



YEARLY STATUS REPORT - 2020-2021

| Part A | |
|--|---|
| Data of the Institution | |
| 1.Name of the Institution | D. D. Thakar Arts & K. J. Patel Commerce College |
| • Name of the Head of the institution | Dr. V. C. Ninama |
| • Designation | Incharge Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 9427365308 |
| • Mobile no | 9427366424 |
| • Registered e-mail | acckhed1987@yahoo.com |
| • Alternate e-mail | prg203@gmail.com |
| • Address | College Road, Khedbrahma. Dist: Sabarkantha |
| • City/Town | Khedbrahma |
| • State/UT | Gujarat |
| • Pin Code | 383255 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Rural |

| • Financial Status | Grants-in aid | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------|-----------------------|---------------|-----------------------|---------------|-------------|---------|---|------|------|------------|------------|---------|---|------|------|------------|------------|---------|---|------|------|------------|------------|
| • Name of the Affiliating University | Hemchandracharya North Gujarat University - Patan | | | | | | | | | | | | | | | | | | | | | | | | |
| • Name of the IQAC Coordinator | Dr. P. R. Gajjar | | | | | | | | | | | | | | | | | | | | | | | | |
| • Phone No. | 9427366424 | | | | | | | | | | | | | | | | | | | | | | | | |
| • Alternate phone No. | 9427366424 | | | | | | | | | | | | | | | | | | | | | | | | |
| • Mobile | 9427366424 | | | | | | | | | | | | | | | | | | | | | | | | |
| • IQAC e-mail address | prg203@gmail.com | | | | | | | | | | | | | | | | | | | | | | | | |
| • Alternate Email address | acckhed1987@yahoo.com | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | yes | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.Whether Academic Calendar prepared during the year? | No | | | | | | | | | | | | | | | | | | | | | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.Accreditation Details | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.46</td> <td>2007</td> <td>04/02/2008</td> <td>03/02/2014</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.72</td> <td>2014</td> <td>10/07/2014</td> <td>09/07/2019</td> </tr> <tr> <td>Cycle 3</td> <td>B</td> <td>2.73</td> <td>2020</td> <td>14/02/2020</td> <td>13/02/2025</td> </tr> </tbody> </table> | | Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | Cycle 1 | B | 2.46 | 2007 | 04/02/2008 | 03/02/2014 | Cycle 2 | B | 2.72 | 2014 | 10/07/2014 | 09/07/2019 | Cycle 3 | B | 2.73 | 2020 | 14/02/2020 | 13/02/2025 |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to | | | | | | | | | | | | | | | | | | | | |
| Cycle 1 | B | 2.46 | 2007 | 04/02/2008 | 03/02/2014 | | | | | | | | | | | | | | | | | | | | |
| Cycle 2 | B | 2.72 | 2014 | 10/07/2014 | 09/07/2019 | | | | | | | | | | | | | | | | | | | | |
| Cycle 3 | B | 2.73 | 2020 | 14/02/2020 | 13/02/2025 | | | | | | | | | | | | | | | | | | | | |
| 6.Date of Establishment of IQAC | 18/06/2008 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--|-------------------------------|--------------------------------|-----------------------------|---------|
| D. D. Thakar Arts & K. J. Patel Commerce College | Finidhing School | KCG State Government of Gujrat | 2020-21 | 125000 |
| D. D. Thakar Arts & K. J. Patel Commerce College | NSS | University | 2020-21 | 18400 |
| D. D. Thakar Arts & K. J. Patel Commerce College | RUSA | Central Government | 2020-21 | 5000000 |
| D. D. Thakar Arts & K. J. Patel Commerce College | Swachhta Ranking 2019 | Government of India | 2020-21 | 40760 |
| D. D. Thakar Arts & K. J. Patel Commerce College | GSIRF Fees from KCG | Central Government | 2020-21 | 100000 |
| D. D. Thakar Arts & K. J. Patel Commerce College | Maintainance Grant from State | State Government of Gujrat | 2020-21 | 500405 |

| | |
|---|---------------------------|
| 8.Whether composition of IQAC as per latest NAAC guidelines | Yes |
| <ul style="list-style-type: none"> • Upload latest notification of formation of IQAC | View File |
| 9.No. of IQAC meetings held during the year | 6 |

| | | |
|---|---------------------------|--|
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> • If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <ul style="list-style-type: none"> • Participated in NIRF • Participated in GSIRF • Details of has been prepared and sent to ASHIE - 2020-21 • Training for Online teaching through Ms Team • Monitoring and enhancement of the teaching learning process. | | |
| 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| Empty space for plan of action and outcome | | |

| | |
|--|--|
| Plan of Action | Achievements/Outcomes |
| Prepared Academic Calendar | Academic Calendar is prepared in beginning of the year |
| Awareness about Covid 19 | Awareness programs arranged for students regarding Covid 19 |
| Upgradation of Infrastructure | Infrastructure upgradation from RUSA grant that include construction of new library. |
| Planning for Online education through Ms Team, Google Meet and Zoom | Due to Covid 19, Classes are taken Online through Ms Team, Google Meet and Zoom |
| Participation for ranking survey and ASHIE | Institution has summited ASHIE Report |
| analysis of results | Analysis of previous years result and given suggestions to the faculty for betterment of result. |
| Participation for ranking survey and GSIRF | Institution has participated in GSIRF |
| Participation for ranking survey and NSIRF | Institution has participated in NSIRF |
| Inspired faculty for online FDP and seminars and workshop | Faculty actively participated in online FDP and seminars and workshop |
| 13.Whether the AQAR was placed before statutory body? | Yes |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| College Governing Body | 29/01/2022 |
| 14.Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-21 | 09/02/2022 |

Extended Profile

| 1.Programme | |
|--|---------------------------|
| 1.1 | 11 |
| Number of courses offered by the institution across all programs during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 | 1672 |
| Number of students during the year | |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 | 572 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.3 | 508 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 14 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |

| | |
|--|---|
| 3.2 | 8 |
| Number of sanctioned posts during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

4.Institution

| | |
|---|-------------|
| 4.1 | 16 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 41703906.00 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 60 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Planning:In the beginning of the year, the Teaching Plan is prepared and 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 notice boards as well as on the whatsapp group. • 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. • Expert lectures are arranged.

Implementation: In the beginning of the year, the syllabi related information is availed to the students. • 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 curricular and co-curricular activities organized. • Current events are also connected with the study. More over IT technology, class room seminars, question answer session, topic related videos are used as per requirement and convenience. • Extra lectures and remedial classes for the weak students are arranged. • The faculties collect syllabi related feed-back and send

it to the BOS. • Faculties regularly revise and review the topics taught.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://drive.google.com/file/d/1u7XpnZkmiFU_LBdggqDAPHpEO6MWKxXEZ8/view?usp=sharing |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Usually the institution prepares its academic calendar based on the academic calendar of University but due to Covid.19, we could not strictly follow the academic calendar. Most of the teaching days, online classes and online exams conducted due to lockdown.

In normal days, the academic calendar 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. Thus, based on the academic calendar educational work commences on the second or third day after the commencement of a new academic term. • Class seminars as well assignment related work is also concluded before prior to internal examination. • Feedback concerning teachers and syllabus are taken 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 are conducted on time according to the academic calendar. If need arises, extra lectures are also arranged. • Internal examination results are declared 10 days before the university examination so that slow learners can be guided properly.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the

A. All of the above

following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG
 programs Design and Development of
 Curriculum for Add on/ certificate/ Diploma
 Courses Assessment /evaluation process of the
 affiliating University

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

112

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

1.3.1

The institution is affiliated to HNGU, Patan and hence the institution has to strictly follow the syllabi prescribed by the university. While selecting the topics/texts to frame the syllabi for the different years and subjects , these faculties keep in mind various aspects.

From this point of view, the University fulfill the said claims:

- Gender Related Issues:

In Gujarati, Hindi and English - a paper regarding Feminism.

In Economics and sociology focus on population, gender related problems, inequality, domestic violence, earning problems of women etc. Learners become aware of the issues related to gender and begin to think in that direction and find their solution.

- Environment and Sustainability:

At UG and PG level, we have : 'Environmental Science' as a subject.

- Human Values:

In Gujarati at UG and PG level: works of Narsinh Mehta, Mirabai, Satya na Prayogo by Gandhiji etc.

In Hindi Duhas of Kabir, Ramcharit Manas of Tulsidas and works of Surdas etc.

In Sanskrit Niti Satak, Vidur Niti and the Upanishadas etc. nourish moral ethics in the students.

- Professional Ethics:

In Business, Commercial Communication, Media and Public Relation, Cooperation and Banking, Economics of Kautilya teach the students professional ethics.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

| File Description | Documents |
|---|---------------------------|
| URL for stakeholder feedback report | Nil |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | View File |

1.4.2 - Feedback process of the Institution may

A. Feedback collected, analyzed

| | |
|--|---|
| be classified as follows | and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://drive.google.com/file/d/1mgIki70Iyypzw3Nfe9B304niyqZMS1q9/view?usp=sharing |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of students admitted during the year | |
| 811 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |
| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |
| 680 | |
| File Description | Documents |
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |
| 2.2 - Catering to Student Diversity | |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | |
| The Assessment of Learning Level: | |
| <ul style="list-style-type: none"> Information regarding the learning level of the 1st year at UG | |

level is acquired from the results of the standard 12th, diagnostic test and internal test. Likewise for the 2nd and 3rd year at graduation level as well at PG level the results of internal test and university examination are taken into consideration.

Programs for slow learner:

- Remedial coaching and personal guidance are provided to students in difficult subjects.
- Students are encouraged to take active part in question - answer sessions
- Students are encouraged to solve previous years question papers which increases their confidence regarding various subjects.
- Model answer books of previous internal examinations are provided.

Programs for Advanced Learners:

- Advanced learners provided " Golden Ticket Card " scheme.
- Apart from acquainting them with reference books and important magazines, students are also encouraged to watch programs on educational websites and Network Resource Centre is available in the library.
- Students are encouraged to participate in subjects related co curricular activities.
- Students are encouraged to prepare for GPSC and UPSC.
- Students are given opportunity to join various certificate programmes and "Add on Programmes".

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1672 | 12 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential and participative Learning .

- Students are encouraged to recall the incidents where they might have experienced emotions like love, compassion, non-violence, truth, anger etc. based on the study of various literary texts. An effort is made to make the students empathise with the protagonist of the story and make predictions about their behaviour in the certain situations. This method widens the students' real understanding regarding the subject. Commerce students are given the first hand experience of a company's balance sheet or tax computation process.

Moreover, the educational tours organised by the institution help students gain first hand experience and knowledge of subjects like environment, sociology and economics.

Problem Solving Methodologies:

Through this method students are given basic information on a given topic and then encouraged to solve a problem based on that information on their own. Teachers provide necessary guidance where needed. This makes the students see and solve the problems with different perspective which widens the horizon of their understanding.

ICT based Learning :

- The teachers of the institution, at intervals, take help of ICT mediums like video lectures, films, charts etc. to make their presentation interesting.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Utilizing the grants of UGC in the benefit of students and teachers, there are 10 classes equipped with the LCD Projectors, 03 smart classes with smart boards and LCD Projectors, All the teachers use laptop, LCD projectors, smart boards and multimedia for effective teaching. Besides that all the teachers use social media as well as an online platform like Ms Team for effective teaching learning process. During Covid-19 pandemic situation, students could not come to college for a long time, so teachers had to teach online through Ms Team.

ICT based Learning :

- The teachers of the institution, at intervals, take help of ICT mediums like video lectures, films, charts etc. to make their presentation interesting.

In addition to.....

- Students are given opportunity to give their opinions freely during class-room seminars, quiz, question-answer session, etc. The teacher then gives his opinion and tries to compare and analyse different opinions to come to a fruitful conclusion. This process helps in expanding students' understanding of various topics.
- Subject wise, one or two expert lectures are organised in the institution every year.
- If a student has any difficulty in grasping any topic, efforts are made to explain it in group or individually.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

14

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

313

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Students are informed about the internal examination during the orientation programme orally and through the prospectus delivered during the admission process.
- Examination date is announced a month in advance and time-table is displayed before fifteen days on the notice board and the college app.
- The principal and the chairman of the examination committee convene a meeting of the out siders and the faculties and instruct them for the smooth running of the examination. During the examination the senior supervisors and the principal supervise the entire system. Web cameras help maintain transparency in the examination.
- The results of the examinations are displayed on staff notice board and college website within 15 days after the examination. Students' complaints about the assessment are solved through rechecking and reevaluation.
- The answer books of internal examination are kept in archive for six months so that no questions are raised on the

credibility of assessment.

- 30 marks internal assessment include: marks obtained in examination, assignment, class room seminars and attendance. Passing standard is 12 out of 30 marks.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

In order to minimise the examination related complaints the students are well furnished with the information related to the structure and time limit of internal and external examination in the orientation meeting.

Internal examination

- If the students have any complaint regarding the results they are allowed to review their answer books. For this they have to apply in a particular form with a little fee for it in a specific time limit. If the result improves the fee is given back to the student. The entire process takes place within five days.
- Complaints regarding the question papers are addressed by the principal and the examination committee. Written explanation is sought from the responsible paper setter. And it is seen that the students do not suffer for no fault of their own.
- Any complaint during the examination such as room arrangement, seating arrangement, answer-books etc. are promptly resolved by the Examination Committee.
- Answer books with wrong role numbers are rectified on the students' application.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

(A) Details about POs and COs:

The information regarding all the programmes and POs and COs of various course is available on the college website.

(B) Mechanism of Communication of the Course Outcomes and Programme Outcomes.

? The information regarding HNGU sanctioned programmes and courses as well as independent courses introduced by the institution, like certificate course/skill based course etc, is displayed on the college website in the form of Programme Outcome (PO), Programme specific Outcome (POs) and Course Outcome. With the help of college website students, guardians, teachers, management or even community can find information about the POs or COs of any programme or course.

? At the beginning of the year, students are informed about the outcomes and purpose of the course or programme.

? Students or teacher can get the information regarding the syllabus from the college library or university website. Apart from this, students can know about the course outcome from the university website.

? Students and parents can get information regarding the outcomes of the certificate Course / Skill - based course / Add - on Course on the website. Moreover, students are informed about course outcomes by college faculties.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://drive.google.com/file/d/10j06wzzFqePsl dpznmHPkX3M0pL0fOF/view?usp=sharing |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

{A} POs

B A(1) students awareness for various activities on regional as well as national level (2) students' enthusiasm in solving the problems.

B.Com(1) Students awareness, ability to change various economic incidents (2) Students ability to use knowledge in real world.

M.A.(1) Students knowledge of global literature, society, culture etc.

(2) Students ability to do a comparative study variousaspectsof different regions.

(B) PSOs

- Students perform in examination.
- Students' response to contemporary incidents or affairs.

(C) COs

- Performance in examination.
- Students awareness on subject related contemporary events and their response to such events.

Level of attainment:

- POs: Alumni of the institution serving invarious services,have managed to impart values in their respective occupation. Thus, the POs level of the institution is high.
- PSOs: An important indicator to know about POSSs is the students' university result. In this regard, the average result at UG level in the institution's various PSOs is 60 %. Likewise, for PG Course is more than 92 %.
- Cos: An important indicator of knowing a student's Cos is their performance in examination. In this regard the Cos of students are 65 % at UG level and beyond 92 % at PG level.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://acckhed.org//assets/file_upload/2022/03/04/final-pos-psos-cos-all-new.pdf-1646395271.pdf |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year**189**

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://forms.gle/DoFWUa3s5eCLVmYV7>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****20**

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

3

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://kcg.gujarat.gov.in/shodh-scheme-developing-high-quality-research |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

(A) Incubation centre

1. Library

Research related literature is easily available to the research scholars in the library. The treatise and magazines are made available on-line on n-list service of INFLIBNET. On-line net surfing facility is made available through NRC in digital library.

2. Tribal Research Centre

The centre guides the research scholars. Thesis, proposals and synopsis are made available to the research scholars. The centre helps in socio-economic survey. The centre helps the students and

villagers of tribal area in creating awareness of beneficiary schemes of government for schedule tribe.

3. Others: The language lab, computer lab and the commerce lab. train the students acquiring the communication skill, computer skill and knowledge of commerce respectively. 6 smart classes prepared to pace with the new style of knowledge sharing.

(B) Evidence of the usages of incubation centre:

Out of all faculties, 11 are Ph.D. holders and 02 are pursuing Ph.D. degree. 12 research scholars pursuing for Ph.D their researches under 03 research supervisors. The teachers of the institution cooperate the government for survey. The teachers guide the Research Scholars of other institutions also. The teachers share their knowledge extensively to the entire society through their publications.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | https://acckhed.org/library/index.php?id=digital-library |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

| File Description | Documents |
|--|---------------------------|
| URL to the research page on HEI website | Nil |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

3

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

One of the objectives of institution is to impart education and to

inculcates human values and makes them ideal citizens so along with their professional development they keenly contribute to the development of society and nation.

The college organizes extension activities with active participation of students in surrounding area to achieve this objective. The details of the activities are as below:

1. Extension activities in surrounding areas:

- Brahma Step Well Cleanliness Movement
- Corona Awareness in society
- Assistance to Police Department in Traffic Management during lock down
- Voters Awareness Programme
- Tree Plantation
- Vyasan Mukti Programme

1. Sensitizing students to Social Issues:

- Gender Inequality Awareness
- Women Feticide Awareness
- Superstitious Awareness Programme
- Vyasan Mukti Programme

1. Impact:

- Moral values regarding cleanliness
- Got aware and make the people aware about Covid.19
- Convince the society about the value of Democracy and importance of vote
- Awareness about Environment
- Make the people aware about gender equality
- Awareness on verse result of Superstitious on society

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

00

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | No File Uploaded |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

15

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1209

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college is located on the hill of the Arvalli near the bank of river which provides natural environment for teaching and learning. The college has all the latest technologically advanced facilities.

- The building is spread in two storeys. The ground floor consists of administrative block, Principal office, Staff Room, computer lab with 25th computers, wi-fi and Internet, Language lab with 25th computers, wi-fi , Internet and microphones, tribal research centre, Girls room, one smart Class with AC. and 3 class rooms with LCD projector. The first floor has, NSS & NCC room, Commerce Lab, five smart Class with AC., 17 class rooms with LCD projector.
- The Institute has 17 class-rooms with LCD Projectors, 75 computers, Speakers, sound system, audio video aids, microphones, scanners, printers, 02 Xerox machines, UPS, Generator, Web Camera, Digital camera, CCTV cameras, College app. and Wi-Fi facility access to all.
- The Institution has fully automated separate Library building with 42646 books, 67 magazines, 07 dailies and 419 CDs are available in the library. The library also provides N-list services of INFLIBNET to the students and teachers. There is a U.G.C. Network Resource Centre With 4 computers.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1FNO4MnpayX0KhUygDB4DV0mmRrwnZthx/view?usp=sharing |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Our Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium etc. The details are as below.

Cultural Activities

The institute is having facilities like Open theater, hall with stage, sound system, musical instruments, Mic-set, harmonium, drum, table and costumes etc. are available for facilitating the cultural activities. It is used for practice and training for college activities like welcome New Year, Navaratri Mahotsav, Annual Day, University youth festival etc. and for actual performance of play.

o

Indoor Games

The Indoor stadium is there in our campus. The Facilities are for playing Badminton and table tennis , chess and carom for boys - girls in indoor stadium.

Outdoor Games

The college provides facilities for outdoor games such as Athletics, 200m track for sprint, archery, volley ball, kabaddi, kho-kho, football, cricket, etc. It is used for local and university level competitions.

■

The institute has well Equipped Gymnasium. Gymnasium has weight training set, Multi 12 stage gym with TMT machine, equipments for pull-ups, sit-ups and for exercises of human organs like hands, legs waists, knees, chest, etc.

The institute has a proper ground facilities and yoga mats available for yoga.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1YqdSC2cZyt93bYrdgPO1OSl6YUY91mnt/view?usp=sharing |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1Ic3Fi9ulm-S2m GM21hE4CjlZxi hHbr/view?usp=sharing |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.61

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The total carpet-area of the library of the institution is 2350 sq. ft. There are 42646 books 67 periodicals, 7 dailies and 419 CDs are available. Under the N-List service of INFLIBNET, there are 31, 35000 e-books and 6000 e-journals are available on-line. Library is automated using integrated Library Management system soul 2.0. Under the service of OPEC cataloguing and searching are available. The issuing of books and getting them back services are conducted under the system of ILMS. The detail of IMPS software is as below:

- Name of ILMS software: Soul
- Nature of automation: fully
- Version: 2.0
- Year of Automation: 2010
- Library Website: <https://acckhed.org/library/>
- There are 8 computers, 4 printers and a scanner available in the library. Photocopy services are also available. Out of 8 computers, 4 computers and a printer are allotted to UGC Network Resource Centre which is used by students for Academic purpose.
- Electronic Resource Management package for e-journals for N-List Federated searching tools to search articles in multiple databases Library
- Reading room can accommodate 40 students at a time.
- The institute has a library committee to take care of the issues related to library.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://drive.google.com/file/d/18DrReULwlaDki53waRh10yDqSpzIosoT/view?usp=sharing |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.5

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

00

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The details of the IT facilities available in the college viz- computer lab, language lab, commerce lab, Network Resource Centre, CCTV Cameras, LCDs, Lanes, Printer, Scanner, Digital display unit, System for bulk SMS, N-List service of Inplibnet are updated as below:

- The institution has 75 computers with internet access and 20 laptops. 25 computers of language lab are updated on 19th July, 2017 and laptops are updated on 9th oct.2016.
- The institution has total 18 printers.
- Wi-Fi facility is available in the campus.
- The college has 18 LCD projectors.
- Lane- facility is available for 38 computers.
- 6 soft-ware applications are installed.
- The college has 2 photo-copier and 3 scanners
- System for bulk SMS is available.
- IT facility is available in computer centre, language lab, and Network Resource Centre and Commerce lab.
- The college has Android mobile application in which video lectures, university question paper, study materials, photo-gallery are available. Instructions are conveyed to the students through this application.
- The college has its own Facebook page, Twitter, Instagram, Linked in account and has Blog-facility which are updated on 17th October, 2020.
- The campus is under CCTV surveillance with 55 cameras.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1HC_zjHzUHJRgagQNOzPNYhuhO8SAJADD/view?usp=sharing |

4.3.2 - Number of Computers

60

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1.73

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

4.4.2 The Management of our institution takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the Principal, IQAC and Campus Development committee. The Principal and the Governing Body monitor the quality of maintenance of infrastructure and equipments. The custodians of the equipments frequently examine them for timely maintenance and repairs to ensure performance and accuracy.

Utilization

- 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 activities.

- Library facilities are open to the students of not only our college but also students and researchers of other institutes and even outside members. The library is kept open 7:30 a.m. to 1:30 p.m.
- The students who offer computer application as one of the subject and the students who pursue CCC-BAOU course, SCOPE or Tally Accounting course can use Language Lab and Computer Lab.
- Play ground of the college can be used by the students for training and practice of various games organized by the institution or university. The other educational and social institutions can also use the play ground of the college with the prior permission.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://drive.google.com/file/d/1AKIfSrU6bBkP5LunrV9vViLUPbYSTzGE/view?usp=sharing |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1458

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

17

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://acckhed.org/index.php?id=best-practice |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

812

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

812

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

102

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1.Student Council:

Structure: Principal, 3 professors and approximately 35 representative students from UG , PG andNSS, NCC, Sports quota and Cultural forum. GS and LR are elected by democratic system.

Role of Student Representatives.

(A) Academic: 1. To Help in arrangement of orientation meeting to students. 2. To instruct and complain with reference to curricular, co curricular extra curricular activities. 3. To celebrate Teacher's Day.

(B) Administrative: 1.To motivate students to take part academic as well as extra- curricular programmes. 2. To help organise festivals. 3. To help in maintaining discipline and cleanliness in College.

2. Women Cell:

Structure: 2 female professors and 2 representative female students.

Role of women Representative: To bring into notice the issue regarding sexual harassment and complaints or suggestions about

facilities provided to female students.

3. Grievance Redressal Cell:

Structure: Principal, 7 member Committee includes student representatives.

Role of Student Representatives: 1.To bring into notice of the authorities of student related grievances and the steps taken by authorities to address the grievances.

4. IQAC :

Structure: Principal, 12 - member Committee includes 2 student representatives.

Role of Student Representatives:. To spread the initiatives taken by the IQAC to improve the quality of education.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/10-NS2DS127AMO03kINq3NvYcwf8VYeGX/view?usp=sharing |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

| File Description | Documents |
|--|---------------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association has been active since 2007 in the institution with a purpose of enabling former students to be in touch with the institution and give them Opportunity to do something fruitful for their mater. Though it has not been registered yet. Following is a description of the efforts the Alumni association has made in the last 5 years the inclusive development of the institution.

Non - Monetary Assistance Assisted in acquiring grant from Tribal Development Project, Khedbrahma for Computer classes. worked in Collaboration with college administration to grant before the college premises for the buses in route to Laxmipura, Vijaynagar. Give Valuable suggestions with reference to including Society as teaching subject and conducting competitive training classes. Assisted in preparing application for RUSA and as a result grant distribution could be done effectively. Gave valuable suggestions for the value driven education and sports competitions. Rs. 10,000/- recieved as donation from the former student Mr. Shaileshbhai Patel. (Tirupati Corporation.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1Iq6GU2MdXuOT-clS71ORS-62CUBLAS/view?usp=sharing |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision- 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- Excellence in education through experiment, experience and exposure:

The institution is determined to reflect its vision and mission as it is mentioned below:

- Offering Sociology as a core subject and modernizing of language lab reflect the expansion of education, the mission of the institution of providing experience based education to students.
- The celebration of national and cultural festivals; arrangement of valuable lectures on the occasion of birth/death anniversary of national leaders; and the distribution of valuable books to students on various occasions : develop in students the civic qualities which develop in them concern for nation and society.
- The purpose behind giving opportunities to students to participate in co curricular activities provide education through experience, experiment and exposure.
- Students are inspired to take part in various extracurricular activities. For which they are provided with necessary amenities. These activities help developing the inner talent of students which leads to the holistic development of students. This reflects vision and mission of the institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1JlAjY0V0Q-XKk2_PyhKx4cjE6VNYK_n8/view?usp=sharing |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. Then 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.

Teachers Day: Once the date of the celebration of Teachers day is decided by teachers, all the arrangements regarding the programme is handed over to the representative of the student counseling.

Celebration of National Festivals: With the guidance of the NSS officer and NCC officer, groups of students arranges entire programme.

Thus, All the programmes are arranged with the leadership of the active students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1Bk1T-6Ej3kSUQDz9au_yXAxCyXaXYlTZ/view?usp=sharing |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Any institution can only claim to have succeeded in executing programmes which reflect its vision and mission when proper arrangements and strategies are made and executed with precision. Our institution works according it as mentioned here.

Arrangement:

Government Scholarship:

- Information regarding scholarship is conveyed to students in June-July.
- Arrangements are made for solving scholarship related queries.
- Arrangement is made to keep record of information regarding scholarship

Deployment:

- During the end of June and beginning of July, students are informed about scholarship via notice board, mike announcement

etc.

- This information is also provided in the prospectus.
- An arrangement is made to fill online forms during the month of July.

Outcome:

- In year 2020-21, total 1458 students received scholarship.

Examination and Evaluation:

Continuous evaluation 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 online source of college and notice board. 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.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://acckhed.org//assets/file_upload/2022/03/30/strategic%20perspective%20plan%20(3).pdf-1648630979.pdf |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Entire management of the institution is set in a decentralized manner with various committees.

1. Administrative structure and work distribution:

Governing Committee :

This committee, comprised of executives members and the Principal, meets three or more time in year. It oversees matters like physical and monetary requirements of institution, staff requirements etc.

Managing Trusty :

He gives necessary guidance to the Principal and staff members regarding academic activities of the institution.

IQAC Committee :

IQAC committee evaluates various activities of the institution in order to fulfill the vision and mission of the institution and enhances its quality.

Various Committees :

Various committees under the leadership of various teachers carry out co curricular and extra curricular activities independently. If need be, discussion is done with the Principal.

Academic Department :

HODs of various subjects and other faculty members organise departmental Programmes. Administrative section:

The office, under the guidance of the Principal and head clerk, carries out responsibilities like admission, form filling of exams and scholarship, all financial matters etc.

Policy regarding service rule, recruitment and promotion :

Regular faculties are recruited and promoted with the permission of state govt., as per HNGU Uni., UGC and state government norms.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/185diWkwPuedUbXlb869d--6orj3HA8wf/view?usp=sharing |
| Link to Organogram of the institution webpage | https://acckhed.org//assets/file_upload/2022/03/03/1646306315.pdf |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support

A. All of the above

| Examination | |
|--|---------------------------|
| File Description | Documents |
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Provision Regarding Monetary Assistance :

- Under group insurance scheme, each member of the staff is insured with an accidental policy of New India insurance company worth Rs. 2 lakh by the co-operative credit society of college.
- The co-operative credit society gives loan to its members at 12 % rate which is to be paid in 60 installments.
- The amount of welfare fund is given to the member on his/her retirement.
- The institution provides clothes and washing allowance to its peons.
- During serious illness of an employee, the hospital expenses are paid by the state government as per the norms.
- In serious illness of the parents (guardians) of an employee some expenses are paid by the state government as per the norms.
- Sanjivani Hospital owned by the vice president of the institution, Dr. Chhaganbhai Patel, provides treatment at concessional rates to the employees of the institution.

Physical and other facilities:-

- The staff room has amenities like T.V., A.C., Mineral Water Plant and Good furniture.
- 30 days Paternity leave and 6 months maternity leave are granted as per the norms of the government.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1ECjhsgxPacMxgMRKPE3ldW5Fc_Z8Y9FE/view?usp=sharing |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

8

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching staff and Non-Teaching Staff:

- Every year on the last day of the university examination, from the final year students of UG and PG, feedback regarding entire staff are taken. The outcomes based on the feedback are shown individually to college staff. They are praised for

their good performance and instructed individually for the limitations. Self-evaluation of the teaching process is done by the faculty members of respective subjects based on the analysis of results. If need arises, reformative steps are also taken.

- The Annual Report of the institution is prepared on the base of the report of various activities from respective faculties and departments. Seeing this report faculty, the stake holders of the society can evaluate the performance of respective faculties and department.
- Academic diary kept by some employees becomes helpful in their self-evaluation. The Principal evaluates the faculty members and give necessary guidance on the basis of everyday teaching process and attendance of students in classrooms.
- The Principal monitors the members of the non-teaching staff by CCTV and visit.
- Every year, after evaluating the service of peons from various perspectives, the institution motivates one peon by giving 'best peon' award on the Annual Day

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/10jqbfjGHOPX0cK3-z7SX4dNEosp0ag0v/view?usp=sharing |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit:

Financial transactions of the institution during a monetary year 2020-21 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. The latest government audit was conducted in 2019.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/18EJsCJeW3QVRr2boolEvlt0QjO6bbclw/view?usp=sharing |
| Upload any additional information | View File |

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10000

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. Strategy for the Acquisition of fund :

State Government :

1. Salary and maintenance grant is sanctioned by the state government.
2. For Saptdhara, Udisha and Finishing School Scheme, fund is distributed by the KGC Gujarat.
3. For scholarships, fund is allotted by the state government.

RUSA:

- Under RUSA, eligible colleges acquire grants for various purposes. During the year 2018-19, a grant of 2 crores under 'component- 9' has been sanctioned for library building, renovation and equipments. 1.5 crore of which has already been received by the institution.

N.S.S. :

- After the proposal, a grant of Rs 88,200 is sanctioned by HNGU Patan per year.

N.C.C. :

- A grant is acquired from the NCC Battalion every year.

College Trust:

- If the expenses exceed the income of the institution for educational and administrative activities, extra fund is provided by the Trust.

2. Efficient Use of the Fund :

- The fund is spent only for its purpose in decided time limit. Accounts are audited by the C.A.

3. Optimal Use of Resources:

- Building is utilised for academic and extra curricular activities etc during 07: 30 am to 01:30 pm but it's utilised whole day and holidays on special circumstances.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Sr.No.

Strategy

Process

1

Awareness about Covid.19

Awareness programmes arranged regarding covid.19 and also organized vaccination camp

2

Upgradation of infrastructure

New Library building and renovation of existing building is going on under RUSA grant.

3

Planning for online education through Ms Team, Google Meet and Zoom

Due to covid.19 lockdown, faculty has been trained for online education through Ms Team, Google Meet and Zoom, besides that, the students have also been oriented to use these applications for online classes.

4

Planning for ASHIE registration

Participated in ASHIE and submitted its report

5

Planning for GIRF

Participated in GIRF and submitted its report

6

Planning for NIRF

Participated in NIRF and submitted its report

7

Analysis of results

Analyzed semesters end results and suggestions given to the students as well as faculties

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://acckhed.org//assets/file_upload/2022/03/30/strategic%20perspective%20plan%20(3).pdf-1648630979.pdf |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching learning process, structures & methodologies of operations

Learning outcomes at periodic intervals

The incremental improvement in various activities

Training for Online teaching though online applications.

(Ms Team, Google Meet, Zoom)

Faculty members have become aware of these software and they successfully used these during Covid.19

Teachers became tech savvy and got familiar to modern tools of education.

Teachers could complete their syllabus even in the days of lockdown.

Inspired the faculty to attend online FDP

8 faculties attended 64 online seminars and FDP during covid.19

They got update with the subject knowledge and got aware about e

resources.

Even the students were oriented by video clips about online teaching methods, sharing on whatsapp groups.

Majority of the students joined online teaching and got the study material in their whatsapp groups.

Students inspired using online sources.

Institution arranged online internal exam and the students were trained for online exams

Maximum Students attended online university exam and also get good results.

Students became more aware about the online resources and online exams conducted by various agencies.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://acckhed.org//assets/file_upload/2022/05/06/annual%20report%20khedbrahma%20college.pdf-1651810604.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Curricular : A separate WhatsApp group of male and female students were formed and they were given information related to the subject, knowledge of examination system and necessary guidelines regarding Covid-19 on an online basis.

Co-curricular : 1. female students are also encouraged to participate in the online Teacher's Day

2. Adequate number of female students were also involved in TCS, police training and co-operative training.

3. A large number of female students also participated in Saptadhara activities.

4. Special Lecture arranged for the awareness of women's rights.

facilities for women : 1. Ladies room, separate reading room in library and ladies hostel

2. Priority on the basis of equality in administrative operations.

3. Formation of Women's Cell regarding female students complaints.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://drive.google.com/file/d/1f1GHNirmejr3_4HLPwvlpHyif04-Kiok/view?usp=sharing |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://drive.google.com/file/d/1f1GHNirmejr3_4HLPwvlpHyif04-Kiok/view?usp=sharing |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management:

The administrative process of the college are mostly based on computer and internet so it helps us in minimizing solid waste of stationary. The college has its App and Website on which study material and syllabus are posted. The college is declared plastic free- zone. The college arranges environment s awareness programmes for the students .

The college has placed dustbins to collect solid waste on the campus. The cleanliness of the college building is maintained by the peons and thedustbins are used to collect solid waste. The volunteers of NSS and NCC cadets collect scattered solid waste on the campus and put it in the dustbins.

. Liquid waste management:

The college runs courses of Arts and Commerce so we don't have much liquid waste in the college. Waste water of the toilets and washrooms is drained through underground pipe lines into drainage well.

E - waste management:

The college computer system, Web cameras and LCD instruments are maintained and upgraded regularly so we don't have much e-waste. The electronic gadgets are exchanged with new gadgets time by time. Harmless e-waste sold out for recycling to the scrapmerchants.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

| | |
|--|------------------------------|
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | C. Any 2 of the above |
|--|------------------------------|

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

| | |
|---|-------------------------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | A. Any 4 or all of the above |
|---|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - 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).

Students are actively involved in Guruparva, Rakshabandhan, Navratri Festival, Gandhi Jayanti Geeta Jayanti, Yoga Day, Mother Tongue Day, Hindi Day, Tribal Day, human rights programs etc. In the same way Indian Constitution and Environment are taught as part of the curriculum. The above activities cultivate in them cultural, regional and linguistic harmony and generosity as well as human sensibilities like love, kindness, forgiveness, help each other etc.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Ø Speeches delivered by the keynote speaker on the occasion of the 15th of August and 26th of January and the programs organized on this occasion make the students and staff aware of the values, duties, rights and responsibilities enshrined in the Indian Constitution.

The staff is acquainted with the rights and duties conferred by the constitution as citizens and employees on the basis of the code of conduct of employee prepared by management, university handbooks and circulars

Ø regarding the rights and duties of state government employees. In addition, the books available in the library on the Indian Constitution also make them aware of the constitutional values, rights and duties.

Ø Indian Constitution has been included as a subject at BA Sem-1 level and students become aware of constitutional values.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://drive.google.com/file/d/1N51z4_8UkoM0n1099kcXDrLWr4DH-dzL/view?usp=sharing |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| 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 | View File |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- **International Yoga Day is celebrated on every year on 21st June. The students, faculty and staff perform Yoga in a ground on the day.**

Independence Day and Republic Day are celebrated every year on 15th August and 26th January respectively. The Representative of the Trust, are invited on the day. Flag hoisting, Salute, Chanting and Singing National Anthem and National Song with respect and pride.. Chief guest delivers speech and commemorate the contribution of freedom fighters and national leaders

- Birth Anniversary of Gandhiji is celebrated and students give speech on life and work of Gandhiji..
- Teacher's day is celebrated on 5th September on birth anniversary of Sarvapalli Radhakrishnan. His life and philosophy provide inspirations to students on the day students play the role of teachers and teach various subjects in the classrooms.
- . Swami Vivekananda birth anniversary is celebrated as 'Youth Day'.

This way students get inspiration and know about contribution of great persons.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

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

Best Practice -1

1. Title of the Practice: Training and Guidance for Competitive Examinations

2. Objectives of the Practice:

- 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:

The students of the area are not so aware about how and where to apply to get a 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.

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) and also organize some need base special training program. Every year more than 100 students attend regular lectures. In the year 2018-19 about 322 students, 2019-20 about 572 students and 2020-21 about 422 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.

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 12 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.) • 27 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.

. 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.

2. 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.

3. 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.

4. 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.

5. 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.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://drive.google.com/file/d/1h6g_6NIniZG9IsWk1S18r3DqgNQeTEoY/view?usp=sharing |
| Any other relevant information | https://drive.google.com/file/d/1-K4iTHo02bZpMw7zTfd33Y0WZs5_7iNU/view?usp=sharing |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

In the above context, the college arranges various activities for the students and One of them is: students 'centric teaching-learning process.

• 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 • 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. • 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. •

Outcome: • Due to above mentioned efforts, the results of college are higher than university result or as good as university result.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

• Prepare Prospectus • Prepare Academic Calendar for upcoming year • Organise skill base certificate courses Organise • Organise Classes for Competitive exams • 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.