:

Students require food for their creative thoughts. Through Literary Club activities, students get a platform to participate, contribute, learn, sensitise themselves about Language, Literature, Culture etc. The Literary Club is formed keeping in mind the

The Practice: Throughout the year, various activities are conducted under the Literary Club.

They are:

1. Essay Competition
2. A Webinar on Content Writing
3. Showcase Your Talent (Speeches, Role Play, Dance Performance)
4. English Competency Test
5. A session on Vocabulary Building
6. Quiz on General Knowledge
7. Celebration of Marathi Bhasha Diwas

All the above mentioned activities are conducted considering their relevance. It helps to enlighten students about sociocultural and educational aspects of life.

Evidence of Success:

- The students improve their confidence and feel enthusiastic about extracurricular activities conducted by other institutes.
- They participate in considerable numbers in various competitions
- Students are sensitised about culture, Society, Literature etc.

Problems encountered and Resources required:

1. Reading literature is important for the success of this activity but these days' students don't read substantially other than academics that is why it becomes a task for enhancing their participation.

Students require extra time to spend on these activities. The academic schedule is so compact that students are occupied with their regular studies that is why it hampers their participation.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

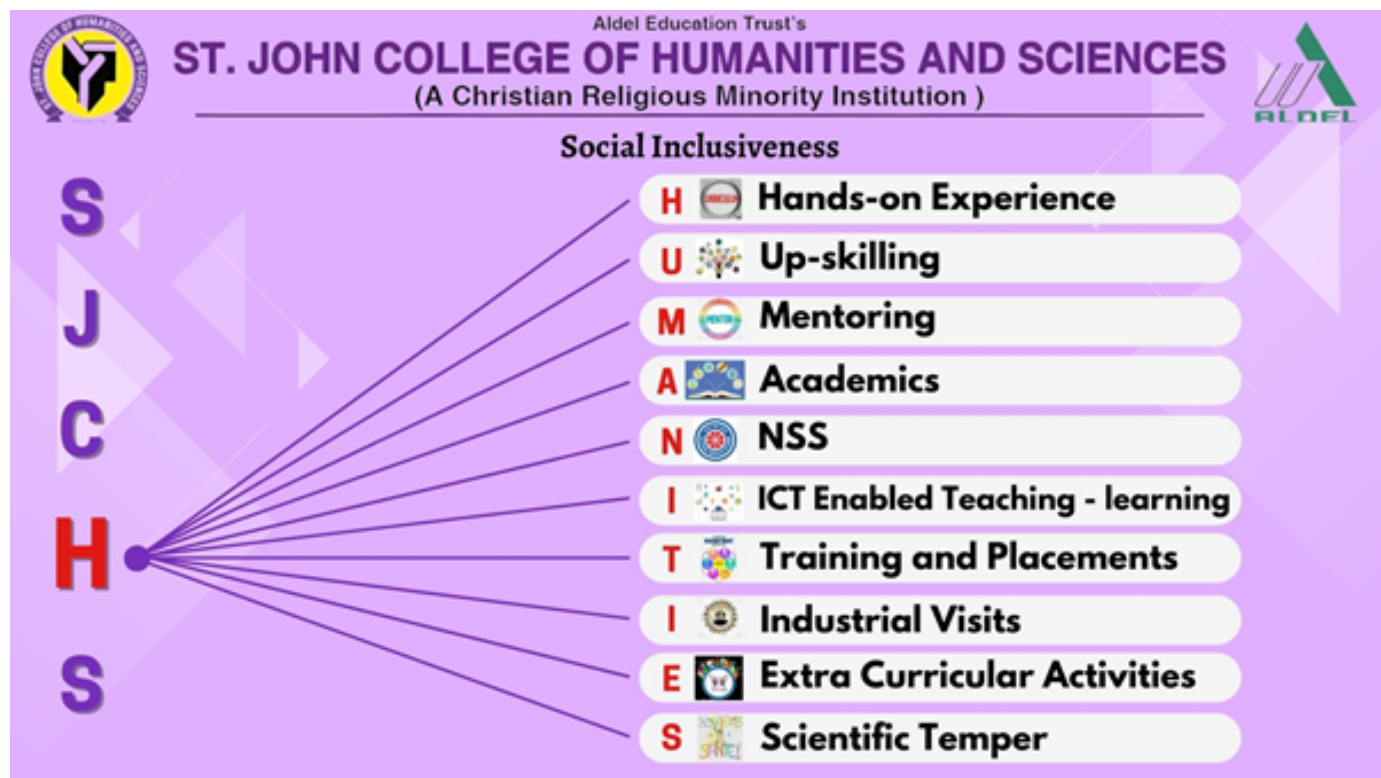
7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

SOCIAL INCLUSIVENESS

The college aims to develop social sense amongst the students along with fulfilling all curriculum objectives. Through academics, we ensure that students are sensitized about relevant social issues through various activities. The college focuses on key areas which help transform a student's personality 360 degrees.

Different aspects of Social Inclusiveness practised in the institute



Hands-on Experience:

In recent times, practical knowledge of theoretical concepts makes one stand out in the crowd. In this view, various Programmes of our institute conduct numerous hands-on training and workshops to acquaint students with hands-on experience by using various software and hospitality techniques. Every year Hospitality Studies department organises **THEME DINNER** to showcase the talent of our students, by preparing different cuisines and serving around 600 people, in a way generating an awareness about our rich food culture. Our BMS department organises the **SANTE** fest which means "The Market" the main objective of the fest is to instil and develop an entrepreneurship and market strategy awareness. It also sensitises them to become socially responsible entrepreneurs and professionals.

Upskilling:

In the wake of new tax regimes, GST, rising demand for foreign languages, knowledge of Corporate Ethics and Governance, the college started various Add-on courses for students as well as faculty. Add-on Course on French Language was conducted wherein students and faculty enrolled and successfully completed. Students also enrolled for an Add-on course on GST under the aegis of Ministry of skill development and entrepreneurship. Similarly, a course by Mahindra Pride Classroom-Naandi Foundation covering topics like English Speaking, Life Skills, Aptitude, Interview, Group Discussion and Digital Literacy was conducted.

Mentoring:

A reciprocal and collaborative relationship with students is created through Mentoring. Issues like academics, extra-curricular and career path are discussed through egalitarian dialogue between mentor-mentee. This helps the students in their sociological, psychological, ethical, moral upbringing and makes them socially responsible citizens.

Academics:

Though our focus is on regular teaching learning, we also prioritise various activities and events that are indirectly associated with the prescribed curriculum. Methods like Gamification, blended learning etc are used to enhance and make the curriculum more interesting. Our campus is multidisciplinary, where students get the opportunity to experience multiple activities. The students participate in events like **LAGHUSWAPANA, SRIJAN** etc. In **LAGHUSWAPANA** students get to attend expert talks by industrialists thereby enhancing their social awareness. In **SRIJAN** students get to discuss and critically analyse by participating in various competitions that deal with social issues and environmental problems like **plastic ban** and **green economy** etc. Moreover, our Women Development Cell undertakes various initiatives for gender sensitization.

NSS:

A very active NSS cell conducts several social outreach activities to sensitize students about societal reality and environmental issues. It also undertakes initiatives and activities to help the marginalized section of society and protection of the environment. Through NSS, the college has adopted **a tribal village Dasturipada in Palghar district**. NSS plays a major role in sensitizing students on various social and environmental issues like dowry, 'save girl child', environmental protection, women sanitation and hygiene etc. through street plays. Our students carry out activities like rural road construction and repairing, cleanliness drives. They attend sessions on corruption, anti-drug initiatives etc.

ICT Enabled Teaching-Learning:

The college campus in Palghar, which is a small and satellite town of Mumbai, has created a name for itself for state of art infrastructure and ICT enabled Teaching-Learning. We were one of the first few colleges in Mumbai to transform to online mode of instruction during the Covid Pandemic. The college is wifi enabled and makes use of moodle and G-Suite for resource sharing. Many of the students admitted in our institute are from rural areas who are not techno-savvy. Through ICT facilities we ensure that they become technically sound and confident enough to use technology efficiently.

Training and Placements:

To make the students ready for gainful employment, the Training and Placement Cell of the college conducts various training sessions and workshops. It helps students to enhance their employability skills thereby boosting their social status. Various students are placed in companies like Infosys, Raw Engineering, Content Stack etc. through campus placement drives. The training placement officers maintain a good network with the nearby companies through which students are placed.

Industrial Visits:

One-day study tours to Bombay Stock Exchange, Reserve Bank of India, Jawahar Dam, SEBI were conducted for students where students attended lectures delivered by the respective officials. Five-Day Industrial Visits are conducted for Final Year Students, where students visit domain specific companies and explore new areas. Along with the industrial visit students are taken to visit historical places, Monuments, cultural places to enhance their social and historical knowledge.

Extra-Curricular:

Enthusia is a regular intercollegiate Fest where students get an opportunity to participate and compete with students from other colleges in various technical and non-technical events along with cultural activities. The objective of the fest is to energize the students and instill a lot of confidence in them and enhance their skills and overall team spirit.

Regular sports activities are carried out for students every year to give them a welcome break from classroom teaching and learning activities. Students are refreshed by participating in various sports events. The objective is to imbibe qualities like sportsmanship, Team spirit through activities.

Scientific Temper:

The college promotes scientific temper by encouraging students to participate in various research conferences and conventions. Many students, every year, participate in the **Avishkar-Research Convention** and qualify the Zonal level. The college also conducted a workshop on Avishkar Research Convention jointly with the University of Mumbai. Through this workshop, essential and intellectual sessions were carried out by officials and experts who were actively involved in Avishkar. Students were updated about the process of Avishkar participation and the norms and themes.

The college campus also conducts ‘Science Fest’ to promote innovation and Scientific attitude among the students of various institutes in the surrounding area.

In this way the college is committed to ensure social inclusiveness by undertaking and carrying out initiatives and activities respectively.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Aldel Education Trust is a Christian Religious Minority Trust established in 2007. With the objective of '**Excellence in Serving to Educate and Educating to Serve**' The campus of the institution is spread across 13.5 acers shared by sister concern institutes viz.

- St. John College of Engineering and Management
- St. John College of Pharmacy and Research
- St. John College of Humanities and Sciences
- St. John Junior College
- St. John International School
- Aldel High School

Aldel Education Trust aims to offer multidisciplinary quality education right from KG to PG and Ph.D.

Concluding Remarks :

Aldel Education Trust's St. John College of Humanities and Sciences is an esteemed institute situated at Palghar (East), Palghar District 401404, Maharashtra. In-order to provide quality education and holistic development of the students, the management of the college is committed to upgrade infrastructure to meet the growing demands of quality education and also encouraged teachers of the college to hone their skills and update domain knowledge, organize activities in-order to enhance teaching-learning experience and overall development of the students. Efforts of the college are on to promote research culture among teachers-students, industry-academia linkages and offer multidisciplinary course according to the National Education Policy. Various events, activities are conducted through NSS, DLLE, WDC to inculcate ethics, gender sensitization, and a life-long learning attitude amongst the students. The institute aims to emerge and get recognize by NAAC as institute with potential to excel in the coming years.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Answer before DVV Verification : 09 Answer After DVV Verification :8</p>																				
1.2.2	<p>Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years</p> <p>1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>286</td> <td>93</td> <td>92</td> <td>34</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>286</td> <td>93</td> <td>132</td> <td>91</td> <td>60</td> </tr> </tbody> </table> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	286	93	92	34	00	2021-22	2020-21	2019-20	2018-19	2017-18	286	93	132	91	60
2021-22	2020-21	2019-20	2018-19	2017-18																	
286	93	92	34	00																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
286	93	132	91	60																	
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 510 Answer after DVV Verification: 966</p> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p>																				
3.2.2	<p>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</p> <p>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 Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>01</td> <td>00</td> <td>00</td> <td>00</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	02	01	00	00	00										
2021-22	2020-21	2019-20	2018-19	2017-18																	
02	01	00	00	00																	

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
07	07	03	04	02

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
08	00	00	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	02	01	00	00

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
16	03	00	01	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
08	00	01	00	00

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
03	01	07	03	06

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
04	02	09	03	03

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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.

Answer before DVV Verification :

Answer After DVV Verification :04

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
171.74	116.56	119.74	123.12	86.36

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
76.07	79.01	79.34	61.47	38.08

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic

support facilities) excluding salary component during the last five years (INR in Lakhs)**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)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
29.130	23.966	19.049	28.577	12.314

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
86.37	34.27	40.4	61.65	32.29

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	884	204	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
54	884	204	00	82

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
38	53	87	88	34

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
34	50	84	88	34

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
318	322	267	246	111

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
318	322	267	246	111

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.2.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
17	09	10	24	09

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
17	09	12	24	09

5.2.2.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
41	09	35	27	09

Answer After DVV Verification :

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

41	09	35	27	09
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Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
04	04	23	13	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
03	00	05	2	00

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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)

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
21	08	127	23	01

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
06	06	10	09	01

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
03	07	19	04	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
50	21	36	5	00

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	01	01	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
17	14	16	18	15

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

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**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

2.Extended Profile Deviations**Extended Profile Deviations**

No Deviations