Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**D.D.THAKAR ARTS AND K.J.PATEL COMMERCE COLLEGE**
Name of the head of the Institution	**N.D.Patel**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02775291073**
Mobile no.	**9427695500**
Registered Email	**acckhed1987@yahoo.com**
Alternate Email	**acckhed1987@gmail.com**
Address	**College Road, Khedbrahma, Dist. Sabarkantha**
City/Town	**KHEDBRAHMA**
State/UT	**Gujarat**
Pincode	**383255**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. P. R. Gajjar**
Phone no/Alternate Phone no.	**02775291073**
Mobile no.	**9427366424**
Registered Email	**acckhed1987@yahoo.com**
Alternate Email	**prg203@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://acckhed.org/wp-content/uploads/2016/10/2017-18.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	https://acckhed.org/wp-content/uploads/2021/08/Academic-Calender-1.jpg

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Period To
1	**B**	**2.46**	**2008**	**04-Feb-2008**	**03-Feb-2014**
2	**B**	**2.72**	**2014**	**10-Jul-2014**	**09-Jul-2019**
3	**B+**	**2.73**	**2020**	**14-Feb-2020**	**13-Feb-2025**

6. Date of Establishment of IQAC

18-Jun-2008

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Preparation of SSR for cycle III	15-Jul-2019 95	15
Feedback from all students collected, analysed and used for improvements	05-Mar-2020 3	441
Feedback from faculty and other stakeholders collected, analysed and used for improvements	02-Mar-2020 2	21
Participation in NIRF	27-Nov-2019 1	15
Participation in GSIRF	07-Dec-2019 1	15
Participation in National level cleanliness ranking competition	05-Sep-2019 1	130
Finishing school training arranged	03-Sep-2019 20	38
Voters Awareness Programme	11-Dec-2019 1	162
Cultural Fest	09-Aug-2019 1	458
[View File](#)		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
D D Thakar Arts And k J Patel Comm. College, Khedbrahma	UDISHA	KCG State Govt.	2019 365	50000
D D Thakar Arts And k J Patel Comm. College, Khedbrahma	Finishing School	KCG State Govt.	2019 20	425000
D D Thakar Arts And k J Patel Comm. College, Khedbrahma	NSS	University	2020 365	31014
D D Thakar Arts And k J Patel Comm. College, Khedbrahma	RUSHA	Central Govt.	2019 365	10000000
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Preparation of IIQA for third cycle • Preparation of SSR for third cycle • Awareness programme for students, faculty and other stakeholder, regarding NAAC Accreditation process for third cycle • Participated in NIRF GSIRF • Job orientated training programmes for students (TCS, Finishing school, Placement Fair etc.) • Covid19 awareness programme

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

Plan of Action	Achivements/Outcomes
IIQA preparation for the Third cycle of Accreditation by NAAC	Prepared IIQA and Acceptance of IIQA by NAAC for third cycle of Accreditation
SSR preparation for the Third cycle of Accreditation by NAAC	Prepared IIQA and Acceptance of IIQA by NAAC for third cycle of Accreditation
Organize minimum two Students awareness programme about NAAC Accreditation (cycle-III) in college	Organised three awareness programmes for students regarding NAAC Accreditation.
Organize awareness programme for faculty about NAAC Accreditation (cycle-III) in college	Organised two awareness programmes for faculty and stoke holders about NAAC Accreditation.
Training programme for faculty for utilization of smart boards in class rooms	Training programme arranged for faculty for utilization of new smart boards in class rooms.
Prepare academic calendar.	Academic calendar prepared
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Governing Body	04-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	21-Jan-2020

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	07-Jan-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	College Management System which contains module for computerized admission, student support, i.e. whatsapp groups, college mobile app., social media etc.,CCTV system keeps observation on class room teaching and other activities. The student support tool includes attendance management system, assignment and unit test submission etc. The LMS system is also available with all elearning resources for the students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Response: Syllabi help students build their career as well as they transplant and cultivate in the students human, social and cultural values. It is possible only when the syllabi are taught with strict planning and completed effectively in due course. The institution is vigilant about this from the very beginning of its establishment. The under mentioned two topics will prove the claim Planning : At the completion of the year that is in the month of April a meeting is convened for the planning of the teaching in the next year. • In the beginning of the year a general, a departmental and faculty wise timetable is prepared and supplied to the principal. The same is provided to the faculties in person and put up on the various notice boards as well as on the web site of

the institution. • More over month wise planning is made up to cover up the syllabi, keeping in mind the diagnostic tests, assignments, internal examinations and unit wise test. A copy of this planning is provided to the principal. • One or two expert lectures, covering some of the topics of the syllabi are arranged. • The management bears the economic burden for the ad hoc and the part time faculties, as long as the Government does not fill up the vacant posts, so that the teaching of the student does not suffer. Implementation: • In the beginning of the year the students are informed about the syllabus, credits, reference books, questions papers style and forms. • A meeting is arranged in the end of the month to review the work done regarding the syllabi. The principal reviews the planning and implementation of the teaching at the middle of the term and informs the concerned faculty / department. • All activities such as expert lectures on different subjects, cultural and extension activities are organized in the third and the fourth period so that the teaching does not suffer and syllabi are completed in time. • Arrangement is made for the absentee faculties. • Current events are connected with the study so that the students can better understand the topics of their study. More over IT technology, class room seminars, question answer session, videos of KCG-Gujarat and UGC regarding higher education, UGC-CEC, E-Pathashala are used as per requirement and convenience. • Extra lectures to complete the syllabi and remedial classes for the weak students are arranged whereas extra guidance is rendered to the advanced students. • The faculties collect feed-back, regarding the syllabi, directly and even in the regular forms at theend of the year and send this information to the members of the BOS. • Cooperative training classes, classes for Talley Course are arranged to expand the understanding regarding the syllabi. • Faculties regularly revise and review the topics taught.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	0	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Gujarati, Sanskrit, Economics, Hindi, English, Sociology,	15/06/2019
BCom	Accountancy	15/06/2019
MA	Gujarati, Sanskrit, Hindi, Economics	15/06/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
SCOPE	15/07/2019	200
TCS	24/06/2019	38
Finishing School	03/09/2019	38
NCC	15/07/2019	55
Personality Development Course	28/08/2019	87
[View File](#)		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Nil	Nill
[View File](#)		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

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

Feedback Obtained
Student Feedback is taken at the end semester exam. Feedback of Teachers and Employers are taken at the end of the academic year. Feedback of Alumina is taken during the year. Analysis of Feedback is carried out through institute IMS system. The analysis report is submitted to Principal and presented in college IQAC meeting. The action taken report is prepared in IQAC with suggestions from all members of IQAC. At last Principal shares the feedback is to concern stakeholders for necessary improvement / updates.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	Economics	80	60	60
MA	Sanskrit	80	35	35
MA	Gujarati	80	56	56
BCom	Accountancy	130	26	26
BA	Sociology	50	49	49

BA	English	50	16	16
BA	Hindi	90	87	87
BA	Economics	145	141	141
BA	Sanskrit	65	61	61
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	500	185	15	Nill	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
15	15	79	16	6	8
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

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

The Institution has established its own mentoring system, where principal motivates all the faculties to support the students to solve their issues regarding their studies, career and future. Each mentor is given 100 students to him. These Students are allotted to faculty to serve as a mentor. Students can put their problems to the mentor and mentor try to solve them, if there is any big issue, the mentor involves the principal or related committee and try to get the solution of it. Students can put the issues like admission, study, examination, library, college facilities, scholarship, result and their career etc. We follow the system mentioned here.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1474	15	1:98

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	15	5	1	12

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

| 2019 | Nil | Nill | Nil |

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	Gujarati	6	19/09/2020	09/10/2021
BA	Sanskrit	6	19/09/2020	09/10/2020
BA	Economics	6	19/09/2020	09/10/2020
BA	Hindi	6	19/09/2020	09/10/2020
BA	Sociology	6	19/09/2020	09/10/2020
BA	English	6	19/09/2020	09/10/2020
BCom	Accountancy	6	19/09/2020	09/10/2020
MA	Gujarati	4	19/09/2020	01/10/2020
MA	Sanskrit	4	19/09/2020	01/10/2020
MA	Economics	4	19/09/2020	01/10/2020

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

Quality improvement is continuous process. It is imperative to evaluate educational processes at every level to achieve the fundamental goals of education. Taking this into account the institution is always active to ensure the continuous evaluation of the students as well as faculties. The students evolution process is based on the in internal and university examinations, participation in class room interaction, use of library, assignments, participation in extra- curricular activities etc. The academic evaluation of student is done by continuous evaluation and end semester evaluation as well. The college conducts weekly tests, assignments and Seminars for continuous evaluation. To get rid of exam phobia and to impose regularity weekly test are conducted every week. Assignments: To develop writing skill and to strengthen the core subjectivity, assignments are given by all faculties. Seminars: To develop communication and presentation skills and to test students' subjective preparations, seminars are organized on various topics at department level. End Term Semester Exams Re-test: At the end of every Semester, college organizes Internal Test based on University Exam Scheme. For absent students, due to some special Socio-cultural or Health issues, Re- test is also organized.

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

The institution prepares its academic calendar based on the academic calendar of HNGU, Patan. It is conveyed to the students, teachers, administrative circle and society through college website and prospectus. The institution obeys the academic calendar punctually in order to assure the continuous internal evaluation and maintain regularity and quality of its educational activities. Thus, based on the academic calendar…… • Educational work commences on the second or third day after the commencement of a new academic term. • The end term exam is also taken on time as declared in the academic calendar. • Class

seminars as well as assignment related work is also concluded before 10 days prior to internal examination. • Feedback concerning teachers and syllabus are taken regularly at the last day of the university examination of the second term. • Considering the time- span of a second term, various diagnostic tests as well as teaching activities concerning various syllabus topics are conducted on time according to the academic calendar. If need arises, extra lectures are also arranged. • The arrangement of expert lectures is also concluded 10 days before the internal examination. • Internal examination results are declared 10 days before the university examination so that slow learners can be guided properly. • Mostly, University examination is also conducted on time according to the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

https://acckhed.org/wp-content/uploads/2019/07/final-POs-PSOs-COs-all-new.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
M.A.	MA	Sanskrit	34	33	97
M.A.	MA	Hindi	15	15	100
B.Com.	BCom	Accountancy	43	36	83.72
BA	BA	English	17	13	76.47
BA	BA	Sanskrit	56	49	87.5
B.A.	BA	Hindi	55	44	80
B.A.	BA	Economics	110	87	79
B.A.	BA	Gujarati	83	69	83.13
M.A.	MA	Economics	16	15	93.75
M.A.	MA	Gujarati	26	18	69

View File

2.7 – Student Satisfaction Survey

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

https://forms.gle/DoFWUa3s5eCLVmYV7

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	730	KCG Gujarat	32	7.2

View File

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

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

View File

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

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

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Gujarati	2
Sociology	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	0

View File

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

Department	Number of Publication
Commerce	3
Gujarati	1

View File

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

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

View File

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

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

View File

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	4	6	Nill
Presented papers	1	1	Nill	Nill

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Celebration of Birth Ceremony of Gandhiji	NSS	4	105
Cleaneliness move	NSS	3	100
Blood Donation Camp	NCC	4	30
World yoga Day	NCC and NSS	6	105
Tree distribution to the student by nagar seva sadan(Municipality)	Municipality , Khedbrahma	4	50
voter awareness programme	Election Dept. Khedbrahma and NSS	4	152
Cleanliness move in Mataji Mandir	NSS	4	100
Plastic free polo forest Move	Forest Department of Gujarat State and NCC	1	15
Cleanliness Rally	NSS	4	150
Celebration of world tribal day	Tribal Research Centre of College, Cultural committee and Socila worker of Khedbrahma	8	200

View File

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

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swacchata Ranking by MHRD of India	Certificate	MHRD of India	1400

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Celebration of Raksha Bandhan	Brahma Kumari Sansthan	Celebrated Rakshabhandhan with the volunteers of Om Shanti, Brahma Kumaris	25	190
COVID 19 Duty in the city to maintain law and order during lock down	District Police Dept.	NCC Cadets performed duty during the lockdown regarding COVID 19 to maintain law and order in the city.	1	18
Seven Days Residential NSS Camp NSS forvillage Awarenss	Vartol Gram Panchayat, Vartol Dairy Cooperative Society and Cooperative Credit Society	Cleanliness move, Superstition Awareness programmes, Save Girl Child Programmes, Girls Education Awareness,	8	100
Tree distribution to the student by nagar seva sadan(Municipality)	Municipality, Khedbrahma	Plant distribution by Municpality to aware the people about environmeny	4	50
voter awareness programme	Election Dept. Khedbrahma	Voters awareness in youth	4	152
Plastic free polo forest Move	Forest Department of Gujarat State	Collected plastic and other rubbish from the polo forest with the help of forest dept.	1	15
Cleanliness move in Mataji	NSS and Temple Trust	cleaned the temple campus	4	100

Mandir		after Badrapada purnima Fair		
Blood Donation Camp	Prathama Blood Bank and NCC	Collected blood	4	30

View File

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Workshop on Writing Research Paper	50	GEA and College	1

View File

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

View File

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill

View File

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
13300000	13248977

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Existing

Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL2.0	Fully	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20833	1729968	890	97260	21723	1827228
Reference Books	19571	4520419	80	38196	19651	4558615
e-Books	135000	5900	Nill	Nill	135000	5900
Journals	65	56092	Nill	Nill	65	56092
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	419	Nill	Nill	Nill	419	Nill
Library Automation	1	15000	Nill	Nill	1	15000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	Nill	Nill	Nill	Nill	Nill	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	75	25	75	4	25	11	20	22	10
Added	0	0	0	0	0	0	0	0	0
Total	75	25	75	4	25	11	20	22	10

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

22 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Online Library Service	https://library.acckhed.org/digital-library/
Subject Related PPT (Arts and Commerce) Developed by Faculty	https://acckhed.org/powerpoint-presentation/#1560150649035-3bee165c-0f58
Past Exam Paper	https://acckhed.org/past-exam-paper/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.5	211023	4	388247

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

1. Cleanliness: The campus, playground and building are regularly cleaned by college peons as well as by volunteers of NSS and cadets of NCC and college peons occasionally. 2. Maintenance and management of electric gadgets: Annual maintenance contract is given for hassle free service. 3. Maintenance of Computer based technology: The computers of language lab, computer lab and other computers are regularly checked by the computer literate employee of the staff. The upgradation of the computer system is maintained timely. 4. The web cameras are maintained regularly by E - Mission Company, Ahmedabad. 5. Maintenance of Garden: A gardener regularly takes care of watering the plants, trees and saplings of the garden. 6. The books in the library are maintained as per the guidelines of the library science by the librarian. The problems in photocopier are solved by a professional technician within a day or two. 7. The damaged equipments in gymnasium are mended or replaced within ten to fifteen days. Policy details of the utilizing various facilities of the institution 1. Academic building • Academic building is used regularly for teaching and learning activities as per time table of the college and for internal and external examinations and co - curricular extracurricular activities. • After

prior-permission, the use of college building is allowed to NGOs for social and academic purpose. • If any institution arranges programme in the premises of our college with prior permission, its responsibility to take care of the property of the college building. 2. Language Lab and Computer Lab. • The students pursue CCC-BAOU course, SCOPE or Tally Accounting course can use both the labs. • It is a prerogative of Rotary Club Khedbrahma to make use of computer lab any time. • The government or its agencies can use both of the labs for filling up the details of the government documents or schemes online. 3. Gymnasium • The students can use the gym as token fees of Rs. 50 only per term. • The students who participated in inter - college sports activities can use gym free of charge.:

https://acckhed.org/wp-content/uploads/2021/08/Procedures-and-policies-for-maintaining-and-utilizing-physical.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Alpa Sadhan Vidhyarthi Rahat	6	11280
Financial Support from Other Sources			
a) National	From Government	939	8321374
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality Development	28/08/2019	87	Institution
TCS	24/06/2019	38	CSR TATA Consultancy Service
Yoga and Meditation	21/06/2019	105	Institution
Finishing School	03/09/2019	38	KCG Gujarat
Personal Counselling (Mentor)	12/06/2019	1400	Institution
Guidance for Career Training	05/09/2019	315	Institution
Remedial Coaching	16/08/2019	430	Institution
SCOPE	15/07/2019	200	KCG Cambridge, Govt. of Gujarat
View File			

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

Year	Name of the	Number of	Number of	Number of	Number of

	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
2019	Career Counselling Cell	315	315	20	20
2019	Seminar on Competitive Exam for Career	78	78	Nill	Nill
2019	Guidance for Competitive exam and interview	147	147	Nill	Nill
2019	GK Test under Gyan Dhara	74	Nill	Nill	Nill
2019	GK Test by Vikas Vartul Bhavnagar & Institution	50	Nill	Nill	Nill
Nill	Personal Career Counseling by Faculty	Nill	250	Nill	Nill
View File					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Camrola Quartz Ltd	61	6
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	26	BA	Sanskrit	Khedbrahma	MA

2019	35	BA	Gujarati	Khedbrahma college	MA
2019	24	BA	Hindi	Khedbrahma college	MA
2019	46	BA	Economics	Khedbrahma college	MA
2019	3	BA	English	Himatnagar college	MA
2019	1	BA	English	Dept.of English HNGU Patan	MA
2019	1	BA	English	B.Ed.College Daramali	B.Ed.
2019	3	B.Com.	Commerce	Arts and Commerece College Idar	M.Com.

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

Items	Number of students selected/ qualifying
Any Other	20

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

Activity	Level	Number of Participants
Sports - Archery	Interuniversity	2

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	nil	Nill	Nill	Nill	00	nil

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

Response: In order to make them aware of Collective responsibility as well as the decision making process, students are given representation at institution level, in Student Council, women Cell, Grievance Redressal Cell, IQAC etc. This enables student representatives to give their valuable feedback for the well being of the College as well as the entire student body. Following is a brief outlook of the aforementioned student-centred Committees. 1.Student Council Structure. The members in this Committee include Hon. Principal, 3 professors and approximately 35 representative students from B.A, B.Com, and M.A., as well

as NSS, NCC, Sports quota and Cultural forum. GS and LR are elected by the student representative on the basis of majority. Role of Student Representatives. (A) Academic 1. To help organise orientation meeting to welcome new-comer students. 2. To instruct and complain with reference to library senesces, regular lectures, expert lectures, examination management, evaluation process etc. 3. To celebrate Teachers Day. (B) Administrative 1. To motivate students to take part academic as well as extra- curricular programmes held in the college. 2. To help organise festivals like Guru Parva and Annual Day. 3. To organise Navratri festival, kite festival, Well Come New Year, etc. 4. To help in maintaining discipline and cleanliness in College. 2. Women Cell Structure The members in this Committee include 2 female professors and 2 representative female students. Role of women Representative Students 1. To bring into notice of the (authorities) institution issue regarding sexual harassment. 2. To bring into notice of the authorities complaints or suggestions of regarding facilities provided to female students. 3.To share information among students regarding various programmes related to women empowerment. 3. Grievance Redressal Cell Structure With the Hon. Principal at helm, this 7 member Committee includes student representatives. Role of Student Representatives 1. To bring into notice of the authorities of student related grievances like ragging, sexual harassment, insufficient amanitas, Coaching quality, examination related questions, discipline related issues etc. 2.To inform student about the steps taken by authorities to address the grievances. Structure With the Hon. Principal at helm this 12 - member Committee includes 2 student representatives. Role of Student Representatives 1.To present education related questions faced by students before the authorities and give necessary suggestions. 2.To spread the initiatives taken by the IQAC to improve the quality of education among students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

278

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Three Meetings arranged in the year Activity of the Alumni Association: • General meeting of Alumni Association. • Orientation regarding NAAC. • Orientation regarding previous year activities and facilities. • Awareness about Ex students role in the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Workshop on Research: In a general discussion with the professors of Economics department, the Principal himself being a professor of Economics put forward a thought that the workshop on How to Write Research Paper with the collaboration of GEA should be at our college which held every year at different places in Gujarat. This thought was presented to GEA and permission was granted to hold the workshop of the year 2019-20 at our College. This information was conveyed

to the management and IQAC. Two months before the workshop, a staff meeting was held. After thorough discussion the Principal, with the help of experienced teachers, other staff and students, created various committees like coordination committee, registration committee, food committee, stage and seat arrangement committee, accommodation committee, certificate committee, cultural committee, audit committee etc. Every committee was made aware of its responsibilities and given certain decision making authority as well. With these arrangements the one day workshop comprising of 50 delegates completed successfully. Practice: 2 At the beginning of the new academic year, the principal reconstruct various committees for co-curricular and extra-curricular activities as per the interest of the faculty. Than the principal arranges the meeting with the members of the committees and ask them to plan the activities and programmes discussing with the students. With some necessary suggestions, principal gives freedom to the coordinator of the committee to arrange various programmes with the help of the students during the entire year. After completing particular programme the principal and committee evaluate it to make better next time.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Admission starts just after the HSC result declares. The students are informed with handbills, Website and notice board. The prospectus with detailed information of college is given to students along with admission form. The Students are free to choose the subjects available in the college. The admission committee helps the students in the choice of subjects and admission process. The administration department is fully computerised, the students gets computer generated fee receipt.
Industry Interaction / Collaboration	The college has collaboration with BAOU ahmedabad for distance education in degree, diploma and certificate courses. College has also collaboration with KCG who organises training under finishing school and conduct the SCOPE exam.
Human Resource Management	At the end of the year, management gets the information regarding need of human resource and as per the necessity, the management ask for the recruitment from government. If government does not recruit them, the employees are recruited the management at the beginning of the new academic year. They are encouraged to get proper training in the reference of their duty. Management takes insurance for

	staff members. There is a credit society for the staff members of the college.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a rich and well equipped library with more than 42000 books, 67 magazines and e resources. as per the demand of faculties and students, the library committee recommends for the purchase of new books every year to update the library. There is a fully computerised library in the college. The college has computer lab. and language lab. The students utilises them to learn computer and train for SCOPE exam. There are 16 classroom with ICT. The equipments are maintained well by the professional person with annual contract.
Research and Development	The college has a Tribal Research Centre where researcher can get the secondary data and guidance regarding Research activity. There are number of research related books and thesis available in the Library and Research centre. Management encourages the employees to pursue the research and get the recognition as a research supervisor. As a result of this, four faculties got the recognition as a guide for research.
Examination and Evaluation	Continuous evaluation (CE) system is adopted for student's internal evaluation that includes various tools like Term and Internal assessment, seminars, test etc. Students are informed about their exams before a month through website, College App. WhatsApp groups and notice board. Retest is also taken for the students who could not appear in regular exam. The college has mechanism to solve the issues related to their exams and reevaluation system is also available if any student has complaint for it. The results of internal exams are displayed on college notice board.
Teaching and Learning	College has 100 ICT enabled classrooms including 6 smart classrooms. Principal observes the off line class as well the online sources of the the teaching learning. Feedback of Teachers is taken from the students to improve the quality of teaching. Students are oriented about the library and concerned resources. Assignments,

	Classroom seminars, test are taken regularly. Teachers and students are inspired to attend FDP.
Curriculum Development	The College is affiliated with HNGU, Patan. The university develops and design the curriculum so the college has not a direct role in developing the curriculum but the senior faculty members of the college are appointed as a BoS of university who gives their views and suggestions regarding the curriculum.

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

E-governace area	Details
Planning and Development	Academic calendar and college prospectus are put on the college website.
Administration	Administrative office of the institution is fully atomized and all the process is doing in Office Management Software - College Management System 11.0
Finance and Accounts	All financial and Account are maintain in tally ERP.9 software.
Student Admission and Support	Students admission is partially computerized. The college has its own AndroidApp, website, whatsApp groups, Social media, Instagram, LinkedIn etc. which helps the students to stay connected and well informed about the admission, activities, teaching materials, exam notice, study material etc. The students are trained in the beginning of the year to use it.
Examination	The Notice, exam schedule, Question papers and essential information are shared through social media and official college website as well the results of internal Examination is put on college website.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof. Jigar Kharadi	Workshop on Research	BAOU, Amdavad	1300
2019	Prof. Anand Patel	International Conference on Literature	Dept. of English, Gujarat	500

2019	Prof. Anand Patel	National Seminar on Indina English Literature	Arts And Comm. College, Kheralu	450
Nill	Dr. P. R. Gajjar	National Seminar on Indina English Literature	Arts And Comm. College, Kheralu	450
2019	Dr.R.J.Desai	State level Workshop on Research	Arts College, Anand	700
2019	Dr.N.M.Tajpuriya	National Conference of Psychology, Vallabh	Department Psychology, SP University, Vidhyanagar	2560
		[View File]()		

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Smart class	--	19/12/2019	19/12/2019	11	Nill
2019	Online Resource	--	13/06/2019	13/06/2019	12	Nill
2019	--	Online Administrative work	21/08/2019	21/08/2019	Nill	5
			[View File]()			

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Disaster Management	1	03/04/2019	05/04/2019	3
Workshop on How to write Research Paper	10	20/09/2019	20/09/2019	1
		[View File]()		

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

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Credit society for staff 2. Life Insurance 3. leaves as per govt. norms. 4. Medical allowance as per govt.norms	1. Credit society for staff 2. Life Insurance 3. leaves as per govt. norms. 4. Medical allowance as per govt.norms 5. Washing allowance and uniform given to supporting staff.	Contribution of college in Insurance Policy of each student. · Shahid Vir Kinarival insurance scheme are implemented. · Government scholarship are available to the students. · Special scholarship of HPCL are available to the backward students. · Library Book Bank for poor students · Institutional scholarship for poor students . · Student provides health service on subsidies rate.

6.4 – Financial Management and Resource Mobilization

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

Internal Audit: Financial transactions of the institution during a particular monetary year are audited regularly by Mehta and Co. Any query related to audit is promptly solved. Daily audit of the institution is looked after by the representative appointed by the management, he gives necessary instructions to administration department. External Audit: An audit of the entire financial transaction is conducted by the auditors appointed by the Gujarat State Government at a convenient time, if any query raises regarding the account, it is solved promptly by the accountant of the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Shyam Sundardas Maharaj	100000	auditorium
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	1. KCG Govt. og Gujarat 2.NAAC 3.GSIRF 4.NIRF	Yes	IQAC of the college

Administrative	Yes	1. KCG Govt. og Gujarat 2.NAAC 3.GSIRF 4.NIRF	Yes	IQAC of the college

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

• Orientation regarding NAAC. • Orientation regarding previous year activities and facilities. • Awareness about Ex students role in the college. • Active interest in extra curriculum activities • Some time they donate the institution for the particular purpose

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

• Training and guidance for their work in the beginning of the every year • Trained them about disciplinary norms • Trained them filing and basic computer operating

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

• Analysing the result of the cycle-3, planned for better performance for future. • Faculty training regarding online teaching. • Preparation for Swacchata Ranking by MHRD, Govt. of India • Preparation for GSIRF AND NIRF

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Preparation and Timely submitted IIQA	13/06/2019	14/06/2019	28/06/2019	15
2019	Preparation and Timely submitted SSR for cycle III	13/06/2019	15/07/2019	09/12/2019	15
2019	Finishing school training arranged	13/06/2019	03/09/2019	19/12/2019	38
2019	Participation in National level cleanliness ranking competition	21/08/2019	21/08/2019	15/09/2019	130
2019	Workshop	21/08/2019	20/09/2019	20/09/2019	50

		on How to Write a Research Paper?				
2019	Preparation and Participation in NIRF	13/06/2019	07/10/2019	27/11/2019	15
2019	Preparation and Participation in GSIRF	13/06/2019	15/11/2019	07/12/2019	15

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Jointly introduction and college awarness seminar of the first year student	15/07/2020	15/07/2020	120	150
Teachers Day	18/09/2019	18/09/2019	18	22
Personality development course organize by women cell	28/08/2019	30/08/2019	87	Nill
women right awarness programme by women cell (General Meeting)	16/07/2019	16/07/2019	100	Nill
Sapta Dhara (First Term)	17/09/2019	17/09/2019	102	98
Sapta Dhara (second Term)	18/02/2020	18/02/2020	75	95

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

Percentage of power requirement of the University met by the renewable energy sources
• LED bulb installed in all class and led fan installed some class • Solar light installed surrounding college building • Power load distributed in proper way Above steps save the energy (round about 15)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	Nill
Ramp/Rails	Yes	150
Braille Software/facilities	Yes	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nill
Any other similar facility	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nill	25/01/2020	01	voter awareness programme	Law voting pattern	152
Nill	1	Nill	30/01/2020	01	Book exhibition	Reading awareness	125
2019	Nill	1	15/07/2019	01	Tree distribution to the student by nagar seva sadan(Municipality)	Environment awarness	50
2019	Nill	1	03/08/2019	30	Training for competition exam	Less Awareness about competition exam)	150
2019	1	Nill	08/08/2019	01	Celebration of world tribal day	For the awareness of tribal right and culture	200
2019	Nill	1	30/08/2019	01	Cleanliness Rally	Awarness about cle	150

2019	1	1	15/09/2019	01	Join with N.G.O. for the move of plastic free polo forest	Awareness about pollution by plastics	15
2019	1	1	16/09/2019	01	Cleanliness move in Mataji Mandir	Rubbish and dirt occured surrounding Mataji Mandir due to badrpadi purnima fair	100

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for principal, faculties, administrative staff and students of the college	15/07/2019	https://acckhed.org/wp-content/uploads/2019/07/Code-of-conduct-for-Principal.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Cleaneliness move	16/09/2019	16/09/2019	100
Celebration of Birth Ceremony of Gandhiji	02/10/2019	02/10/2019	211
Celebration of Geeta Jayanti	09/12/2019	09/12/2019	52
Value Education	27/12/2019	27/12/2019	90
Celebration of Swami Vivekananda Birth Anniversary	12/01/2020	12/01/2020	104
Taught the indian constitution as a part of syllabus in B a sem-1	12/06/2019	23/10/2019	486
Taught the subject Disaster management as a part of syllabus in B a sem-3	12/06/2019	23/10/2019	390
Taught the subject Disaster management as a	12/06/2019	23/10/2019	34

part of syllabus in B com-3			
Blood Donation Camp	24/07/2019	24/07/2019	30
Rakshabandhan Celebration	13/08/2019	13/08/2019	180

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

• Tree Plantation • Maintain Garden and Trees • Drip Irrigation system applied for watering the plants • Water harvesting • Use LED bulbs and tube lights for class room and administrative section • Use solar light surrounding of the college building • Use of plastics is banned in college campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Training and Guidance for Competitive Examinations 2. Objectives of the Practice: To inform and train the students for competitive examinations held by various Government Recruitment Boards and Non-Governmental Agencies. The institution has decided some objectives to achieve the goals which help us to guide and train the students. The objectives of the practice are as below: • Inform the students about competitive examinations held at various levels by various agencies and boards. • Guide the students about the format, syllabus, paper style and eligibility for a specific posts. • Arrange various programmes for career orientation and inspire students to take interest in them. • Deliver lectures to guide them and teach them how to prepare for the exams. • Provide them necessary books, material and sources for the competitive exams. • Help them fill up and submit on-line application forms. 3. The Context: It is a dream of every student to get a good job and be self-dependent as early as possible. The students of the area are not so aware about how and where to apply to get a good job. They have doubts regarding the eligibility and scope while studying for graduation. Most of them think that whether they can apply for a job before graduation. Career Guidance Cell works to remove such misconceptions from the mind of the students. In our rural and tribal area, majority of the students do not have any resources to venture for their own business. It becomes our duty to guide and show the students the right access where they can get jobs. We help them show the right direction and prepare them for better performance. The Students are directed to find out proper jobs available in various government departments, NGOs and private companies. The rural and tribal students need our guidance at every level and we provide it by this practice in the college. The students are trained for competitive exams. We brush up their General Knowledge and provide books, magazines and conduct exams and tests at college level. We have also conducted mock interviews to boost their confidence level. 4. The Practice: • For Training and Guidance, we have worked out a specific structure under which we conduct a regular lecture every week (Generally Saturday). Every year more than 100 students attend regular lectures. In the year 2017-18 about 321 students and 2018-19 about 322 students and 2019-20 about 572 students have participated in the activity. We deal with the current topics, G. K., Reasoning ability and numerical ability in these special lectures. The tests are also taken on relevant topics and later the keys are provided to the students. Students who perform well are rewarded. • Advertisements of the vacant posts and related exams are displayed on the notice board. Students registered in the Cell are informed by way of SMS about the vacancies. They are also helped in filling up and submitting online forms. • 9 Magazines and Journals related to career and competitive exams are subscribed by the Library. Books and Digests for Ready

Reference are also provided to the students by the Library. • Expert Lectures also are arranged sporadically. • Our students have participated and performed well in various competitions like University Gardi Chair Competition, Vikas Vartul- Bhavanagar and University Quiz competitions and perform considerably well. • Expert lecture by the Dr.S.C.Kikani (Member - Gujarat Public Service Commission ,Gandhinagar) for the preparation of competition examination and interview skill. (Date:15-2-2020) 5. Evidence of Success: Our constant perseverance and pursuit for guiding students and brighten their future has yielded good results also. Here are some instances. • 2 students have been selected as Administrative Magistrate, PSI, Account Officers etc. • About 10 students have been recruited on various administrative posts of Talati, Clerk, as teachers in government schools through TET/TAT. (The actual number of students may increase but we could not get data of some students.) • 20 students have been selected for the posts of Police Constable, Police Inspector, BSF, Indian Post, Railway etc. • We recommend them standard books. As a result, they started reading and refer reputed publications of Universities and Government. • The students got attached with the institution as we helped them in online submission of application forms. In rural areas the Cyber cafes charge high for net surfing. We have provided them the service at no profit- no loss basis. These students felt obliged to the institution. • We have succeeded in creating awareness among students for competitive exam. The facts mentioned here indicate our sincere efforts in the direction of guiding our students towards brighter future. We take pride in our efforts and believe to perform better in future. 6. Problems Encountered and Resources Required: • Problems Encountered: 1. As Khedbrahma is a distant place, very often the Resource Person coming from cities do not prefer to come here. On such occasions the local faculty had to manage the things. 2. To encourage students to attend classes regularly, we have started charging a meager amount for the classes. We refund the amount to the students who remain regular during the course. • Resources Required: 1. The Lectures arranged for the Competitive Exams are planned and managed by the faculty voluntarily. 2. For the Special arrangement of Training and Coaching classes we have tried to seek monetary help from either UGC or State Government. 7. Notes: • When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability. • It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us to develop a lifelong relationship with the students. • The special lectures of career guidance are arranged either in the slot after college hours or on weekends so that alumni students also can participate. • If the students fail in their first attempt for the competitive exams, we encourage them and inspire to work hard for forthcoming exams. Best Practice: II 1.Title of the Practice: Well Maintained Classroom with LCD, Fans etc. 3. Objectives of the Practice : Excellent environment for teaching and learning process is provided to the teacher as well as Students. To achieve the desired goals, the objectives set for the practice are as below: • Acquaint the students with current affairs of the subjects. • Make teaching and learning process effective. • Inform students how to use 'ICT' in learning the Subject. • Inspire students and Professors in the use of ICT. • Familiarize students with available E-resources in subject. • Create conducive environment both for the students and teachers for teaching learning process. 4. The Context :- The students need to perform well in their subjects in this competitive world. This can be possible only when they get best techniques, best faculty and best environment for study. To bear this thing in mind, though this institution is located in tribal area, provides best facilities of teaching-learning at college level to the students. The students become equipped with latest trend of the subject with this practice, they learn to use technology for obtaining subject knowledge. For that, institution tries to build best career of students and provide excellent environment of teaching-learning process. 5. The Practice :- • Classrooms are cleaned everyday and

enough care is taken in maintenance of table, chair, benches, podium, ventilator etc. • Annual contract is signed for maintains of LCD in the classrooms. If any problem occurs in the Operation of LCD, it can be solved instantly by the agency. • Most of the faculties use LCD projector for classroom teaching, including PPT, video lectures, etc. which increase the interest of the students in their subjects. • Online E-resource (UGC, KCG-Sandhan , other academic video etc.) are used when necessary. • Monitoring of teaching-learning process by Principal through web-cameras. • Students are made aware of using technology in study. • Screening of Special video and CD in context of their subject. • Wi-Fi facility is available in classrooms. • Class room are equipped with all necessary equipments. 6. Evidence Success :- • Students have become familiar with E- recourses in context of subject. • Students are taking interest themselves in E-resource from Network Resource Centre. • Faculty and the students have become techno savvy regarding study. • Student's participation and interest increased in the classroom. • Improvement in the result of students. 6. Problem Encountered and Resources Required :- a. Problem Encountered • There are many students in the college who cannot get the benefit of ICT because of their economic condition. b. Resources Required :- • Institution tries to receive fund under the Schemes of State government so that the students can get IT equipments like laptop, palmtop or tablets etc. 7.Notes: The college has received Rs. 2 crore financial assistant from RUSA for library building and renovation. So we renovated academic section of the college building and prepared six smart class rooms.

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

https://acckhed.org/wp-content/uploads/2021/08/Best-Practice-1.pdf

7.3 – Institutional Distinctiveness

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

Vision of the institution: "To generate the spirit of social service and concern for the nation among the students so that along with their aspirations they actively contribute to the all-round development of the nation. Mission of the institution: Excellence in education through experiment, experience and exposure To meet the vision and mission of the college, in the above context, the college arranges various activities for the students and One of them is: students 'centric teaching-learning process. • Most of the students taking admission in the college from tribal area. To acquaint them with all activities of the college, total information regarding the college is provided during introductory assembly. • The teaching starts in first week as pre-planned in the academic calendar of the college. Students are informed about it through prospects and website. • All the class-rooms of the institution have been equipped with LCDs and the faculties have been provided with laptops. The students are trained to use the latest IT technology and gadgets. • Subject-related movie and video lectures are shown to the students. • The students are provided opportunities to present their views in the class room in written and oral form. The teachers give them suggestions and inspire them. • Expert lectures are arranged for the students to enrich their knowledge. • Students can directly access through link on college App or Website to avail the study material. • The students are free to search academic resources and allowed to download and print the required material in the library. • The college organizes additional courses to develop the employability of the students. • The poor students are provided the text-books on concessional rate through book-bank facility in the library. • The academic and administrative work of is managed by the students on the Teacher's Day to provide them opportunities to express their skills. • The students give feedback for the academic and

administrative work. • The college library buys necessary reference books. Besides, some CDs are also made available for teachers and students. • The report of analysis of the result is placed before the IQAC cell and the Principal. • Every year the college arranges two or three lectures on value based education for the students. Thus, the college tries to inculcate human values among students. • Career counseling cell of the college helps the students in selection of their career. • The teachers are encouraged to participate in FDP which help the teachers in developing teaching learning skill. • Outcome: • Due to above mentioned efforts, the results of college are higher than university result or as good as university result. • Every year, almost 25 to 30 students get selected in security forces: Army, BSF, CRPF, Police department, on state and central government posts. • Some students get selected in private sectors and some of them start their own business. • We take pride to state that not a single student of the college is found in anti-social activities.

Provide the weblink of the institution
https://acckhed.org/wp-content/uploads/2021/08/Institutional-Distinctiveness-1.pdf

8.Future Plans of Actions for Next Academic Year

• Prepare Prospectus • Prepare Academic Calendar • Organise skill base certificate courses • Organise Sahkari Talim Varg • Covid 19 Awareness programmes • Cooperate government administration department to handle the situation during Covid 19 • Mask distribution to the stakeholders • Plan for the online education. • Plan for the orientation for faculty regarding online education through MS Team and e-resources. • Upgradation of College Infrastructure by utilization of Rashtriya Uchhatar Siksha Abhiyan grant. • To complete the Construction of new library building. • Participate in NIRF and GSIRF during next year. • Timely submission of ASHIE Report. • Preparing Subject wise MCQs for the students to face the online examination. • Prepare topic wise PPT files to teach the students on online platform. • Organise online lectures on moral education via online platform. • Organise online quiz and competitions for the students who will be at home during COVID 19.