



YEARLY STATUS REPORT - 2022-2023

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.

9427366424

• Mobile no

9427366424

• Registered e-mail

acckhed1987@gmail.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 **HNGU Patan**
- Name of the IQAC Coordinator **Dr. P. R. Gajjar**
- Phone No. **9427366424**
- Alternate phone No. **9426338204**
- Mobile **9427366424**
- IQAC e-mail address **acckhed1987@gmail.com**
- Alternate Email address **prg203gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://acckhed.org//assets/file_upload/2024/02/08/aqar2021-22submitted.pdf-1707382316.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://acckhed.org//assets/file_upload/2024/02/09/acad.cal.teachingyr2022-23.pdf-1707467065.pdf

5.Accreditation Details

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, Khedbrahma	Finishing School	KCG Gujarat	2022-23	300000
D D Thakar Arts & K J Patel Commerce College, Khedbrahma	Azadi ka Amrutmahotsa v	State Government	2022-23	25000
D D Thakar Arts & K J Patel Commerce College, Khedbrahma	NSS	Donation	2022-23	10000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Involving the institution in community service and outreach programs to contribute positively to society.

Details of has been prepared and sent to ASHIE - 2022-23

Assessing and improving physical and technological infrastructure to create a conducive learning environment.

Monitoring and enhancement of the teaching learning process

Timely submission of AQAR

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

Plan of Action	Achievements/Outcomes
Prepared Academic Calendar	Academic Calendar is prepared in beginning of the year
Review and update curriculum	Updated curriculum to align with NEP and industry needs
Participation for ranking survey and ASHIE	Institution has summited ASHIE Report
Participation for ranking survey and GSIRF	Institution has participated in GSIRF
AQAR report 2021-22 preparation	AQAR report is uploaded for 2021-22
Research and Publications	<ul style="list-style-type: none"> • Promote research activities among faculty and students. • Encourage faculty to publish research papers in reputed journals.
Stakeholder Engagement	Foster better communication with parents, alumni, and industry stakeholders
analysis of results	Analysis of previous years result and given suggestions to the faculty for betterment of result.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Governing Body	09/02/2024

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. V. C. Ninama
• Designation	Incharge Principal
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• City/Town	Khedbrahma
• State/UT	Gujarat
• Pin Code	383255
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• Type of Institution	Co-education
• Location	Rural
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2022-23	21/11/2023				
15.Multidisciplinary / interdisciplinary					
<p>NEP - 2020 is going to be implimented from 2023-24. In view of NEP 2020, Our institute has taken steps towards the multidisciplinary/interdisciplinary courses. Courses such as Humanity and social science, business communication skills are conducted for the students. Subjects like Economics and Environment are offered to the students of commerce.nt are offered to the students of commerce.</p>					
16.Academic bank of credits (ABC):					
<p>As per the instrunction of state government, our University will prepare the data regarding ABC, which would be implemented from July 2023 onwards. Our Institute is affiliated to Hemchandracharya North Gujarat University (HNGU) Patan and has the credit based system since 2011. Faculties are actively participating in the syllabus designing of their courses at University level. For assessment of the courses, faculties define the assessment tools and design the assignments, tests, quiz for assessment of the students.</p> <p>100% of students are registered with ABC in this year.</p>					
17.Skill development:					
<p>Our Institute has established Innovation Club under the guidance of KCG - state government. Innovation Club trains the student for computer operating, repairing of electrical and electronics equipments, carpanter, plumbing work and photography also. more skill development programs wouls be introduced after the final design of NEP - 2020 will be prepared by our univrsty. Computer</p>					

training, Tally and Competitive exam training are given to the students.

Institution is planning to arrange skill based programs like self management skill, Communication skill, study skills, technological skill, Creative thinking skill, reading skill, video editing skill etc.

Ours is the arts and commerce college so students are need to get all these skill to survive in the market competition.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our Institute teaches Sanskrit, Gujarati and Hindi as a core subject in each semester. All these subjects include Indian shastras and traditions in the syllabi and UG as well PG level. The Bhagvat Geeta is a part of the syllabus for UG students. The students learn Indian Epics like The Ramayan and The Mahabharat as a part of Elective Generic. We have cultural activity Committee to arrange tradition and cultural programs during Navaratri, Independence Day, Republic Day and Vasant Panchami. The sole vision of the committee is to connect the divine through rhythms and ragas. The committee has performed various activities on various occasions and festivals throughout the year. After Implementation of NEP - 2020 next year, We will more focus on it as an independent program. The students go for more courses by joining Baba Saheb Ambedkar Open University through online and distance education along with their regular study.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our Institute has well defined Program Outcomes (PO), Program Specific Outcomes (PSO) and Program Education Objectives (PEO) for each program. The POs, PSOs and PEOs are satisfied through the teaching-learning process and the additional programs conducted at the Institute. As the part of curriculum, each course has defined Course Outcomes (CO) which are mapped to POs and PSOs. Assessment tools are designed considering the requirements of POs. The activities and programs are organized in the Institute to achieve POs. At the end of the semester, analysis of PO, PSO attainment is done by each department.

20.Distance education/online education:

The Institute is affiliated to Hemchandracharya North Gujarat University (HNGU) Patan. As per the guidelines of University, all lectures are conducted in physical mode. During pandemic, the

system has adopted the change from classroom teaching to blended learning. Google drive and Ms Team are effectively used for course conduction and evaluation process. Each course contents are available on Ms Team including syllabus, PPTs and notes. The assessments of the courses are done through online assignments, quizzes. The MCQ tests are conducted using Google form platform. Online sessions are conducted on Google meet and Ms Team. Various student activities are conducted online using Google meet and Ms Team. The students can join various courses by joining Baba Saheb Ambedkar Open University through online and distance education along with their regular study.

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	501
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	464
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	34
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	12
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	8
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	16
4.2 Total expenditure excluding salary during the year (INR in lakhs)	37456321
4.3 Total number of computers on campus for academic purposes	60

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 weakstudents are arranged. • The faculties collect syllabi related feed-back and sendit 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/1PnsutBVnOJCTlVDN3ih5ryycTq3BXS6/view?usp=drive_link

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	https://drive.google.com/file/d/1PnsutBVnOJCTlVDN3ih5ryycTq3BXS6/view?usp=drive_link

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 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

A. All of the above

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)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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	No File Uploaded
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

0

File Description	Documents
Any additional information	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://acckhed.org/#
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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://acckhed.org/#

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

501

File Description	Documents
Any additional information	View File
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

484

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: 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	https://drive.google.com/file/d/1CmhttTQLzR1MRNUkYz8s5RWSJb6G0FTr/view?usp=drive_link
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
1409	12

File Description	Documents
Any additional information	No File Uploaded

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[1]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	https://drive.google.com/file/d/17NxY-rIwFBE6cXL9NLSRO035Et2OLrjo/view?usp=drive_link

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

12

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**

12

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**

11

File Description	Documents
Any additional information	View File
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

292

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[1]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 outsiders 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	https://drive.google.com/file/d/1aDCrB22-jSMNVV4PdJsNSMcYZiKTWbgX/view?usp=drive link

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	View File
Link for additional information	https://drive.google.com/file/d/1aDCrB22-jSMNVV4PdJsNSMcYZiKTWbgX/view?usp=drive link

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/1S2FUvUtYfcXdnJKqgMr2Pc0XaNU_p4Nn/view?usp=drive_link
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 various aspect of 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 suchevents. Level of attainment: POs: Alumni of the institution serving in various 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 POSs 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://drive.google.com/file/d/17Im9rdixYOkJMPZqENXw7v743QoBLugP/view?usp=drive_link

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

437

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	View File
Paste link for the annual report	https://drive.google.com/file/d/1kV7WZJS1KTw1d-0e0ifQOCaUWbtM664N/view?usp=drive_link

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)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

0

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	No File Uploaded
Paste link to funding agency website	Nil

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	View File
Paste link for additional information	https://acckhed.org/index.php?id=infrastructure

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

1

File Description	Documents
Report of the event	View File
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

4

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	View File

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**

2

File Description	Documents
Any additional information	View File
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**

1

File Description	Documents
Any additional information	View File
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

3.4.1 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 Voters Awareness Programme Tree Plantation Vyasana Mukti Programme 1. Sensitizing students to Social Issues: Gender Inequality Awareness Women Feticide Awareness Superstitious Awareness Programme Vyasana Mukti Programme Impact: Moral values regarding cleanliness. Got aware and make the people aware about their fundamental duties toward the nation. 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	https://drive.google.com/file/d/1yBdi7hR1CsqUS7VLG6cjGOYvvZJ2fulV/view?usp=drive_link
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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

270

File Description	Documents
Report of the event	View File
Any additional information	View File
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 Aravalli 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 47052 books, 68 magazines, 07 dailies and 425 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/1Hh-gxSG-10FvN6iCKoj4yZiI-v-7ZkU/view?usp=drive_link

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. 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, 200mt 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, equipment 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/1IoHE8y7jlLt2V0AXzAX0M2iM8U5U0UCv/view?usp=drive_link

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/1RDOOKBy6p9IuK-gZoM1e4Ppbion8k3p6/view?usp=drive_link
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)

1.35

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 10347 sq. ft. There are 47052 books 68 periodicals, 7 dailies and 421 CDs are available. Under the N-List service of INFLIBNET, there are 799500 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 are 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
- The institute has a library committee to take care of the issues related to library

The carpet area of the reading is 4000sq.ft. and it can accommodate 108 students at a time, which is kept for the whole day.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/12sepklEXjPQMO8Bkgk73jNYnUFJFLsCp/view?usp=drive_link

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)

4.35

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

80

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 Inflibnet 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. Five of them are with scanners.
- Wi-Fi facility is available in the campus.
- The college has 17 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 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/1UPVg3YCu8Wc0bziYRHZbb5xcRt1YAqfT/view?usp=drive_link

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)

3.46

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.

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/1RIbaIr04FekYfWh5v9R_HiLZixthy1Vl/view?usp=drive_link

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

1085

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

234

File Description	Documents
Upload any additional information	View File
Number of students benefited 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	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

345

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

345

File Description	Documents
Any additional information	View File
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	View File
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

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

34

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.

03

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 and NSS, NCC, Sports quota and Cultural forum. GS and LR are elected by democratic system. Role of Student Representatives. (A) Academic:

- To Help in arrangement of orientation meeting to students.
- To instruct and complain with reference to curricular, co curricular extra-curricular activities.
- To celebrate Teacher's Day.

(B) Administrative:

- To motivate students to take part academic as well as extra- curricular programmes.
- To help organise festivals.
- 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.

- 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/178WSA4fs39RFMmjcyEcehDummus8GLVF/view?usp=drive_link
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

06

File Description	Documents
Report of the event	View File
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/- received 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/1t0LD6UaNLqWqShg1VfGxe0FsiAC2xRcT/view?usp=drive_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

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/1fc7FUBr7EyeviyED3U87-6lHYmddRrYj/view?usp=drive_link
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 reconstructs various committees for co-curricular and extracurricular 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 arrange 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/1NTF6t8Qht_HwcD9C5yNQV87RxlVK4z9C/view?usp=drive_link
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.

Arrangements are made for solving scholarship related queries.

Arrangement is made to keep record of information regarding Scholarship

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 2022-23 234 students received 12 lacs rupees as a scholarship from the institution and non-government organization and 1074 students received scholarship from government scheme.

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://drive.google.com/file/d/1Cn4RiLppar_wsXIJ5G813num9G7NcLNO/view?usp=drive link
Upload any additional information	No File Uploaded

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 extracurricular 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/1Vt1MTcSTHhJn0CzvJz_Sc3ZxZE9lTHyx/view?usp=drive_link
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 Examination

A. All of the above

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. 5 lakhs by the co-operative credit society of college.
- The co-operative credit society gives loan to its members at 10 % 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/1m_EFXmmGXUctlcyTWc-XhWaDmpfRbzX6/view?usp=drive_link
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

00

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	No File Uploaded
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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
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 is 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/1y2jzp54sp_i-1rxnB4dur39ilN3NTjpv2/view?usp=drive_link
Upload any additional information	View File

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 2022-23 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 2023.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CfW3SHAcTKqWFj9SJoo908V27s_OA7DT/view?usp=drive_link
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)

00

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 equipment. 1.5 crore of which has already been received by the institution.

N.S.S.:

N.S.S, grant is sanctioned by HNGUPatan as per the university norms and unit 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	https://drive.google.com/file/d/1YUoedP4IYrks8EsTGubPm_YWZQ8HS1q0/view?usp=drive_link
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

- Regular IQAC meetings
- To plan the Academic calendar, co-curricular and extracurricular activities.
- Upgradation of Infrastructure
- To arrange expert lectures
- Planning of GSIRF
- Planning of NIRF
- Planning of submission of AISHE
- Analysis of Result
- Timely submission of AQAR
- To plan for Annual Function and prize distribution ceremony
- plan for preparing the prospectus and feedback for upcoming year
- Preperation of 4th cycle of NAAC accreditation

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UU75bk9N2hVVcaFc9MfqdlZ8pU6CMs4M/view?usp=drive_link
Upload any additional information	View File

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

The college has a functional IQAC setup as per norms that includes Teacher Representatives, Members from Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and Parent. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. The teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC organises induction program for teachers and Trainer's Training on teaching pedagogies for newly inducted teachers. IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted. IQAC also organises training sessions for defining learning outcomes and also for its attainment. Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity. Every year teacher is expected to fill annual Performance Based Appraisal Form which IQAC scrutinizes for API verification.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/155f3LFz5x1Dc9-d7bhBkqZJ1x0_9NI5T/view?usp=drive_link
Upload any additional information	View File

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://drive.google.com/file/d/1y2jzp54spi-lrxnB4dur39ilN3NTjpv2/view?usp=drive_link
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 was 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 Teacher's Day

2. Adequate number of female students were also involved in police training and other class three level competitive exam training courses.

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

4. Special Lecture arranged for the awareness of women right

5. Special Lecture arranged for the health awareness of women.

6. women rifle training camp

facilities for women :1. Ladies room, separate reading room 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/1MOHSf4TyXX5EsNOPqJ26NbElcwOcGdb8/view?usp=drive_link
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/1MOHSf4TyXX5EsNOPqJ26NbElcwOcGdb8/view?usp=drive_link

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 is 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 arrange 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 they make use of dustbins to collect solid waste. The volunteers of NSS and NCC cadets collect solid waste scattered 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 offered to the exchanged with new gadgets. Harmless e-waste sold out for recycling to the scarp merchants.

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

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:

A. Any 4 or All of the above

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

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

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 in the institute are actively involved in Guru parva, Raksha Bandhan, Navratri Festival, Gandhi Jayanti Geeta Jayanti, Yoga Day, Mother Tongue Day, Hindi Day, Tribal Day, human rights programs etc. in the same way Geeta -A spiritual book 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.

Ø 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 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1-RleNXpIBv23P-cOi3_DleyETl8LNcax/view?usp=drive_link
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

B. Any 3 of the above

students, teachers, administrators
and other staff 4. Annual awareness
programmes on Code of Conduct are
organized

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 deliver speech and commemorate the contribution of freedom fighters and national leaders.
- Birth Anniversary of Gandhiji is celebrated and students are given speech about life and work of Gandhiji.
- Teacher's day is celebrated on 5th September on birth anniversary of Sarvapalli Radhakrishnan. His life and philosophy provide inspiration 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 gets inspiration and know about contribution of greatpersons.

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

Competitive exam coaching is an essential practice in today's college education system. College students need to appear for several competitive exams like TET, GSET, NET, GPSC, UPSC, and many others. Our institutes offer personalized guidance and counseling to students and evaluate their strengths and weaknesses. This helps students focus on their weaker areas and improve their overall performance. With the help of the classes, students can not only crack exams, but also secure better job opportunities and achieve their career goals.

Best practice:2

Well-maintained classrooms with LCD projectors and other amenities are essential for a modern education system. They should also have comfortable seating arrangements, adequate lighting, ventilation, and easy access to power outlets. These amenities can help create a comfortable learning environment, which is essential for students to focus and concentrate on their studies.

File Description	Documents
Best practices in the Institutional website	https://acckhed.org//assets/file_upload/2023/04/17/bestpracticeland2.pdf-1681710393.pdf
Any other relevant information	https://acckhed.org//assets/file_upload/2022/03/24/best-practice-1.pdf-1648113630.pdf

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 equal to or higher than university result or as good as university result.

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 weakstudents are arranged. • The faculties collect syllabi related feed-back and sendit to the BOS. • Faculties regularly revise and review the topics taught.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	<a href="https://drive.google.com/file/d/1PnsutBVn_OJCTlVDN3ih5ryycTq3BXS6/view?usp=drive_l
ink">https://drive.google.com/file/d/1PnsutBVn_OJCTlVDN3ih5ryycTq3BXS6/view?usp=drive_l ink

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	https://drive.google.com/file/d/1PnsutBVn_OJCTlVDN3ih5ryycTq3BXS6/view?usp=drive_link

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 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

A. All of the above

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)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
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	
0	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
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	No File Uploaded
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

0

File Description	Documents
Any additional information	No File Uploaded
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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://acckhed.org/#
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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://acckhed.org/#
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	
501	
File Description	Documents
Any additional information	View File
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	
484	
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: 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	https://drive.google.com/file/d/1CmhttTQLzR1MRNUkYz8s5RWSJb6G0FTr/view?usp=drive_link
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
1409	12

File Description	Documents
Any additional information	No File Uploaded

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[1]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	https://drive.google.com/file/d/17NxY-rIwFBE6cXL9NLSR0035Et2OLrjo/view?usp=drive_link

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 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

12

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

12

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

11

File Description	Documents
Any additional information	View File
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

292

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[1]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	<a href="https://drive.google.com/file/d/1aDCrB22-jsMNVV4PdJsNSMcYZiKTWbgX/view?usp=drive_l
ink">https://drive.google.com/file/d/1aDCrB22-jsMNVV4PdJsNSMcYZiKTWbgX/view?usp=drive_l ink

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	View File
Link for additional information	https://drive.google.com/file/d/1aDCrB22-jSMNVV4PdJsNSMcYZiKTWbgX/view?usp=drive_link

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/1S2FUvUtYfcXdnJKqgMr2Pc0XaNU_p4Nn/view?usp=drive_link
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 various aspect of 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 suchevents. Level of attainment: POs: Alumni of the institution serving in various 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://drive.google.com/file/d/17Im9rdixYOkJMPZqENXw7v743QoBLuqP/view?usp=drive_link

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**

437

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	View File
Paste link for the annual report	https://drive.google.com/file/d/1kV7WZJS1KTW1d-0e0if00CaUWbtM664N/view?usp=drive_link

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)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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**

0

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	No File Uploaded
Paste link to funding agency website	Nil

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	View File
Paste link for additional information	https://acckhed.org/index.php?id=infrastructure

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

1

File Description	Documents
Report of the event	View File
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

4

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	View File

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

2

File Description	Documents
Any additional information	View File
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

1

File Description	Documents
Any additional information	View File
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

3.4.1 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 Voters Awareness Programme Tree Plantation Vyasana Mukti Programme 1. Sensitizing students to Social Issues: Gender Inequality Awareness Women Feticide Awareness Superstitious Awareness Programme Vyasana Mukti Programme Impact: Moral values regarding cleanliness. Got aware and make the people aware about their fundamental duties toward the nation. 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	https://drive.google.com/file/d/1yBdi7hR1CsqUS7VLG6cjGQYvvZJ2fulV/view?usp=drive_link
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**

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

270

File Description	Documents
Report of the event	View File
Any additional information	View File
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 Aravalli 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 47052 books, 68 magazines, 07 dailies and 425 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/1Hh-gxSG-10FvN6iCKoj4yZiI-v-7ZkU/view?usp=drive_link

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. 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, 200mt 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, equipment 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/1IoHE8y7j1Lt2V0AXzAX0M2iM8U5U0UCv/view?usp=drive_link

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/1RDOQKBy6p9IuK-gZoM1e4Ppbion8k3p6/view?usp=drive_link
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)

1.35

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 10347 sq. ft. There are 47052 books 68 periodicals, 7 dailies and 421 CDs are available. Under the N-List service of INFLIBNET, there are 799500 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 are 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
- The institute has a library committee to take care of the issues related to library

The carpet area of the reading is 4000sq.ft. and it can accommodate 108 students at a time, which is kept for the whole day.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/12sepklEXjPQMO8Bkgk73jNYnUFJFLsCp/view?usp=drive_link

4.2.2 - The institution has subscription for the following e-resources e-journals e-

A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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)

4.35

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

80

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 Inflibnet 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. Five of them are with scanners.
- Wi-Fi facility is available in the campus.
- The college has 17 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 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/1UPVg3YCu8Wc0bziYRHZbb5xcRt1YAqfT/view?usp=drive_link

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)

3.46

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.

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/1RIbaIrO4FekYfWh5v9R_HiLZixthy1Vl/view?usp=drive_link

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

1085

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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**

234

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	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

345

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

345

File Description	Documents
Any additional information	View File
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	View File
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

66

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

34

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.

03

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 and NSS, 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/178WSA4fs39RFMmjcyEcehDummus8GLVF/view?usp=drive_link
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**

06

File Description	Documents
Report of the event	View File
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/1t0LD6UaN LqWqShg1VfGxe0FsiAC2xRcT/view?usp=drive_link
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	View File

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/1fc7FUBr7EyeviyED3U87-6lHYmddRrYj/view?usp=drive_link
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 reconstructs various committees for co-curricular and extracurricular 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 arrange 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/1NTF6t8Qht_HwcD9C5yNQV87RxlVK4z9C/view?usp=drive_link
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.

Arrangements are made for solving scholarship related queries.

Arrangement is made to keep record of information regarding Scholarship

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 2022-23 234 students received 12 lacs rupees as a

scholarship from the institution and non-government organization and 1074 students received scholarship from government scheme.

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://drive.google.com/file/d/1Cn4RiLppar-wsXIJ5G813num9G7NcLNO/view?usp=drive_link
Upload any additional information	No File Uploaded

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 extracurricular 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/1Vt1MTcSTHhJn0CzvJz_Sc3ZxZE9lTHyx/view?usp=drive_link
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 Examination

A. All of the above

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. 5 lakhs by the co-operative credit society of college.
- The co-operative credit society gives loan to its members at 10 % 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/1m_EFXmmGXUctlcyTWc-XhWaDmpfRbzX6/view?usp=drive_link
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

00

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	No File Uploaded
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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
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 is 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/1y2jzp54spi-lrxnB4dur39ilN3NTjpv2/view?usp=drive_link
Upload any additional information	View File

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 2022-23 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 2023.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1CfW3SHAcTKqwFj9SJoo908V27s_OA7DT/view?usp=drive_link
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)

00

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 equipment. 1.5 crore of which has already been received by the institution.

N.S.S.:

N.S.S, grant is sanctioned by HNGUPatan as per the university norms and unit 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	https://drive.google.com/file/d/1YUoedP4IYrks8EsTGubPm_YWZQ8HS1q0/view?usp=drive_link
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

- Regular IQAC meetings
- To plan the Academic calendar, co-curricular and extracurricular activities.
- Upgradation of Infrastructure
- To arrange expert lectures
- Planning of GSIRF
- Planning of NIRF
- Planning of submission of AISHE
- Analysis of Result
- Timely submission of AQAR
- To plan for Annual Function and prize distribution ceremony
- plan for preparing the prospectus and feedback for upcoming year
- Preperation of 4th cycle of NAAC accreditation

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UU75bk9N2hVVcaFc9MfqdlZ8pU6CMs4M/view?usp=drive_link
Upload any additional information	View File

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

The college has a functional IQAC setup as per norms that includes Teacher Representatives, Members from Management, a representative of Administrative Staff, one nominee each from Local Society, Students, Alumni, Employers, Industry and

Parent. IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. The teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC organises induction program for teachers and Trainer's Training on teaching pedagogies for newly inducted teachers. IQAC organises departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted. IQAC also organises training sessions for defining learning outcomes and also for its attainment. Every teacher is expected to submit a work done report periodically on teaching learning process and co-curricular and extracurricular activity. Every year teacher is expected to fill annual Performance Based Appraisal Form which IQAC scrutinizes for API verification.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/155f3LFz5xlDc9-d7bhBkqZJ1xO_9NI5T/view?usp=drive_link
Upload any additional information	View File

<p>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)</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1y2jzp54spi-lrxnB4dur39ilN3NTjpv2/view?usp=drive_link
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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 was 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 Teacher's Day

2. Adequate number of female students were also involved in police training and other class three level competitive exam training courses.

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

4. Special Lecture arranged for the awareness of women right

5. Special Lecture arranged for the health awareness of women.

6. women rifle training camp

facilities for women :1. Ladies room, separate reading room 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/1MOHSf4TyXX5EsNOPqJ26NbElcwOcGdb8/view?usp=drive_link
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/1MOHSf4TyXX5EsNOPqJ26NbElcwOcGdb8/view?usp=drive_link

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 is 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 arrange 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 they make use of dustbins to collect solid waste. The volunteers of NSS and NCC cadets collect solid waste scattered 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 offered to the exchanged with new gadgets. Harmless e-waste sold out for recycling to the scarp merchants.

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:

A. Any 4 or All of the above

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

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

A. Any 4 or all of the above

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

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	No File Uploaded

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 in the institute are actively involved in Guru parva, Raksha Bandhan, Navratri Festival, Gandhi Jayanti Geeta Jayanti, Yoga Day, Mother Tongue Day, Hindi Day, Tribal Day, human rights programs etc. in the same way Geeta -A spiritual book 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.

Ø 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 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.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1-RleNXpIBv23P-cOi3_DleyETl8LNcax/view?usp=drive_link
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 deliver speech and commemorate the contribution of freedom fighters and national leaders.
- Birth Anniversary of Gandhiji is celebrated and students are given speech about life and work of Gandhiji.
- Teacher's day is celebrated on 5th September on birth anniversary of Sarvapalli Radhakrishnan. His life and philosophy provide inspiration 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 gets inspiration and know about contribution of greatpersons.

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

Competitive exam coaching is an essential practice in today's college education system. College students need to appear for several competitive exams like TET, GSET, NET, GPSC, UPSC, and many others. Our institutes offer personalized guidance and counseling to students and evaluate their strengths and weaknesses. This helps students focus on their weaker areas and improve their overall performance. With the help of the classes, students can not only crack exams, but also secure better job opportunities and achieve their career goals.

Best practice:2

Well-maintained classrooms with LCD projectors and other amenities are essential for a modern education system. They should also have comfortable seating arrangements, adequate lighting, ventilation, and easy access to power outlets. These amenities can help create a comfortable learning environment, which is essential for students to focus and concentrate on their studies.

File Description	Documents
Best practices in the Institutional website	https://acckhed.org//assets/file_upload/2023/04/17/bestpracticeland2.pdf-1681710393.pdf
Any other relevant information	https://acckhed.org//assets/file_upload/2022/03/24/best-practice-1.pdf-1648113630.pdf

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 equal to or 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

- Our first priority to implement NEP-2022 effectively.
- Our institute will offer the students Multidisciplinary Education with Blended Learning
- Students will be availed Skill-Based Education under NEP-2020
- Faculties and students will be motivated for Research and Innovation
- Students will be offered Flexible Academic Programs under NEP-2020
- Prepare Prospectus of college • Prepare Academic Calendar and departmental planning for upcoming year
- Organise skill base certificate courses Organise
- Organise Classes for Competitive exams
- Organise Sahkari Talim Varg regularly
- Participate in NIRF and GSIRF during next year.
- Timely submission of ASHIE Report.

Provide hi speed internet connectivity to students and faculty