

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metri c No.	Gender Equity
7.1.1 QIM	<p><i>Measures initiated by the Institution for the promotion of gender equity during the year.</i></p> <p>Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words</p> <p>Institution is committed to gender equity, ensuring equal opportunities and inclusive participation. In line with gender policy, Gender Audit was conducted in 2024-25 to evaluate gender-sensitive practices. College had enrolled 1470 students (53% female and 47% male).</p> <p>Curricular and Co-curricular activities:</p> <ul style="list-style-type: none">● Gender-related courses: 3 courses offered under Goa University had enrolled 60 students (female 49, male 11)● Gender-focused activities (28) were conducted by Gender Champion Cell, Women Cell-Jyoti, Internal Committee, Anti-Ragging Committee, and Counselling Cell.<ul style="list-style-type: none">● Health & Hygiene (7 activities),● Women Empowerment (7 activities),● Safety & Security (3 activities)● Gender Sensitization (11 activities) <p>Overall average participation ratio was 41:1.</p> <ul style="list-style-type: none">● Sports participation:<ul style="list-style-type: none">○ 33 intercollegiate events (male – 219, female – 100)○ 16 intramural events (male – 748, female – 220)● NCC & NSS: 384 of 613 cadets/volunteers were female <p>Above statistics shows our sincere effort in ensuring gender equity and inclusivity.</p> <p>Facilities for Women:</p> <ul style="list-style-type: none">● Leave facility: 4 female and 5 male staff availed maternity, paternity, and child care leave.● Women cell, VISHAKA committee, IC committee, Anti ragging, Mentoring cell.● Dedicated common room for female students.● Two sanitary pad dispensers and two incinerators for menstrual hygiene.● 37 CCTV cameras and security guards to ensure campus safety.● Discipline monitoring committee <p>Provide Web link to:</p> <ul style="list-style-type: none">● Annual gender sensitization action plan <p>7.1.1\plan of action -Gender champion cell.pdf</p>

	<ul style="list-style-type: none">• Specific facilities provided for women in terms of: Facilities Provided for Women<ol style="list-style-type: none">a. Safety and securityb. Counselingc. Common Roomsd. Day care center for young childrene. Any other relevant information
	Environmental Consciousness and Sustainability
7.1.2 QnM	<p><i>The Institution has facilities for alternate sources of energy and energy conservation measures</i></p> <ol style="list-style-type: none">1. Solar energy2. Biogas plant3. Wheeling to the Grid4. Sensor-based energy conservation5. Use of LED bulbs/ power efficient equipment <p>Options:</p> <ol style="list-style-type: none">A. 4 or All of the aboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above <p>Upload:</p> <ul style="list-style-type: none">• Geo tagged Photographs ..\NAAC_2024-25 Amey\7.1.2\7.1.2_Scanned.pdf• Any other relevant information ..\NAAC_2024-25 Amey\7.1.2\Criterion 7.1.2-Power Saving Equipment LED bulbs and tubes.docx <p>(Note: Data template is not applicable to this metric)</p>

<p>7.1.3 QIM</p>	<p><i>Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)</i></p> <ul style="list-style-type: none">● Solid waste management● Liquid waste management● Biomedical waste management● E-waste management● Waste recycling system● Hazardous chemicals and radioactive waste management <p>Solid Waste Management</p> <ul style="list-style-type: none">● The Nature Club and Resource Management Cell manage the College's Vermicomposting and aerobic composting initiatives. 33 kgs of vermicompost were sold.<ul style="list-style-type: none">○ Staff contribute kitchen waste for composting.● Two posters highlight ways to reduce plastic use.● Two incinerators ensure safe disposal of sanitary waste.● NSS volunteers conducted two cleanliness drives in and around the campus.● Eight water purifiers/coolers have been installed to reduce PET bottle use.● A session titled '<i>Managing Household Waste</i>' as part of the Kasturi Lecture Series. <p>Liquid Waste Management</p> <ul style="list-style-type: none">● Night soil tankers are used for disposal of liquid waste from soak pits and septic tanks. <p>E-Waste Management</p> <ul style="list-style-type: none">● An E-Waste Management policy guides disposal of electronic waste.● The college signed an MoU with Global E-Waste Management System.● 50 kgs of e-waste were collected during an E-Waste Collection Drive.● Non-functional e-waste is handed over to authorised recyclers. <p>Waste Recycling System</p> <ul style="list-style-type: none">● An E-waste drive with Global E-Waste Management Systems was conducted on 18th March 2025.
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	<ul style="list-style-type: none"> ● Milk packets (3123 in odd semester, 2800 in even semester) and plastic bottles (110 kg in odd semester, 68 kg in even semester) were collected and sent to authorized waste agencies. ● Two reusable item collection drives were organised with Goonj. <p>Provide web link to</p> <ul style="list-style-type: none"> ● Relevant documents like agreements/MoUs with Government and other approved agencies 7.1.3\7.1.3 - 1.2 MoU with Global E-Waste Management System.pdf ● Geo tagged photographs of the facilities 7.1.3\7.1.3 - 2 geotagged photos - STAMPED.pdf ● Any other relevant information 7.1.3\7.1.3 - 1.1 Action Taken Report.pdf 7.1.3\7.1.3 - 1.10 Receipts of Plastic Waste Collection_STAMPED.pdf 7.1.3\7.1.3 - 1.11 Vermicompost receipts_STAMPED.pdf 7.1.3\7.1.3 - 1.3 Green Audit Report.pdf 7.1.3\7.1.3 - 1.4 E-Waste Management Policy.pdf 7.1.3\7.1.3 - 1.5 Policy on Ban of Plastic on Campus.pdf 7.1.3\7.1.3 - 1.7 NSS Report 24-25- replace.pdf 7.1.3\7.1.3 - 1.9 E-waste collection drive.pdf 7.1.3\7.1.3 - 1.8 Nature Club Reports 2024-25.pdf
<p>7.1.4</p> <p>QnM</p>	<p><i>Water conservation facilities available in the Institution:</i></p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Options:</p> <ol style="list-style-type: none"> A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above <p>Upload :</p> <ul style="list-style-type: none"> ● Geotagged photographs / videos of the facilities 7.1.4\7.1.4_Geotagged\Geotagged_document_Water_Conservation.docx ● Any other relevant information ● 7.1.4\ANY OTHER RELEVANT\7.1.4_AnyOtherRel.pdf ● 7.1.4\ANY OTHER RELEVANT\7.1.4 Water Consrvation.pdf <p>(Note: Data template is not applicable to this metric)</p>

<p>7.1.5</p> <p>QnM</p>	<p><i>Green campus initiatives include</i></p> <p>7.1.5.1. The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none">1. Restricted entry of automobiles2. Use of Bicycles/ Battery powered vehicles3. Pedestrian Friendly pathways4. Ban on use of Plastic5. landscaping with trees and plants <p>Options:</p> <ol style="list-style-type: none">A. Any 4 or All of the aboveB. Any 3 of the aboveC. Any 2 of the aboveD. Any 1 of the aboveE. None of the above <p>Upload</p> <ul style="list-style-type: none">• Geo tagged photos / videos of the facilities• ..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\Geotagged pics_7.1.5\7.1.5Geotagged.pdf• Any other relevant documents ..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\7.1.3. E-Waste Collection Certificate 18.03.25.pdf <p>..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\7.1.5. E-Waste Management Policy.pdf</p> <p>..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\7.1.5. Policy on Ban of Plastic on Campus (1).pdf</p> <p>..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\7.1.5_Anti Plastic Drives.docx</p> <p>..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\green initiative activity .pdf</p> <p>..\NAAC_2024-25 Amey\7.1.5 Green Campus Initiatives\tree name tagging activity by NSS under green initiative.pdf</p> <p>(Note: Data template is not applicable to this metric)</p>
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7.1.6	<i>Quality audits on environment and energy are regularly undertaken by the institution</i>
QnM	7.1.6.1.The institutional environment and energy initiatives are confirmed through the following
	<ol style="list-style-type: none">1.Green audit2. Energy audit3.Environment audit4.Clean and green campus recognitions/awards5. Beyond the campus environmental promotional activities
	Options:
	A. Any 4 or all of the above
	B. Any 3 of the above
	C. Any 2 of the above
	D. Any 1of the above
	E. None of the above
	Upload:
	<ul style="list-style-type: none">● Reports on environment and energy audits submitted by the auditing agency
	7.1.6\7.1.6 Green and Energy Audit Reports.pdf
	<ul style="list-style-type: none">● Certification by the auditing agency
	..\NAAC_2024-25 Amey\7.1.6\Audit-Certificates.pdf
	<ul style="list-style-type: none">● Certificates of the awards received
	<ul style="list-style-type: none">● Any other relevant information
	..\NAAC_2024-25 Amey\7.1.6\Natureclub_2024-25.pdf
	..\NAAC_2024-25 Amey\7.1.6\7.1.6.4 Beyond campus env activities.docx
	(Note: Data template is not applicable to this metric)

<p>7.1.7</p> <p>QnM</p>	<p><i>The Institution has Divyangjan-friendly, barrier free environment</i></p> <ol style="list-style-type: none">1. Built environment with ramps/lifts for easy access to classrooms.2. <i>Divyangjan</i> -friendly washrooms3. Signage including tactile path, lights, display boards and signposts4. Assistive technology and facilities for persons with <i>Divyangjan</i> accessible website, screen-reading software, mechanized equipment5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Options:</p> <p>A. Any 4 or all of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Upload:</p> <ul style="list-style-type: none">● Geo tagged photographs / videos of the facilities 7.1.7\7.1.7 - 1 Geotagged photos.pdf● Policy documents and information brochures on the support to be provided 7.1.7\7.1.7 - 2.1 Both Policies.pdf● Details of the Software procured for providing the assistance 7.1.7\7.1.7 - 3 Details of Software procured.pdf● Any other relevant information 7.1.7\7.1.7 - 4.1 Goa University Ordinance-HIGHLIGHTED.pdf 7.1.7\7.1.7 - 4.2 Minutes of meetings of the NBSC & Separate Question Papers - replace with this.pdf 7.1.7\7.1.7 - 4.3 Separate sitting arrangements for CWSN - replace with this & change link.pdf <p>(Note: Data template is not applicable to this metric)</p>
	<p style="text-align: center;">Inclusion and Situatedness</p>

<p>7.1.8 QIM</p>	<p><i>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</i></p> <p>College admits students representing various regions with multi-cultural backgrounds. College has a migrant population of various socio-economic indicators. Students represent various primordial identities. Total 41 activities were conducted to promote an inclusive environment and preserve diversity benefiting 1368 students.</p> <p>Tolerance and harmony towards:</p> <ul style="list-style-type: none">● Culture (10 activities): Shivaji Maharaj Jayanti, Ganesh Chaturthi, Makar Sankranti, Janmashtami, Onam, Christmas, Diwali, Raksha Bandhan, Saraswati puja, and educational field trip to temple.● Language (12 activities): Mother language day, Konkani language interaction to Mangalore, Quiz & National seminar on Ravindra Kelekar, Konkani poetry, potrkarita dis, Birth centenary of Ravindra Kelekar, Symposium on Communication skills, Manorharrai Sardesai-National seminar, Workshop on Media writing and usage, Workshop on translation & employment opportunities, official language day.● Community (6 activities): 2 Blood donation camps, medical camp, Consumer rights and welfare (2), Distribution of notebooks in the adopted village, NSS Annual special camp.● Socio-economic diversities:<ul style="list-style-type: none">○ Recruitment of staff as per reservation.○ Financial assistance for students Rs. 3,58,478 (Beneficiaries-190 students)● Other diversities: Gender-related activities are undertaken by Women's cell 'Jyoti (5 events), NSS (3 events), and Gender Champion Cell (5 events) to ensure gender equity. These initiatives improve diversity, provide a platform to be a part of mainstream society and culture. <p><i>Provide Web link to:</i></p> <ul style="list-style-type: none">● Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) 7.1.8\7.1.8 enclosures and index final.pdf● Any other relevant information. 7.1.8\7.1.8 Other relevant documents.pdf
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	Human Values and Professional Ethics
7.1.9 QIM	<p><i>Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens</i></p> <p>Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words.</p> <p>The institution strives to create ideal citizens by adhering to the values and philosophy of the Indian constitution. Institution organizes activities to create responsible citizens by inculcating a sense of constitutional obligations, values, duties, and responsibilities.</p> <ul style="list-style-type: none">● Constitutional Obligations (11 activities) : Courses offered on Indian Administration, Public Administration, Political and Social Issues in India, Community engagement and political participation, Indian Constitution, Political Theory, Independence Day, Republic Day, Goa Liberation Day, Ambedkar Jayanti, Vande Mataram Day, Voter's pledge.● Values (9 activities) : To inculcate constitutional values the institution observes Suicide Prevention Day, 2 Sessions on Mental Health, Activities under Value Education cell, Awareness against ragging (2), hygiene for girls (2), Eat right for good health, fitness and health, cyber safety, POCSO Act, Model gramsabha, Awareness on UPSC exam.● Rights (5 activities) : To raise awareness about the various rights enshrined in the Constitution, talk on Indian Constitution, Essay & Poster Competition, Consumer Rights were organized.● Duties & responsibilities of citizens (6 activities): Swachata hi sewa campaign, Swachata pledge, Distribution of cloth bags, Session on Consumer Rights & welfare, Tree plantation Drive, Distribution of notebooks to needy children. <p>Provide we blink to :</p> <ul style="list-style-type: none">● Details of activities that inculcate values; necessary to render students in to responsible citizens 7.1.9\7.1.9 enclosures with index final.pdf● Any other relevant information 7.1.9\7.1.9 Other relevant documents.pdf

<p>7.1.10</p> <p>Q_nM</p>	<p><i>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</i></p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Options:</p> <p>A. All of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p>Upload:</p> <ul style="list-style-type: none"> ● Code of ethics policy document 7.1.10\7.1.10 - 1.1 Code of Conduct for Students (College) & Code of Conduct for Teachers (Goa University Statutes).pdf ● <u>Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.</u> 7.1.10\7.1.10 - 2.0 Details of Monitoring Committee.docx 7.1.10\7.1.10 - 2.1 List of Committees.pdf 7.1.10\7.1.10 - 2.1.1 Report of Monitoring of Code of Conduct Committee.pdf 7.1.10\7.1.10 - 2.2 Discipline and Lecture Monitoring Committee charts.pdf ● <u>Any other relevant information</u> 7.1.10\7.1.10 - 3.1 PTA & Orientation Meeting 01 July 2024.pdf 7.1.10\7.1.10 - 3.2 Notices & Report of Mentoring Cell.pdf 7.1.10\7.1.10 - 3.3 Mentor Reports (Code of Conduct).pdf 7.1.10\7.1.10 - 3.4 ValueEducationCell_ethics.pdf <p>(Note: Data template is not applicable to this metric)</p>
<p>7.1.11</p> <p>QIM</p>	<p><i>Institution celebrates / organizes national and international commemorative days, events and festivals</i></p> <p>Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words</p> <p>The college commemorates important national, local, and international days. Activities are organized through various clubs, associations and departments. This involves Pledge, oath taking, competitions such as poster making, essay, slogans, video-making, quizzes, elocution, anti-plastic drives, door-to-door awareness, and rallies to ensure that the staff and students recognize and inculcate the importance of such days.</p> <ol style="list-style-type: none"> 1. National Days (08 activities): Independence Day, Republic Day, Goa Liberation Day, National Tourism Day, Ambedkar Jayanti, Voter’s Day, Vande Mataram Day, National Librarian Day

2. **International Days (05 activities):** International Women's Day, Suicide Prevention Day, World Mental Health Day, World Environment Day, World Tourism Day,
3. **Events and Festivals (09 activities):** Raksha Bandhan, Ganesh Chaturthi, Diwali, Janmashtami, Makar Sankranti, Eid, Onam, Navratri and Christmas

These activities inculcate a sense of patriotism, universal humanism, brotherhood, tolerance, and democratic values like liberty, equality, and justice.

The Institution strives to create a socially inclusive mind-set by organizing such activities so that a harmonious and tolerant society is shaped in the long run.

Students of the college come from diverse social, cultural, and economic backgrounds, thus it becomes essential to bring them on a common platform to ensure that they are brought into the mainstream.

Provide web link to:

- Annual report of the celebrations and commemorative events for the

	<p>last (During the year)</p> <p>7.1.11\7.1.11 Document Updated.pdf</p> <ul style="list-style-type: none"> • Geo tagged photographs of some of the events <p>7.1.11\Commemorative Days.pdf</p> <ul style="list-style-type: none"> • Any other relevant information <p>7.1.11\Other relevant documents.pdf</p>
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Key Indicator - 7.2 Best Practices

Metric No.	
<p>7.2.1</p> <p>QIM</p>	<p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.</p> <p>Best Practice 1:</p> <p>1. Title of the Practice Green Initiatives</p> <p>2. Objectives of the Practice (~20 words) To embed sustainability through structured actions, fostering ecological responsibility, reducing environmental footprint, and integrating green thinking across institutional practices.</p> <p>3. The Context (~30 words) With environmental degradation accelerating, the institution continued its Green Initiatives to promote eco-literacy, promote sustainable practices, and formalize green commitments, supported by a comprehensive Green Audit.</p> <p>4. The Practice (~50 words) In 2024–25, the institution signed 2 MOUs related to green initiatives, conducted 36 activities, with a student-to-activity ratio of 41:1. Activities are classified under four broad themes: Plant, Protect and Preserve (8), Clean environment and waste management (11), Sustainable living solutions (6), and Environmental awareness and capacity building (11).</p> <p>5. Evidence of Success (~40 words)</p> <ul style="list-style-type: none"> • Average participation/beneficiaries per activity: 44. • Green, energy, and environment audit report • Solar panel installation • Swachhata Pledge administered to 280 students • 50 kg e waste collected

- Volunteers produced 200 cloth and 300 paper bags.
- Geo-tagged photos and activity reports

6. Problems Encountered and Resources Required (~30 words)

Behavioural change was gradual; NGO partnerships and MoUs helped overcome these gaps by providing resources and expert guidance in waste and biodiversity management.

7. Notes (Optional) (~30 words)

This model is replicable. Formal policy, MoUs, and its proactive promotion through initiatives like green felicitation makes the practice impactful, and aligns with multiple SDGs (3, 4, 6, 7, 13-15).

Best Practice 2:

1. Title of the Practice

Health Initiatives: Arogyam Dhansampada

2. Objectives of the Practice (~20 words)

To promote preventive healthcare, mental well-being, early diagnosis, and inclusive awareness through sustained outreach, camps, and counselling initiatives

3. The Context (~30 words)

Amid rising health anxieties post-pandemic, including stress, chronic conditions, and limited rural access, the college aimed to blend health literacy with community support via partnerships and year-round wellness initiatives.

4. The Practice (~50 words)

In 2024–25, the institution conducted 24 activities under Arogyam Dhansampada, with a student-to-activity ratio of 61:1. These activities are broadly classified as: Physical & Mental Well-being Initiatives (6), Health Screening & Medical Outreach (7), Preventive Health & Anti-Addiction Campaigns (6), Community Health Education & Social Awareness (5).

5. Evidence of Success (~40 words)

Average participation/beneficiaries per activity: 64 beneficiaries

100 blood units were collected

2 mega health camps (209 beneficiaries)

1 Free dental checkup (183 beneficiaries)

132 students took the drug-free pledge

Geo-tagged photos and activity reports

6. Problems Encountered and Resources Required (~30 words)

Challenges included stigma around mental health, limited medical access, and the need for outreach logistics. Collaborative activities with Vida Clinic, Lions Club, and Rotary Club enabled broader community reach.

7. Notes (Optional) (~30 words)

The initiative aligns with SDG 3. Its replicable design and cross-departmental involvement, and health-focused approach are a scalable model for other institutions.

Provide web link to:

- Best practices in the Institutional web site
- Any other relevant information

[7.2.1\best practice 1 2024-25 .pdf](#)

[7.2.1\best practice 2 2024-25.pdf](#)

[7.2.1\7.2.1 Updated Document.pdf](#)

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1 QIM	<p data-bbox="368 421 1414 490"><i>Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words</i></p> <p data-bbox="354 533 1453 730">Our institution is a transformative hub that empowers marginalized and first-generation graduate students of Mormugao region through quality education and holistic development. The institution's unique location and commitment to social upliftment makes it truly distinctive in Goa's educational landscape.</p> <ul data-bbox="405 752 1453 949" style="list-style-type: none">● A sample of 214 students showed that 59.81% come from families where the highest level of education is less than or equal to HSSC.● 47.20% students belong to households with a monthly income below ₹25000, furthermore 22.90% have household monthly income less than ₹10000. <p data-bbox="354 1028 1453 1117">Our college plays a pivotal role in catering to the socio-economic upliftment of students from these marginalized households through following initiatives:</p> <p data-bbox="354 1140 815 1173">Academic and Skill Development</p> <ul data-bbox="405 1196 1099 1503" style="list-style-type: none">● NEP 2020 curriculum● 31 Skill enhancement certificate courses● 135 students completed internships● 20 Industrial visits for experiential learning● Industry academia linkage with 22 active MoUs● 9 Placement drives <p data-bbox="354 1525 975 1559">Co-curricular and extra-curricular Activities</p> <ul data-bbox="405 1581 1374 1727" style="list-style-type: none">● 36 Awareness sessions on various contemporary issues by departments● 6 Annual cultural fests● Sports activities (16 Intramural and 33 Inter-collegiate) <p data-bbox="354 1749 987 1783">Social responsibility and scholarships support</p> <ul data-bbox="405 1805 1453 2002" style="list-style-type: none">● 20 Health & wellbeing initiatives (e.g. Medical camps, Blood donation camps)● 29 Green initiatives (e.g. Plantation drives, waste collection drives)● Scholarships- Rs. 3,58,478 (190 students' beneficiaries).

	<p>Provide web link to:</p> <ul style="list-style-type: none">• Appropriate web in the Institutional website• Any other relevant information <p>7.3.1\7.3.1 Institutional Distinctiveness write up.pdf 7.3.1\7.3.1 Updated Document 30-12-25.pdf 7.3.1\7.3.1 Any other relevant Updated.pdf</p>
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