SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

D.D.THAKAR ARTS AND K.J.PATEL COMMERCE COLLEGE

COLLEGE ROAD, KHEDBRAHMA , DIST. SABARKANTHA
383255
www.acckhed.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

In the lap of nature on one of the Hills of Aravalli, at the bank of the river Haranav D D Thakar Arts and K J Patel Commerce College was established at Khedbrahma in Sabarkantha by the Aravalli Vidyabhavan Trust in the year 1987. It is a grant in aid college affiliated to the Hemchandracharya North Gujarat University. The college has availed credit to cater qualitative education to the rural, tribal and backward learners of the vicinity. It offers 7 programmes at UG level and 4 at PG. The medium of the teaching is Gujarati. In the current academic year (on 31/07/2019) the total strength of the college is 1411 which includes 41% female students: among them are 76% ST, 04% SC and 16% OBC.

The outstanding achievements of the institution are as follows.

1. CPE Award by UGC : 2011-12
2. NAAC Cycle – 1   : Grade: B, 2.46
3. NAAC Cycle – 2   : Grade: B, 2.72
4. AAA by KCG   : Grade: A
5. India's best colleges 2016 by careers 360: 14th rank in Gujarat State.

The institution is committed to higher values of education with the vision and mission as stated below.

Vision

To generate the spirit of social service and concern for the nation among the student 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.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Highly qualified and experienced faculties (80% Ph D holders)
- Well furnished college building with latest amenities.
- Curricular, co-curricular and extra-curricular activities imparting moral values along with education.
- Book Bank Scheme for needy students.

- Government scholarship and moreover HPCL Merit scholarship for backward students.
- Disciplined students.
- A feedback system to improve quality.

Institutional Weakness

- Delay from state government in recruitments of academic and administrative staff.
- Lack of awareness for higher education in the rural-tribal area.
- Limited facilities for commuting from remote villages to college place.
- No seminar hall.
- Weak students in English.
- Students' indifference towards technological and skill based courses.
- Limited number of special programmes.
- Meager enrollments of students than approved divisions.
- No permanent Library building.
- Shy and reserved students.

Institutional Opportunity

- Wide opportunity of Social, Economic and Cultural research.
- Scope for skill based course.
- Scope to establish a Tribal Museum.
- Scope for collaboration with other educational institutions.
- Scope for extension activities.

Institutional Challenge

- Increase employability of the student.
- Manage the institution with insufficient staff.
- Maintain the existence of traditional programmes in arts and Commerce.
- Increase students' interest in English.
- To transplant the global, national and social values in students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution runs seven programmes at UG level and four programmes at PG level on CBCS pattern, prescribed by HNG University-Patan, which cover about 306 courses in it. These courses cover the subjects like gender equality, environment, human values and vocational values. With changing scenario of global society syllabi are modified time again and therefore 17% syllabi have been changed during last five years,

Well in advance that is in the end of the year month wise teaching plan; allocation of the papers, topics, chapter etc. for the faculties to teach next year is prepared. The planning sheet is provided to the principal in the

beginning of the year and implement through the timetable. The students are given information about the syllabus in the class room. More over the syllabus is available at the library and on the college web site.

As a part of syllabus, the students get opportunity to learn elective open and elective generic course.

Along with the study of the degree courses certificate course and add on courses are available in the institution. As a result of it, about12.3% students have joined certificate courses and 3.63 % joined fieldwork based courses.

Feedback pertaining to syllabus is taken from the professors, students and alumni in the institution. Results of the feedback are sent to BOS through members of BOS or HODs.

Teaching-learning and Evaluation

- The institution begins its teaching programmes according to its academic calendar. The students are provided syllabus and information regarding its PSo and CSo. The institution tries to cater best teaching using video lectures on LCD projector, PPT, class room seminar, quiz competition along with chalk and talk system. To maintain the teaching quality and keep it improving, the faculties are evaluated on the basis of the result, feedback, involvement in FDP and utilization of library.
- First year students' educational level is measured through diagnostic test and their   HSC results; while the senior students are evaluated through their results, presence and involvement in classroom, their participation in co-curricular activities and their assignments. Subsequently, slow learners are provided personal guidance as well as remedial classes are arranged for them, where as advanced learners are inspired to participate in the subject related activities and utilize library.
- The institution frequently organizes expert lectures, seminars and certificate courses for students to enhance their knowledge related to their respective subjects.
- To increase the students' efficiency and proficiency, the institution has uploaded video lectures, reading materials and question papers on its mobile application and website.
- The average result of the institution is higher than that of the university result. The average result of B.A./B.Com./M.A. of the College was 87.35% in 2018-19.
- Approximately 60% to 70 % students are enrolled in the college against the sanctioned divisions. Out of them, more than 80% students belong to backward classes.

Research, Innovations and Extension

Research and Innovation:

- The Library, Tribal Research Centre and Network Resource Centre etc. work as an incubation centre in the institution.

1. National and international reports, encyclopedias, local history books, folk literature and literature related special collections are available for researchers and students.
2. Thesis, proposal, synopsis etc. are available in Tribal Research centre for the research scholars.
3. Network Resource Centre is available in the institution.

4. 05 faculties, out of 15, are Ph.D. guides, 10 students have finished their Ph.D. programmes during last five years and 22 are pursuing their research in their guidance.

5. Average one publication; i.e. books or chapters in books or articles in conference proceeding has been published during last five years by each professor.

* Computer laboratory caters basic knowledge of Computer and Tally.
* Language laboratory is useful to learn communication skills.

Extension and Collaboration:

* Programs like tree plantation, cleanliness drive, voters' awareness, prevention of superstition, Gandhi Vichaar Prasar etc. are arranged in surrounding area by students independently or in collaboration with other institution to increase awareness among the students about the social issues and train them to be good civilians.

* More than 49 extension activities have been arranged in collaboration with other institutions.
* Each student participates in at least one or two extension activities.
* The institution has won 13 certificates for its extension activities.
* Four Field Trips arranged as a part of certificate course.
* Institution runs BAOU centre for degree courses.

Infrastructure and Learning Resources

Infrastructure:

* Out of 16, 13 classrooms have LCD projector facility.
* The Computer Laboratory and the Language Laboratory each has 25 computers. There are 4 computers in network resource centre and 3 computers in commerce lab.
* Play ground, gymnasium, stage, indoor stadium: facilities available.
* To increase the physical amenities average 15.16% amount of the total expenditure (except salary) is spent.

Library:

* 37282 books, 72 magazines and 419 CDs available.
* Reading room with seating capacity of 45 students.
* Wide collection of reports, rare books, research related and local history related literature.
* Library is operated by SOUL 2.00 software.
* Average daily user ratio of library is 5.7% students.
* Timings of Library: 7.30 am to 1.00 pm and reading room remains open from 7.15 am to 7.00 pm.

IT Section:

* Language Laboratory, Computer Laboratory, Commerce Lab, Network Resource Centre, Tribal Research Centre, Office, Staff room are well equipped with computers. The number of gadgets in totality is: computers -75, laptop-20 and printers-18
* Lane facility available in 38 Computers.

- Bulk SMS facility and Campus Wi-Fi available.
- The college has its own Face book page, Twitter account, Instagram, LinkedIn account Blog and College Application.

Others:

Physical facilities and other amenities are utilized for teaching learning as per the time table. These facilities are used for seminar and workshops without disturbing the academic schedule. The outsiders viz. NGOs can use the campus of institution with the permission of the authority.

Student Support and Progression

Student Support:

- About 73 % students get state government scholarship and 20% students get scholarship from the institution and HPCL.
- Facility of Competitive Exam Training centre, Career guidance, skill based courses (Tally, CCC, Finishing School etc.), Remedial coaching, Language lab., Yoga, Personal guidance etc : available for the student.
- About 38% students have been benefited by Career Counseling or Competitive examination training in last five years.
- Grievance Redressal Cell, Anti Ragging Committee and Women Cell solve complaints of the students.

Student Progression:

- 10.5% students of the institution have got either government or private job or have their own business.
- 4.38% students succeeded in various competitive exams during last five years.
- After completing under graduation about 34.65% students joined post graduation in 2018-19.

Student Participation and Activities:

- About 25 cultural and Sports activities were arranged at institution level in a year.
- The students, who are the members of Student Council, Women Cell, IQAC and Grievance Redressal Cell, help solve various complaints and arrange students related activities

Alumni Engagement:

The Alumni Association and the Parents Association are active in the institution. These associations render suggestions to improve the teaching learning system and office administration. However these associations have not been registered.

Governance, Leadership and Management

Institutional vision and leadership:

- The vision and mission of the institution is reflected in celebration of national festivals, sports activities,

cultural and public awareness programmes; expert lectures and well furnished campus. The students play vital role in the arrangement and organization of all and sundry.

Strategy Development and Deployment:

- In institution the process of decision making and implementation goes through active participation of the management, staff and students. Here, the decisions, taken by various committees, are implemented through micro level planning.

Faculty Empowerment Strategies:

- Employees are covered under insurance of one lakh Rupees by the institution. Besides that, as per the rules and regulations of government, employees are given leaves and financial benefits.
- About 78% faculties were given financial assistance for conference-seminar per year.

- Faculties are evaluated on the basis of feedback, exam results, participation in subject related programmes etc; while administrative staff is evaluated on the basis of general feedback.

Financial Management and Resource Mobilization:

- Internal audit is done by C.A. and external audit is done by state government.
- Fund is utilized for the specific purposes.

- Fund collection Rs. 69.99 lakh from non-government sources.

Internal Quality Assurance System:

- IQAC evaluates the results of examinations, feedback, library enrichment etc. and guides for quality maintenance.
- To improve the qualities of the institution lot of work has been done under the guidance of the IQAC i.e. launching of College Mobile Application, updating of language laboratory, staff training etc.

Institutional Values and Best Practices

Gender Equality:

- Facilities for women such as Girls' room, ladies hostel, women cell and reading room are available on the campus. More over keeping in mind the woman empowerment programmes such as Karate Sibir, Beautification Course, awareness for 181 and lecture on women right.

Environmental consciousness and sustainability:

- For waste management dustbin and drainage system.
- Old computers are sold at concessional rate to the faculty and the students.
- Harmless E-waste is sold to scrap merchant.
- Water harvesting is practiced partially.
- There is a garden with drip irrigation.

- Institution uses solar lights as well as LED bulbs mostly in classrooms.

Divyangjana Friendliness:

- There are wheelchairs, ramp, brail books, angels and writers available for them and they are given priority in administrative works.

Human Values and Professional Ethics:

- National Festivals and the birth anniversaries of national heroes are celebrated with the participation of students.
- To acquaint the students with national symbols, fundamental rights and duties, universal values etc. institution frequently organizes various programmes. More over Constitution of India, The Niti Shatak, The Geeta etc. are taught to implant human values to the students.
- Students are free to select subject group of their own choice. They can freely give the feedback pertaining to teachers, syllabi and institution.

Best Practices:

- Training and guidance for competitive examinations.
- Well maintained classrooms with LCD, fans etc.

Institutional Distinctiveness:

- Vision-Mission and Priority of institution are reflected in students' centric teaching-learning process.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	D.D.THAKAR ARTS AND K.J.PATEL COMMERCE COLLEGE
Address	College Road, Khedbrahma , Dist. Sabarkantha
City	KHEDBRAHMA
State	Gujarat
Pin	383255
Website	www.acckhed.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	N.D.Patel	02775-291073	9427695500	02775-220315	acckhed1987@yahoo.com
Associate Professor	Rohitkumar Jitalal Desai	-	9427364153	-	rdesai1970@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	15-06-1987

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Gujarat	Hemchandracharya North Gujarat University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	08-09-1993	View Document
12B of UGC	23-06-1995	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	16-09-2011
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	College Road, Khedbrahma , Dist. Sabarkantha	Tribal	11.9	4297.51

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Sanskrit	36	HSC	Gujarati	65	61
UG	BA,English	36	HSC	English	50	16
UG	BA,Gujarati	36	HSC	Gujarati	120	120
UG	BA,Hindi	36	HSC	Hindi	90	87
UG	BA,Economics	36	HSC	Gujarati	145	141
UG	BA,Sociology	36	HSC	Gujarati	50	49
UG	BCom,Commerce	36	HSC	Gujarati	130	34
PG	MA,Sanskrit	24	B.A. Sanskrit	Gujarati	80	20
PG	MA,Gujarati	24	B.A. Gujarati	Gujarati	80	29
PG	MA,Hindi	24	B.A. Hindi	Hindi	80	8
PG	MA,Economics	24	B.A. Economics	Gujarati	80	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				12				6
Recruited	0	0	0	0	9	3	0	12	1	0	0	1
Yet to Recruit				0				0				5
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				2
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	7	0	0	7
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	3	0	1	0	0	12
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	1	0	0	1	0	0	2

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	0	0	1

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	663	0	0	0	663
	Female	497	0	0	0	497
	Others	0	0	0	0	0
PG	Male	79	0	0	0	79
	Female	80	0	0	0	80
	Others	0	0	0	0	0
Certificate / Awareness	Male	223	0	0	0	223
	Female	143	0	0	0	143
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	29	28	37	61
	Female	36	42	49	58
	Others	0	0	0	0
ST	Male	563	550	581	625
	Female	397	360	354	309
	Others	0	0	0	0
OBC	Male	130	119	116	164
	Female	108	104	117	147
	Others	0	0	0	0
General	Male	20	21	29	38
	Female	36	44	51	53
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1319	1268	1334	1455

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 268

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	10	10	10	10

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1319	1268	1334	1455	1643

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
474	474	474	474	474

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
379	348	408	415	418

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	16	14	14	13

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
17	17	17	17	17

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
29.68	23.56	25.85	24.51	25.95

Number of computers

Response: 60

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Syllabi help students build their career as well as they transplant and cultivate in the students human, social and cultural values. It is possible only when the syllabi are taught with strict planning and completed effectively in due course. The institution is vigilant about this from the very beginning of its establishment. The under mentioned two topics will prove the claim

Planning :

At the completion of the year that is in the month of April a meeting is convened for the planning of the teaching in the next year.

- In the beginning of the year a general, a departmental and faculty wise timetable is prepared and supplied to the principal. The same is provided to the faculties in person and put up on the various notice boards as well as on the web site of the institution.
- More over month wise planning is made up to cover up the syllabi, keeping in mind the diagnostic tests, assignments, internal examinations and unit wise test. A copy of this planning is provided to the principal.
- One or two expert lectures, covering some of the topics of the syllabi are arranged.
- The management bears the economic burden for the ad hoc and the part time faculties, as long as the Government does not fill up the vacant posts, so that the teaching of the student does not suffer.

Implementation:

- In the beginning of the year the students are informed about the syllabus, credits, reference books, questions papers style and forms.
- A meeting is arranged in the end of the month to review the work done regarding the syllabi. The principal reviews the planning and implementation of the teaching at the middle of the term and informs the concerned faculty / department.
- All activities such as expert lectures on different subjects, cultural and extension activities are organized in the third and the fourth period so that the teaching does not suffer and syllabi are completed in time.
- Arrangement is made for the absentee faculties.
- Current events are connected with the study so that the students can better understand the topics of their study. More over IT technology, class room seminars, question answer session, videos of KCG-Gujarat and UGC regarding higher education, UGC-CEC, E-Pathashala are used as per requirement and convenience.
- Extra lectures to complete the syllabi and remedial classes for the weak students are arranged whereas extra guidance is rendered to the advanced students.

- The faculties collect feed-back, regarding the syllabi, directly and even in the regular forms at the end of the year and send this information to the members of the BOS.
- Cooperative training classes, classes for Talley Course are arranged to expand the understanding regarding the syllabi.
- Faculties regularly revise and review the topics taught.

File Description	Document
Any additional information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 90.28

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
02	04	02	1	4

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 26.12

1.2.1.1 How many new courses are introduced within the last five years

Response: 70

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 11

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 12.21

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
366	110	60	90	229

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The institution is affiliated to Hemchandracharya North Gujarat University, Patan. And hence the institution has to strictly follow the syllabi prescribed by the university. However the faculties of our college and the other senior faculties of other colleges who are the members of the Board of Studies contribute to the framing and designing of the curriculum. While selecting the topics/texts to frame the syllabi for the different years and subjects ,these faculties keep in mind various aspects such as understanding and awareness for social problems and issues; realization of human, cultural, environmental and economical values which will contribute to the holistic development of the students.

From this point of view let us see to what extent the syllabi prescribed by the University fulfill the said claims:

- **Gender Related Issues:**

1. in Gujarati -a paper regarding Feminism, (2) in Hindi - Nirmala: a novel, Anjo Didi: a drama and Akali of Manu Bhandari,(3) in English – silence! the Court is in Session (4) in Economics – CC-303 & 509 and sociology CC-305 & 405focus 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.

    Besides this, the programmes such as Beti Bachavo (Save A Girl Child), a street play staged by the college add to the learning of the   students.

    In a nutshell, the institution effectively delivers the curriculum through the regular teaching and extra-curricular activities.

- **Environment and Sustainability:**

    At undergraduate level in third semester we have : 'environment' as a subject in Elective Generic course and in Economics course 205, Unit – 4,   and at post graduate level in M A semester – 4 Major Environment Issues.

    These topics throw ample light on the local, national and international level problems and their effects as well as rules and sustainability of   environment. During the study of the said topics in syllabi the learners naturally imbibe a kind of sense which inspires them to think about how   to sustain environment.

Moreover the programmes like cleanliness drive, tree plantation, save energy etc bring awareness about environment.

- **Human Values:**

To transplant human values and sustain and cultivate them is very much significant for the happy life of the people of the nation. In the subject of Gujarati at UG and PG level: works of Narsinh Mehta, Mirabai, Bhoja Bhagat; Satya na Prayogo by Gandhiji, Mansaina Diwa by Jhaverchand Meghani; in Hindi Duhas of Kabir, Ramcharit Manas of Tulsidas and works of Surdas; in Sanskrit Niti Satak, Vidur Niti, Bhagavad Gita, the Ramayan, the Mhabharat, the Vedas and the Upanishadas easily translate into the students such traits as Satya, Ahimsa, love, equality, duty, honesty, brotherhood, simplicity etc.

- **Professional Ethics**:

Professional ethics are important for the progress of business and career building. Communication In Business, Commercial Communication, Media and Public Relation, Cooperation and Banking, Economics of Kautilya teach the students professional ethics.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 1.44

1.3.3.1 Number of students undertaking field projects or internships

Response: 19

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]()
Institutional data in prescribed format	[View Document]()

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 60.97

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
572	550	537	554	744

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
970	970	970	970	970

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
474	474	474	474	474

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution assesses the learning level of the students after admission and organises special programmes for advanced learners and slow learners.

The Assessment of Learning Level :

The institution assesses the learning levelof the newly registered students as follows:

- Information regarding the learning level of the 1st year at graduation 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 as at post graduation level the results of internal test and university examination are taken into consideration.
- Moreover, efforts are made to assess the learning level of the students on the basis of their attendance in class, assignment, participation in seminars and lectures etc.

Programmes for slow learner :

- Our institution believes in treating our students with utmost care and consideration. As for slow learners, an effort is made to find out the root cause of their slow learning process. The institution tries to understand their individual and social troubles. If needed personal guidance is provided.
- Remedial coaching is provided to students in difficult subjects.
- Students are encouraged to take active part in question - answer sessions in class and occasional seminars.

- Students are encouraged to solve previous years question papers and during the session interaction takes place which increases their confidence regarding various subjects.
- Students are encouraged to use original text books from the library. An extra emphasis is given on collecting online information regarding various subjects via Network Resource Centre.
- Model answer books of previous internal examinations are provided.
- Students are encouraged to enroll in programmes like "Add on Skill Base."
- Students are also encouraged to take part in various sports and cultural activities.
- Advanced learners are encouraged to interact with slow learners so that they can improve their learning process.

Programmes for Advanced Learners :

- An additional library card is provided to advanced learners under " Golden Ticket Card " scheme.
- Apart from acquainting them with reference books and important magazines, students are also encouraged to watch programmes on educational websites like, " Sandhan of KCG " and CEC of UGC. For this, Network Resource Centre is available in the library.
- Students are encouraged to participate in the programmes and competitions related to their subjects.
- Students are encouraged to prepare for class 1-2 examinations conducted by GPSC and UPSC. In this respect, necessary study material is provided.
- Students are given opportunity to join various certificate programmes and "Add on Programmes".
- Advanced learners are given opportunity to have a teaching experience on occasions like "Teacher's Day ".
- Advanced learners are sent as representatives of the institution to seminars and conferences.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 87.93

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.08

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

The institution always strives for student centric methods. For this purpose, apart from lectures, several other methods like experiential learning, participative learning, problem solving methodologies and ICT learning are employed.

Experiential and participative Learning .

Experience and participation based education strengthens students' subject related knowledge.

- Students are encouraged to recall the incidents where they might have experienced emotions like love, compassion, non-violence, truth, anger etc. based on the study of various literary texts. An effort is made to make the students empathise with the protagonist of the story and make predictions about their behaviour in the certain situations. Likewise in economics students are taught to examine the status of their family and society in the light of the wider economic spectrum of the nation. This method widens the students' real understanding regarding the subject. As far as social and psychological issues are concerned, an effort is made to gain some insight regarding students' state of mind in the light of the collective information regarding their society's psychological health.

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. For example, after giving basic information about accountancy, balance sheet or tax computing method, students are given the task of preparing the balance sheet of a company or computing its tax returns. Likewise the students of economics are given some basic information about poverty, unemployment, income inequality and then given the task of providing their suggestions regarding the solutions of the above mentioned problems. 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.

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	Document
Any additional information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 93.33

2.3.2.1 Number of teachers using ICT

Response: 14

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 87.93

2.3.3.1 Number of mentors

Response: 15

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

Teaching and learning are integral parts of education. It is imperative that the high quality of teaching-learning process should be maintained and timely innovative techniques added. The institution is aware of this which reflects in the following topics.

Innovation and creativity in teaching

- 90% of the classrooms are equipped with LCDs. Apart from chalk and talk the teachers use PPTs, videos from UGC and "SANDHAN", Syllabi-oriented films etc. to create a wider understanding and broader sense on various topics among the students. During these video lectures, the teacher gathers feedback from the students and also comments on various topics dealt with in the video lectures or films.
- In teaching process class-seminars and quiz etc. are included at regular intervals where a student presents a topic or answers the questions posed by the teacher and then gathers feedback from other students and teachers. This process consolidates his/her understanding regarding any given topic. Moreover, after providing basic information regarding a certain topic students are encouraged to discuss in group various problems related to the topic. This makes them active participants in understanding the topic.
- An effort is made to link the topics to the current state of affairs and examples are given from real life to make the students understand the practical importance of various topics and subjects.
- For commerce students, an effort is made to link the Tally Account with Accounting. Students are trained in Tally Account so that they can use this knowledge in a practical life.
- Students of language and literature, in suitable weather, are taught in campus garden or under the sky. The purpose of this is to free them from the confines of traditional and rigid methods of classroom teaching.

Innovation and creativity in learning

- Teachers and advanced learner students use N.List programme of INFLIBNET according to their needs. Likewise they also use audio-video lectures from educational websites by the medium of Network Resource Centre.
- Teachers and advanced learners use textbooks as well as reference books from the library according to their requirements. Moreover, the exhibitions held in the library help teachers and students to get acquainted with new and old books which help them further their learning process.
- The teachers attend minimum of 2 or 3 subject related seminars in a year to get themselves acquainted with prevailing new currents in various subjects. They impart this new knowledge to the student through their lectures; e.g. in 2018, all the faculty members of the institution attended 3-day programme called International Faculty Development Programme organized by the Government of Gujarat (KCG) in association with the British High Commission. This programme helped the faculty members to gain global knowledge regarding teaching and learning ability.
- The teachers modify their teaching methods based on the feedback of students.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 82.22

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 86.32

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	13	13	13	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 22.89

2.4.3.1 Total experience of full-time teachers

Response: 343.4

File Description	Document
Any additional information	[View Document]

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 5.88

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document]
Any additional information	[View Document]

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Quality improvement is continuous process. It is imperative to evaluate educational processes at every level to achieve the fundamental goals of education. Taking this into account the institution is always active to ensure the continuous evaluation of the students as well as faculties. The following details will substantiate the claim.

Evaluation of students :

The students' evolution process is based on the in internal and university examinations, participation in class room interaction, use of library, assignments, participation in extra- curricular activities etc.

- Students' understanding of the subject is assessed on the basis of their involvement and participation in the seminars and quiz competition organised at intervals, their ability to solve the problems.
- Student's ability to make practical use of newly acquired knowledge is evaluated on the basis of their reactions and feedbacks regarding the discussion of current issues initiated by faculties.
- In order to ensure the continuous evaluation process of students the university has given 30 % weightage to assignments, quiz, seminars and internal test. Based on overall as well as individual marks in internal examination, student's subject related understanding and writing skills are evaluated. Students are given necessary guidance where needed. Likewise university results also help in evaluating students' subject related knowledge.
- student's topic related understanding, writing skills and practical ability to apply acquired knowledge into real life are evaluated through the assessment of their assignment.
- Students interest in learning is evaluated on the basis of his use of library.

Evaluation of Faculties :

- Teachers' evaluation is equally important for continuous quality improvement
- Faculties' knowledge of the subject, presentation in the class room and the overall behaviour are assessed on the basis of the students' feedback. And the faculties are provided with the analysis of the feedback. This gives them the ample opportunity to improve their teaching skills.
- An effort is made to evaluate teachers' learning capabilities on the basis of how well they use reference books, magazines, academic websites, audio-video lectures etc.
- Faculties are evaluated by the principal and the IQAC on the basis of active participation in seminars and workshops, number of books and articles published during the year, expert lectures delivered at various institutions and interest in co-curricular activities. The report of this evaluation is provided to students, society and administrative circle through annual report and prospectus.
- API system is also helpful for continuous self assessment of teachers.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Students

Internal Examination

- Students are informed about the internal examination during the orientation programme orally and through the prospectus delivered during the admission process.
- Examination date is announced a month in advance and time-table is displayed before fifteen days on the notice board and the college app.
- The principal and the chairman of the examination committee convene a meeting of the out siders and the faculties and instruct them for the smooth running of the examination. During the examination the senior supervisors and the principal supervise the entire system. Web cameras help maintain transparency in the examination.
- The results of the examinations are displayed on staff notice board and college website within 15 days after the examination. Students complaints about the assessment are solved through rechecking and reevaluation.
- The answer books of internal examination are kept in archive for six months so that no questions are raised on the credibility of assessment.
- 30 marks internal assessment include : marks obtained in examination, assignment, class room seminars and attendance. Passing standard is 12 out of 30 marks.
- The university examination carries 70 marks per paper and 3 hrs time. Passing standard is 28 out of 70 marks.
- Students overall performance is assessed on the basis of the sum of college internal and external marks obtained in the university examination.
- Assignments are returned to students after thorough and transparent assessment.
- Students are provided opportunity to voice their opinions without hesitation on study related topics as well as on current issues. This helps in assessing their subject related knowledge.
- In order to know about their special interest regarding various fields, the record of students' library visits is kept regularly.

Teacher

Each year on the last day of the university examination, the institution takes feedback from the students regarding the teachers' subject related knowledge, punctuality, presentation, attitude etc. The process is conducted by the non etching staff. The students' signature is not mandatory on the feed-back form. The analysis of the feed-back is provided to the faculty and suggestions are made by the principal if necessary.

More over teachers' academic activeness is assessed by collecting information regarding participation in seminars and workshops, publication of articles and books etc.

- Teaching capability of a teacher is assessed on the basis of the results of particular programme or course available in the office.

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

Response:

In order to minimize 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.

University examination

Assessment

Any complaint regarding results is entertained within 14 days in a prescribed form after the result. Solution of the application takes 30 days.

Re- assessment

- In the last year of graduation a student can apply for the re-evaluation of any 2 papers. For this, he/she has to apply in a given form within 14 days after the declaration of the result. The application is to be sent through the agency of Hon. Principal with a demand draft of Rs.350 per paper or fees receipt of cash payment to it. Re-evaluation is done only if the difference of 15% of total marks is found. The student has to accept any changes done on the re-evaluation process. The application is resolved in approximately 30 days.
- If any inaccuracies are found regarding name, surname, subject etc. in the mark sheet, a student can apply in plain page through the agency of Hon. Principal with mark sheet , L.C. etc. attested to it.
- If a student has any problem regarding examination seating arrangement, subject, roll number etc. his/her records are checked and sent to the University so that he/she can give the examination without any trouble.
- If students have any complaint regarding the question paper, an inquiry is arranged with the committee of experts by the University and if the complaint is found to be correct, teachers are instructed regarding the assessment of the paper to avoid loss to the students.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution prepares its academic calendar based on the academic calendar of HNGU, Patan. It is conveyed to the students, teachers, administrative circle and society through college website and prospectus. The institution obeys the academic calendar punctually in order to assure the continuous internal evaluation and maintain regularity and quality of its educational activities.

Thus, based on the academic calendar……

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

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The mechanism to provide information regarding various programmes conducted in the institution and POs and COs of various courses is as under :

(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.   (Link is attached herewith)

(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 itself or with the help of some other institution, like certificate course / skill based course / add – on 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 every new term students are informed about the outcomes and purpose of any given course or programme.
- Any student or teacher can get the information regarding the syllabus of any course from the college library or university website. Apart from this, he / she can know about the course outcome from the "introduction to syllabus" from the university website.
- Information regarding the outcomes of the certificate Course / Skill – based course / Add – on Course is available on the website from which students and parents can get information about various courses. Moreover, students are informed about course outcomes at the beginning of the term by college faculties.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The attainment of programme outcome and course outcome is essential to occupational development and social life of the student. It is also a good indicator regarding to evaluation process of institutional activities. In this regard the information regarding how much attainment of programme outcome and course outcome is done in the institution. The method regarding the measurement of POs and COs and how much attainment of POs and Cos can be done can be got as follows:

1. Method of Measuring Attainment :

{A} POs

1. **B.A.**

The POs for B.A. student can be known by two things : (1) students awareness and response to various social, cultural, political, literary and economic activities on regional as well as national level (2) student

enthusiasm in solving the national problems and his/her emergence to convey his/her thoughts and ideas to the society.

2. B.Com

The POs for B.Com students can be known based on three things (1)students awareness, ability to change various financial – economic incidents and his/her response to these economic activities. (2) students ability to use theoretical knowledge in real world in practical manner. (3) Students ability to mingle human and national values with his/her financial knowledge.

3. M.A.

The POs for M.A. students can be known based on two things (1) Students knowledge of global literature, global society, global culture etc. and his /her response to such knowledge (2) Students ability to do a comparative study of different regions' cultural, social, literary and economic aspects.

(B) PSOs

- Students perform in internal as well as university examination in any given programme during each semester.
- Writing style and quality of content in assignment submitted by students.
- Students' response to contemporary incidents or current affairs.

(C) COs

- Performance in internal and university examination in any given course.
- Students awareness on subject related contemporary events and their response to such events.

2. Level of attainment:

- **POs**: Many previous students of the institution are social workers, teachers and government or private servants. They have managed to impart values in their respective occupation. Hardly any student of the institution, whether past or present is involved in any anti – social activity. Thus, the POs level of the institution is high.
- **PSOs:** An important indicator to know about POSs is the students final university result. In this regard, the average result at UG level in the institution's various PSOs is 60 %. Likewise average result for PG Course is more than 92%.

- **Cos**: An important indicator of knowing a student's Cos is his / her performance in internal and university examination in any given course. In this regard the Cos of students of the institution are 65 % at UG level and beyond 92 % at PG level. Apart from this, the average student of the institution gives neutral and unbiased opinion on the subject related contemporary events which shows that the Cos level of the students of the institution is decent.

2.6.3 Average pass percentage of Students

Response: 78.36

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 297

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 379

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.78

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 33.33

3.1.2.1 Number of teachers recognised as research guides

Response: 5

File Description	Document
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge

Response:

(A) Available incubation centre

1. Library

- Research related books, reference books, samples thesis of Ph.d and M.phil dissertations, research proposals and synopsis are made available to the research scholars in the library.
- The national and international level reports, international level works, treatises and books, articles, treatises of folk-literature are easily made available to the research scholar.
- 3135000 treatise and 6000 magazines are made available on-line on n-list service of INFLIBNET.
- Photo-copy facility is made available.
- On-line net surfing facility is made available through Network Resource Centre.
- Information of various educational and research based web-sites..
- Display of newly added books and books on research.
- Availability of 72 magazines on various subjects.
- Sale of old magazine on token charge Rs.1

2. Tribal Research Centre

- Dr. A.B. Brahmbhatt is the coordinator of this centre who guides the students and teachers who wants to pursue research in socio-economic problems or general socio-economic problems of tribal area.
- Ph. D thesis, M. phil. dissertation, proposals and synopsis are made to the students for reference who want to pursue Ph.D and M. phil.
- When necessary the centre helps in socio-economic survey for example HDI survey to the government institution.
- The centre helps the students and villages of tribal area in creating awareness of beneficiary schemes of state and centre government for schedule tribe.

3. Others

- The language lab, computer lab and the commerce lab. train and help the students acquiring the communication skill, computer skill and knowledge of commerce respectively.
- The teachers of Economics, Gujarati and psychology who are research supervisors provide guidance to the students who are interested in Research after post-graduation.
- Creative and complied literature prepared by the students and the teachers is collected and displayed on notice boards through wall paper activity.

(B) Evidence of the usages of incubation centre.

- Out of 16 teachers of the college, 13 are Ph.D holders and 02 are pursuing Ph.D. degree.
- Three teachers are having M.Phil Degree.
- 10 research scholars for Ph.D and 17 research Scholars for M.Phil have completed their researches under the supervision of 05 research supervisors of the college and currently 22 research scholars are pursuing research for Phd.

- The government agencies contact the teachers of the institution for survey .e.g. survey by HDI or survey of consumers by UGVCL.
- The teachers of other institutions pursuing Ph.D seek guidance from the teachers of the institution for M.Phil and Ph.D.
- The teachers share their knowledge extensively to the entire society of the state through research articles in magazines, presenting research articles in seminars and conferences, delivering lectures on radio and Sandhan and experts' lectures in other institutions.
- More than 100 students of the institution get help of DELL for exams of SCOPE and computer lab for Tally accounting.
- Under the auspices of tribal research centre, two books are published on problems of tribal people of the region.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
Any additional information	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.8

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 09

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 05

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

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. Annual NSS camp:

- The students participating in NSS camp come across and try to understand the basic problems of villages' viz-poverty, feculence, superstitions, gender discrimination etc. To address and to remove these problems of the villages the students actively participate in activities arranged during the NSS camp such as cleanliness campaign, eradication of superstitions and gender equality. Such activities bring awareness among the villagers. Through these activities the students imbibe human value and develop scientific attitude towards problems of the villages.
- During the NSS camp, the students and the villagers are made aware of the role of disaster management at the time of accidents and natural calamities. They get tips to save themselves and the victims of the calamities.
- During the NSS camp, college arranges a programme of consumer protection to aware the students and villagers about their duties and rights. They get information on how they can be cheated in the market in terms of price, quality and weight.
- During the camp, a programme on health and nutrition is arranged to bring awareness among students and villagers about food and nutrition. This helps the students and villagers to lead a healthy life.

2. Other Extension Activities

- The college has arranged tree-plantation programme, distribution of plants and saplings and writing slogans related to environment in almost 50 villages during last five years which creates environmental awareness among the students. The students become conscious about conservation of environment.
- To bring awareness among students on corruption and how to fight against corruption, street-play are performed such activities inculcate honesty among students.
- Voter awareness programmes, rallies etc. bring awareness among people about voting and democratic process. On the other hand, students participated in this rallies easily assimilates that to vote is our national duty.
- People gather in large number during fairs so the problem of controlling traffic arises. The NSS volunteers help the local police in controlling traffic which bring awareness among students on traffic awareness.
- Bhadarvi poonam in the month of bhadrava is one of the biggest fairs of Gujarat. The students of the college arrange a service camp to serve the pedestrians which inculcates the feeling of service among the students.
- Events related to gandhian thoughts that happen occasionally in college and surrounding areas of the institution are naturally implemented the universal values like truth, non-violence, love, simplicity and cleanliness etc. among the people and students.
- In the year 2018, at the time of demonetization, the institution organized 'Digital Awareness Programme'. A rally was organized to bring awareness among people for digital transaction and its advantages.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 2

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document]()
e-copy of the award letters	[View Document]()

3.4.3 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 last five years

Response: 15

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	4	5	4	2

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 17.28

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
255	238	243	205	263

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 4

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	00	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is located on the hill of the Arvalli near the bank of river which provides natural environment to the teachers and learners for teaching and learning. Besides, natural environment for teaching and learning the college has all the latest facilities available in the campus. The details of which are as below.

- **Class-rooms:-**

The college has 16 class-rooms as guide lined by U.G.C. 13 class-rooms are equipped with LCDs. All the class-rooms have the facility of white-board, required benches, fans and lights.

- **Library:-**

37282 books,65 magazines, 07dailies and 419 CDs are available in the library which can be used by students and teachers and any reader as prescribed rules and regulations of the library. If the readers recommend certain books, the library tries to make them available for the readers. The library also provides En-list services of INFLIBNET to the students and teachers when the need arises.

- **Reading Room**

The reading room has sitting capacity of 45 students at a time which can be used by students, teachers and readers between 7.15 a.m. and 7.00 p.m.

- **Network Resource Centre**

There is a U.G.C. Network Resource Centre in the reading room with three computers and a printer which can be used by students and teachers without any charge.

- **Computer centre and language laboratory**

The computer lab of the college has 25 computers with internet access. The language lab has also 25 computers with internet facility. These lab are used by the students for courses like CCC, Tally accounting and Scope. Both the labs are kept open for practice for the students and teachers with the consent of principal.

- **Tribal Research Centre**

The Tribal Research centre has collection of proposals, synopsis, M.Phil dissertations and Ph.d thesis which can be used by the researchers and the teachers for reference between 7.30 a.m. and 1.30 p.m.The in-charge faculty of Tribal Research Centre guides them if necessary.

- **Commerce Laboratory**

The commerce lab has 3 computers and a printer. The students of commerce make use of it for latest knowledge in the field of commerce and accountancy with the support of technology.

- **College App.**

The college app named ACC KHEDBRAHMA contains video lectures of the teachers and experts on the subjects offered by the college. The students are made available university papers of last three years which can be used by students and teachers on campus and off campus.

- **Photo- copy Centre**

The photocopy centre of the college provides facility of photocopy to the students and teachers on concessional rates.

- **Garden**

There is a well-cultivated garden in the college which can be used by students for reading purpose at their convenience

- **Generator**

We have generator facility available in the college to keep teaching and learning process uninterrupted.

In addition to this, the college provides mineral drinking water to the students, a girls' room and canteen for refreshment.

File Description	Document
Any additional information	[View Document](#)

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

Response:

Since its establishment year, the institution tries for overall development of the students**.** Besides providing academic facilities to the students' the institution also provides good facilities for sports and cultural activities. The details are as below:

- **The details about playground, indoor stadium, gymnasium, stage are attached in a tabular form:**

SR	Name of facilities	Year of establishment	Area	Available facilities and usages

NO				
1	Playground	1987	110mt x 70mt	It is used for local and university level competition viz- athletics, 200mt track for sprint, archery, volleyball, kabbadi, kho-kho, football, cricket, etc. It can be used by other institutions for practice with permission of the Principal
2	Gymnasium	2005	7.2mt x 5.8mt	Multi 12 stage gym with TMT machine, weight training set, equipments for pull-ups, situps and exercises of human organs like hands, legs waist, knees, chest, etc.
3	Stage	2007	10.3mt x 6.1mt	It is used for practice and training for college activities like welcome New Year, Annual Day, etc and for actual performance of play.
4	Indoor stadium	2016	1148 sq.mt.	It is used for badminton, table-tennis and chess.

- **Additional facilities for culture programmes**

  ○ Mic-set, harmonium, drum, table and costumes in limited stoke are available.
  ○ If necessary, a trainer and sound system is provided by the college.

- **Facilities for Yoga** : Experts are available for performing yogic exercise. A trainer is invited for practice of the students from shree Ravishankar Institution.

File Description	Document
Any additional information	[View Document](#)

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

Response: 87.5

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 29.24

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.47	14.56	2.06	10.64	7.28

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The total carpet-area of the library of the institution is 2350 sq. ft.. There are 37282 books 65 periodicals, 7 dailies and 419 CDs are available. Under the N-List service of INFLIBNET, there are 31, 35000 e-books and 6000 e-journals are available on-line. Library is automated using integrated Library Management system. 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

Additional facilities of the 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
- The carpet area of the reading is 775 sq.ft. and it can accommodate 40 students at a time, which is kept for the whole day.

Additional services and activities of the library

- Reference and information service.
- Reading and issuing books service.
- Book bank facility.
- Internet Access.
- Orientation for the optimal use of library.
- Workshop on reading and book review.
- Occasional planning book - exhibition and book fair.
- Guidance for comparative exams and vocational programmes.
- Paper sets of internal and external exams.
- Display and list of newly added books.
- Alumni, teachers and other readers can also avail the facility of library.
- Sale of outdated magazine at the token charge of rs. 1
- Information of curriculum of all the subjects.
- Model answer book of internal exam.
- Golden card of for advanced learner facility for genius students.

Newly added books of last five year

Year	No. Of books	Total price in Rs.
2014-15	517	202441.00
2015-16	1551	307524.00
2016-17	1388	379745.00
2017-18	1358	519484.00
2018-19	165	99805.00
Total	**4979**	**1508999.00**

The average of purchasing books and its cost in the last five years is 996 Rs. 301799 respectively.

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library of the institution has varied and unique collection of books. Which includes 83 rare books, 90 national and international reports,   122 books of history of region, tribal literature and folk - literature, 67 M.phil dissertation and Ph.D theses, 77 research related books, 131 books on Gandhian literature, 497 encyclopedia and dictionaries, 89 books on feminist literature, Noble - Prize writers books, Gyanpeeth Award winning books, 522   books on spiritual literature, viz. Maharshi Arvind , vivekanand, the Mahabharata, the Ramayana, the Quaran, the Upnishad, the Bible, etc.

List of books is uploaded in additional information

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.55

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.47	5.70	4.36	3.63	2.58

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.77

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 77

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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.
- 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 3 photo-copier and 3 scanners
- System for bulk SMS is available.
- IT facility is available in computer centre, language lab, and Network Resource Centre and Commerce lab.

- The college has Android mobile application in which video lectures, university question paper, study materials, photo-gallery are available. Instructions are conveyed to the students through this application.
- The college has its own Facebook page, Twitter, Instagram, Linked in account and has Blog-facility which are updated on 18th January, 2019.
- The campus is under CCTV surveillance with 55 cameras.
- The students are distributed 594 tablets under the scheme of NAMO E-tablet by Govt. of Gujarat. The date of updation is 10th January, 2019.

File Description	Document
Any additional information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 21.98

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 15.61

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.86	6.32	3.68	3.05	3

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The policy details of the system and procedure for maintaining and utilizing of facilities for academic, co-curricular, sports and cultural activities are as below.

1. Cleanliness:

All the classrooms, offices of the principal and non - teaching staff, staff - room, library and reading room, girls' room, language and computer lab, management office, washrooms etc. are regularly cleaned by college peons.
 The campus of the college and playground are kept neat and clean by volunteers of NSS and cadets of NCC and college peons occasionally.

2. Maintenance and management of electric gadgets:
In case of complaints regarding power supply of electrical gadgets, the students and teachers contact building maintenance committee or principal and the service of electrician for servicing, repairing and replacing are taken immediately.

3. Maintenance of Computer based technology:

The computers of language lab, computer lab and other computers are regularly checked by the computer literate employee of the staff. The upgradation of the computer system is maintained timely.

4. **The web cameras** are maintained regularly by E - Mission Company, Ahmedabad.

5. Maintenance of Garden:

A gardener regularly takes care of watering the plants, trees and saplings of the garden.

6. **The books in the library** are maintained as per the guidelines of the library science by the librarian. The problems in photocopier are solved by a professional technician within a day or two.

7. The damaged equipments in **gymnasium** are mended or replaced within ten to fifteen days.

8. **The building of the college** is whitewashed every five or six years.

Besides that, the building maintenance committee and the principal regularly check and take steps to maintain facilities of the college. The suggestions of the students on quality of facilities are invited through drop - box and their suggestions are taken into consideration for the maintenance and upgradation of the facility in the college.

9. Ex -physical director of the college occasionally visits the college and makes suggestions and according to his suggestions **play - grounds** are maintained and kept ready for use.

Policy details of the utilizing various facilities of the institution:

1. Academic building

- Academic building is used regularly for teaching and learning activities as per time table of the college and for internal and external examinations and co - curricular activities.
- It is used as venue for state level or national level workshops, seminars or conferences without disturbing regular teaching process of the institution.
- It is used after college hours on holidays for career oriented training courses.
- After prior-permission, the use of college building is allowed to NGOs for social and academic purpose.
- Generally, the use of college building is allowed from 7:00 a.m. to 1:30 p.m. but in the special case with the prior- permission of the principal it is permitted for using it whole day only for academic or social purpose.
- If any institution arranges programme in the premises of our college with prior permission, its responsibility to take care of the property of the college building.

2. Language Lab and Computer Lab.

- The students who offer computer application as one of the subject and the students who pursue CCC-BAOU course, SCOPE or Tally Accounting course can use both the labs.
- The students of the college can use both the labs for academic purpose for the whole day with prior permission of the lab co-ordinator.
- It is a prerogative of Rotary Club Khedbrahma to make use of computer lab any time.
- The government or its agencies can use both of the labs for filling up the details of the government documents or schemes online. It is the responsibility of the government to take care of property of both the labs.

3. Gymnasium

- Both male and female students of the college can use the gym on a meager amount of RS. 50 only per term.
- The students who participated in inter - college sports activities can use gym free of charge. The gym remains closed on holidays and during vacation.
- The timings of gym are as below:
  * Player (Male) - 10:30 a.m. to 1:00 p.m.
  * Girls students and female players - 5:30 p.m. to 6: 30 p.m.

* Students and others - 4:30 p.m. to 5:30 p.m.
The gym remains closed on holidays and during vacation.

4. Library

- Every student is given a reading ticket for library and they can borrow a book for 10 days for reading at home. The employees of the college can take books from the library for reading at home after due registration.
- The rankers of the college are given additional golden ticket card so that they can borrow more books from the library.
- Reference books, reports, rare books, thesis, dictionary etc. can be read sitting only in the reading room.
- Any person interested in reading or research can use the library after getting recommendation from the principal.
- The library is kept open 7:30 a.m. to 1:30 p.m.
- The students who fail in returning the book in due time have to pay penalty of 50 paisa per day. If the book is lost or damaged the readers have to pay penalty as decided by the librarian.

5. Reading Room

- Any student or teacher, without disturbing the others can use the reading room for the purpose of reading. The timing of reading room is from 7:30 a.m. to 7:00 p.m. but on request it is kept open on Sundays.

6. Play ground

- 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 of the principal.
- The play ground of the college can be used form 5:30 a.m. to 7:30 p.m.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 72.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
971	1016	1040	1003	1055

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 20.25

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
560	336	229	199	24

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1. For competitive examinations
    2. Career counselling

3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 28.59

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
410	398	360	402	425

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 9.34

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	58	23	43	52

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 26.65

5.2.2.1 Number of outgoing students progressing to higher education

Response: 101

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 4.49

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	5	10	15	15

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
217	194	183	193	286

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

In order to make them aware of Collective responsibility as well as the decision making process, students are given representation at institution level, in Student Council, women Cell, Grievance Redressal Cell, IQAC etc. This enables student representatives to give their valuable feedback for the well being of the College as well as the entire student body.
Following is a brief outlook of the aforementioned student-centred Committees.

1. **Student Council**

- **Structure.**
  The members in this Committee include Hon. Principal, 3 professors and approximately 35 representative students from B.A, B.Com, and M.A.as well as NSS, NCC, Sports quota and

Cultural forum. GS and LR are elected by the student representative on the basis of majority.

- **Role of Student Representatives.**

(A) Academic

1. To help organise orientation meeting to welcome mew-comer students.

2. To instruct and complain with reference to library senesces,regular lectures, expert lectures, examination management,

evaluation process etc.

3. To celebrate Teacher's Day.

(B) Administrative

1. To motivate students to take part academic as well as extra- curricular programmes held in the college.
2. To help organise festivals like "Guru Parva and Annual Day.
3. To organise Navratri festival, kite festival, "Well Come New Year, etc.
4. To help in maintaining discipline and cleanliness in College.

2. Women Cell

- **Structure**
  The members in this Committee include 2 female professors and 2 representative female students.
- **Role of women Representative Students**

1. To bring into notice of the (authorities) institution issue regarding sexual harassment.
2. To bring into notice of the authorities complaints or suggestions of regarding facilities provided to female students.
3. To share information among students regarding various programmes related to women empowerment.

3. Grievance Redressal Cell

- **Structure**
  With the Hon. Principal at helm, this 7 member Committee includes student representatives.
- **Role of Student Representatives**

1. To bring into notice of the authorities of student related grievances like ragging, sexual harassment, insufficient amanitas, Coaching quality, examination related questions,discipline related issues etc.
2. To inform student about the steps taken by authorities to address the grievances.

4. IQAC

- **Structure**

   With the Hon. Principal at helm this 12 - member Committee includes 2 student representatives.
- **Role of Student Representatives**

1. To present education related questions faced by students before the authorities and give necessary suggestions.
2. To spread the initiatives taken by the IQAC to improve the quality of education among students.

File Description	Document
Any additional information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 13.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	15	14	11	13

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

         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.

Monetary Assistance

- Received donation worth Rs. 27000.00

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Institution's Vision and Mission

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 in its administration as well as in the arrangement of various programmes. In this respect the administration of the college is conducted at two levels. The executive committee of the college trust gathers information related to everyday activities and needs from the Principal and takes ethical decisions related to structure, human resource management and expansion of education of the institution. At the college level various committees, with the Principal, faculty members and representative students as their members, take decisions regarding the arrangement and execution of various educational, co-educational, cultural and sports related activities. In this process of decision making vision and mission of the institutions are reflected. It reflects in the following paragraphs:

- The decisions of offering sociology as a core subject and modernizing of language lab reflect, apart from the expansion of education, the mission of the institution of providing experience based education to students. Likewise the decision of recruiting teachers by college management until the government does not recruit new teachers also reflects the mission of the institution of providing high quality education for the students to stand in the real and professional market.
- The celebration of national festivals; arrangement of valuable lectures on the occasion of birth/death anniversary of national leaders; celebration of Guruparva and Rakshabandhan 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. This reflects the vision of the institution.
- Students are given opportunities to participate in class seminars, elocution competition, essay competition, computer education, teacher's day etc. The purpose behind this is to provide education through experience, experiment and exposure by which the mission of the college is realized in practical manner.
- Students are allowed to take part in various sports and cultural activities at college level as well as inter-college level. For which they are provided with necessary equipments and training. They are also provided the facility of transportation. These activities help develop the inner talent of students and give opportunity for the expression of it which leads to the holistic development of students. This reflects vision and mission of the institution.
- In order to be well equipped with the latest trends in their respective subject, teachers are encouraged to attend various seminars/workshops. This helps them relate new information to their students in classroom. In this policy the mission of providing best education to students is fulfilled

by the institution.

- The policy of enriching the collection of books in the library reflects the purpose of the institution of providing best education.

6.1.2 The institution practices decentralization and participative management

Response:

During a year various educational, co-educational and extra-curricular programmes are arranged in the institution by various committees under the Principal's guidance. The process of decision making and execution is done in a decentralised way with a spirit of collective responsibility. To understand this example of the annual conference of Gujarat Economics Association held in the institution during the year 2016-17 can be taken.

Case Study: 47th Gujarat Economics Conference:

In a general discussion with the professors of Economics department, the Principal himself being a professor of Economics put forward a thought that the Annual Economics Conference Of Gujarat Economics association which is held every year at different places in Gujarat should be held in our college once. This thought was presented to Gujarat Economics Association and permission was granted to hold the Annual Economics Conference of the year 2016-17 at our College. This information was conveyed to the trust and IQAC.

Two months before the conference a staff meeting was held. After thorough discussion the Principal, with the help of experienced teachers, other staff and students, created various committees like co-ordination committee, registration committee, food committee, stage and seat arrangement committee, accommodation committee, certificate committee, cultural committee, audit committee etc. Every committee was made aware of its responsibilities and given certain decision making authority as well.

- **Co- ordination committee:**

With the Principal and Dr. Brahmbhat at helm, this committee kept in contact with GEA officials and prepared detailed invitation cards and sent them to the members of the association and guests via post or e-mails before a month. Moreover the committee was in constant contact with GEA with reference to the publication of the articles.

- **The registration committee:**

The registration committee, under the guidance of Dr.Parmar, had been active for a month prior to the conference and carried out registration related responsibility efficiently. The committee kept updating the other committees about the latest registrations till 12: 00 p.m. on the conference day.

- **Stage and seat arrangement committee:**

Under the guidance of Dr. Anil Chauhan, this committee looked after all the responsibilities related to stage and seat arrangement.

- **Food committee:**

This committee oversaw all the arrangements related to snacks and meal for the guests.

- **Accommodation Committee:**

This committee was formed to provide accommodation to the delegates attending the conference. Under the guidance of Dr. Saudarva, this committee kept in closed contact with the registration committee and oversaw all the responsibilities regarding the transportation of the delegates from conference to accommodation and provided all the primary facilities.

- Under the guidance of Dr. Bloch, certificate committee kept in close contact with registration committee and prepared certificates for delegates and oversaw the process of taking necessary signatures on them. This committee was also responsible for the distribution of the certificates at the end of the conference.
- The audit committee completed the audit work within a week after the end of the conference.

With these arrangements the three day conference comprising of 200 delegates completed successfully.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

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 the above mentioned method. It can be understood by describing a certain scholarship related activities. Most of the students taking admission in the college belong to tribal and rural areas. The institution arranges various scholarship programmes for these students so that they can study freely without worrying about economical condition. Various scholarship programmes executed in the institution are as follows:

Arrangement	Execution	Outcome	
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	- 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.	In year 2018-19, received scholarship.	

	• Queries related to scholarship are solved		
HPCL Scholarship			
• Permission is granted from the officials of HPCL company for company's CSR scheme related to scholarship • Form distribution and verification are done in the month of August-September	• Students are informed about the eligibility and form distribution via notice board, mike system etc. • On a given date, students are given forms in group and advised on filling the form. After 10 days, in the first week of September forms are recollected in the students' presence and verified. • Then the information is computerized and conveyed in personal to the office of HPCL in Ahmadabad. Queries are also solved.	In the year 2018-19, SC/ST/OBC categor worth 28 lakhs is gran

Note: The responsibility related to Government scholarship is carried by the office and the responsibility related to HPCL scholarship is carried by faculty members. Apart from this, the institution gives limited economic help for underprivileged, students of any caste.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Entire management of the institution is set in a decentralized manner. It includes the managing committee, managing trusty, the Principal, various committees under the guidance of various faculty members and office under the leadership of office superintendent.

The overall working of the institution is carried out with academic and administrative perspectives.

(A) Administrative structure and work distribution:

• **Governing Committee :**

This committee, comprised of executives members and the. Principal, meets three or four times a year as required. It oversees matters like physical and monetary requirements of institution, staff requirements etc. It makes arrangements and takes decisions regarding the above mentioned matters. It keeps evaluating the educational and other activities of the institution and provides necessary guidance.

- **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 fulfil the vision and mission of the institution and enhances its quality. It also motivates and guides other committees for the execution of various programmes.

- **Various Committees :**

Various committees under the leadership of various teachers carry out activities like examination, library management, university lectures, course schedule, sports activities, NSS, NCC, wallpapers, cultural activities, " saptdhara ", UGC grant, career guidance etc. These committees manage educational, co–curriculum and extra-curricular activities independently. If need be, discussion is done with the Principal. Apart from this, committee like grievance Redressed Cell, Women's Cell, Disciplinary Committee etc, solve students complaints.

- **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 process of students, form filling and information regarding results, scholarship related activities, monetary audit, salary bill, staffs service records, proposals for grants etc. For this the office corresponds with UGC, state government and university

(B) Policy regarding service rule, recruitment and promotion :

- Regular faculties are recruited with the permission of state govt., as per HNGU Uni., UGC and state government norms. Likewise for service and promotion the rules of UGC, state govt. and HNGU are applied.
- Rules of state govt. and HNGU are applied for the recruitment, promotion and service of the non-teaching staff.

(C) Grievance Redressal Cell

- If any issues occur between staff members regarding work or behaviour, it is resolved by the Principal in the presence of staff representatives. In special case management interferes as intermediary. In a special case, the executive committee has the authority to take action against the staff member according to service rules. There is a provision of tribunal for staff members to put their side. But no such case has taken place in the institution.
- Students' complaints are resolved through the Principal, Grievance Redressal Cell and Women Cell.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various committees are active in the institution regarding educational, co–curricular and extra-curricular activities. Many meetings regarding the type of activities to be done are held by these committees and decisions are taken after extensive brain storming. In this respect the working of the examination committee can be studied as a model.

Examination Committee:

According to the rules and regulations of the university, 30 % of the evaluation should be done at institutional level based on the internal test, assignment and attendance. Hence, it is imperative to take the internal test at the end of semester before the university examination. Considering it the tentative date of examination is published in the prospectus. A meeting is held with the Principal at helm before one and a half month test begins. In the meeting all the important decisions are taken regarding the internal test: the date and timings of the test, structure of the question paper, structure and timings of re-test, date of result and provision regarding result related issues etc.

- Announcement is made regarding the examination schedule and structure of the question paper before a month of the internal test.
- Announcement is made regarding the date of re-test, date of the result and regarding result related issues during the internal test.
- Examination work is distributed among the committee members.
- During the year 2018 – 19, internal test of the first and the second term were held on 27-09-2018 and 01-03-2019 respectively as decided in the meeting. Likewise the results too were declared on 19-10-2018, 01-11-2018, 16-03- 2019 and 20-03-2019 respectively as decided in the meeting. Result related issues were resolved in five days after the declaration of the results.
- As decided about the distribution of the examination work, Dr. Bloch looked after activities like instructions regarding examination, timetable and providing stationary. Whereas Dr. Parmar and Shree Harpalsinh oversaw seating arrangement, printing of question papers and sorting of question papers. Likewise Dr. Desai oversaw arrangements regarding supervision and collected information regarding assignment and class lectures from the teachers. The seating arrangement and supervision arrangement for the university examination were planned by Dr. Mahendra Parmar and Dr. Desai.

In short, the decisions taken in the meetings of examination committee in the year 2018- 19 were executed effectively. Hence, the examination related activities of the year were carried out effectively.

Note : Generally two meetings of the examination are held.

6.3 Faculty Empowerment Strategies

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

Response:

Following is a description of how the institution does welfare activities for teaching and non-teaching staff to provide them efficient and stress-free work environment.

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. 1 lakh.
- The co-operative credit society, active in the institution, loans to its members at 12 % rate. The criterion of giving a loan to the member is 20 times of his/her salary or 20 lakh whichever is less. The amount has to be paid in 60 installments. If required documents are presented, loan is given within 2 days. Most of the employees have taken the advantage of this scheme.
- In the society, there is a provision of welfare fund for its members. This amount of welfare fund is given to the member on his/her retirement by adding 1000 Rs a year to his/her total number of years of services.
- The employee can get 85% of an overdraft of his/her deposit from the employees' credit society.
- The institution provides 2 pairs of clothes per 2 years and washing allowance to its peons per month.
- In case of the serious illness of an employee, the expenses as shown in the bills are paid by the state government as per the norms.
- In case of the 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.
- If a member of the staff becomes father, (2 children) 30 days leave is granted to him; in case of female employee, 6 months maternity leave is granted as per the norms of the government.
- Any employee of the institution can use the gymnasium by paying token fee. The facility of canteen is also available.
- One day Yoga workshop is held every year in the institution for the well being of the employees.
- Necessary physical facilities are provided to the employees' credit society by the institution free of cost.

File Description	Document
Any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 47.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
03	07	09	08	07

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	2	02	02	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.29

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	3	00	00	01

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance of the staff members is evaluated time and again and based on it they are motivated and instructed. This system can be divided in 2 parts.

Teaching staff :

- Every year on the last day of the university examination, from the final year students of UG and PG, feedback regarding a teacher's knowledge, teaching method, behavior etc. is taken. After necessary analysis the outcomes based on the feedback are shown individually to the faculty member. The faculty member is praised for his/her good performance and instructed for the limitations. The faculty member with the best performance is praised in front of the staff and management.
- Every year self-evaluation of the teaching process is done by the faculty members of respective subjects based on the analysis of result of university and internal examination. If need arises, reformative steps are also taken.

The Principal congratulates and praises the faculty members on the basis of result or gives necessary guidance for the weak result.

- Every year the institution collects the report of various activities from respective faculty members and departments; and based on this report the Annual Report of the institution is prepared. With the help of this report faculty members, management or even dignitaries of the society can evaluate the performance of respective faculty member and department.
- Academic diary kept by some employees becomes helpful in their self-evaluation.
- The Principal evaluates the faculty members and gives necessary guidance on the basis of everyday teaching process and attendance of students in classrooms.
- The Principal also evaluates the faculty members based on their library going habits.

Non-Teaching Staff

- Every year on the last day of the university examination, from the final year students of UG and PG, feedback regarding the performance of the non-teaching staff is taken. After necessary analysis the outcomes of the feedback are shown to the non-teaching staff, in group as well as individually. Both the good and bad aspects of the outcome are noted and reformative steps are taken for the weak aspect.
- The Principal monitors the members of the non-teaching staff by means of video camera and also by visiting the office.
- 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.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

In order to maintain efficiency and transparency in monetary transactions of the institution and to see that the funds are properly used the institution regularly gets all its accounts audited by the Auditing Agency.

It can be divided in two parts.

Internal Audit:

Various financial transactions of the institution during a particular monetary year are audited regularly by the K. V. Mehta and Co. The last such audit of the year 2018-19 was conducted in June-July.

During the audit donations received from various sources like UGC, State Government, Management etc; as well as tution fee and various expenses are taken into account. Any query related to audit is promptly solved. However, no such issue has been noted till date.

Daily audit of the institution is looked after by the representative appointed by the trust every 15 days or a month. The representative gives necessary instructions to the accountant and the Principal.

External Audit:

An audit of the entire financial transaction is conducted by the auditors appointed by the Gujarat Government at a convenient time. Such audit for the year 2012-13 was conducted in August, 2015. In June, 2019, the audit of the year 2013-14 & 2014-15 was conducted; in which query related the calculation of tution fee was raised which was solved.

The audited accounts of N.S.S. and UGC grants, conducted by C.A. under the internal audit of the institution, are presented to HNGU, Patan and UGC, Pune respectively. If any query is raised by the institutions, it is solved. One such query regarding the expense and outcome of some schemes was raised by UGC which was resolved with proper explanation.

Audited statements of all accounts are presented in the executive as well as general meeting of the trust.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 72.09

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
30.62	18.30	12.955	9.35	0.86

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

1. Strategy for the Acquisition of fund :

- **UGC :**

Grant is obtained under development fund, merge scheme and IQAC. Under the 11th and 12th plan, the

institution has been benefited from this scheme. But now onwards such grants may be obtained via RUSA.

- **State Government :**

1. Salary and maintenance grant is sanctioned by the higher education section of state government.
2. For Saptdhara, Udisha and Finishing School Scheme, fund is distributed by the KGC Gujarat.
3. For scholarships, after necessary application and form-filling process, fund is allotted by the state government.

- **RUSA**:

Under RUSA, eligible colleges acquire grants from RUSA for various purposes. During the year 2018-19, a grant of 2 crores under 'component- 9' has been sanctioned for library, building renovation and equipments of the institution.1 crore of which has already been received by the institution.

- **HPCL:**

The institution acquires fund from more than 10 lakh per year for merit scholarship for the eligible students. The amount of the scholarship is deposited directly in the account of the student.

- **N.S.S. :**

Regarding various extension activities of NSS, after the proposal, a grant of Rs 88,200 is sanctioned by HNGU Patan per year.

- **N.C.C. :**

A grant is acquired from the NCC Battalion every year as a part of washing and food allowance.

Some amount from the fees of self finance programmes as well as granted programmes, is acquired by the institution.

- **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. and

the utilisation certificate is sent to particular institution in given time limit.

3.Optimal Use of Resources:

- Academic building is utilised for regular lectures, expert lectures, remedial classes, certificate and add-on courses, seminars and workshops etc during 07: 30 am to 01 : 30 pm but on special circumstances the building is utilised whole day and holidays as well.
- The building is used for the examination taken by state government.
- The computers from language lab and computer lab are used for the students of computer courses, CCC students of BAO University as well as for the students of certificate courses like SCOPE and Tally.
- The sports ground of the institution is used by the students for the training of various sports. Likewise, with the pre permission of the Principal other educational and social institutions may use the sports ground of the institution.
- The sports ground can be used from 5: 30 am to 7.30 pm.
- Gymnasium can be used for the whole day by sportsmen, staff and students in turn.
- Reading room can be utilized for the whole day and library can be utilized during college time.

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

Response:

IQAC is active to improve the academic and administrative quality of the institution. Activities like the analysis of results, preparation of prospectus, submission of ASHI report, participation in NIRF, analysis of feedbacks, addition of new technologies in teaching etc. are now the integral part of the regular activities of the institution only because of the continuous guidance and instructions of the IQAC. Following is a description of two such activities:

(1) Feedback :

Feedback is an important indicator of knowing the merits and demarits of the faculties in particular and the institution in general. The feedback taking process, initiated by the instructions of IQAC, has now become integral part of the regular activities of the institution. For this, on the last day of the university examination, feedback, regarding syllabus, faculty, office administration and overall aspects of the institution, is taken in a particular format from the final year students of B.A., B.Com. and M.A. by a member of IQAC. The collected feedbacks are analysed and sent to the Principal in different covers based on the type of the feedback: related to syllabus, faculty , administration etc. The outcome of the analysis of

feedbacks is presented before IQAC by hon. Principal. The faculty members are shown the outcome individually. They are also instructed for necessary improvements. This process helps improving the behaviour, teaching method and content of a respective faculty members. Outcomes of the office administration feedback are shown to the office staff which help improve the administration of the office. Thus, the feedback taking process is instrumental to improve the overall performance of the institution.

(2) Prospectus:

In the year 2014-15 and the following years , based on the instructions of IQAC, a process has been initiated to prepare a new and improved information booklet cum report card type of prospectus. In this regard, in the 4th meeting of IQAC every year, prospectus related work is assigned to the specific faculty and staff members. Following information is included in the prospectus : various programmes run by the institution, subject groups, admission fees, amenities available in the institution like library, language lab, computer lab, gymnasium etc, various committees and activities, management and faculty, examination scheme, NSS and NCC, code of conduct for students, list of best prize winner students, vision and mission of the institution, message of the Principal, photographs of activities organised in the institution and opinions of dignitaries etc. All these things are included in a coloured prospectus and it is prepared before the commencement of the admission process. The prospectus, along with admission form, is provided to all students. This makes it easy for the students to get the total information of the institution from one source.

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

Response:

With a view to continuously improving the teaching-learning methods, co-curricular and extra- curricular activities, the IOAC keeps evaluating them. Considering the significance of teaching learning process for the qualitative education the IQAC continuously reviews and evaluates the same in different ways. the following examples will substantiate the claim.

Analysis of examination results:

The analysis of Internal and University Examination results is reported to IQAC twice a year. Better results are appreciated and remedial classes are organised for the weak results. In addition to this the IQAC organises expert lectures, provides: video-online lectures, reading material, solution of previous examinations question papers etc. It helps students enhance their capability of learning and cultivate their sense of comprehension. For instance, the result of compulsory Englishof the last year students improved on account of the remedial classes in the year 2018-19.

Improvement in Teaching–learning through Feedback Analysis:

As per the instructions of the IQAC, on the last day of the university examination, feedback related to a

faculty members, subject knowledge, his / her behaviour, teaching and learning methods etc is taken from the students of final year of B.A., B.Com. and M.A. Such feedbacks are analysed and presented before the Principal and IQAC with regard to the teaching -learning methods of respective faculty members. Taking into consideration the outcomes of feedback the Principal informs the particular faculty member in a meeting as well as individually and instructs him / her on improving the teaching– learning method. If there are any queries related to physical amenities like LCD and Wi-Fi, they are promptly solved. The faculty members are also motivated to join the FDP programme.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 15

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
19	15	17	11	13

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document]
Any additional information	[View Document]
IQAC link	[View Document]

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Since its establishment, the institution has been active for the expansion and improvement of its curricular, co- curricular and extra -curricular activities. Detail of new initiatives taken by the institution after the second cycle of NAAC accreditation is as follows:

- **College App:**

The college App, active since the year of 2018-19, contains information related to university papers, study materials, time-table, video lectures and various activities.

- **College Website Upgradation:**

Link is provided for video lectures and university exam papers and syllabus. Prospectus is also uploaded regularly.

- From 2018-19 Sociology has been offered as a subject in arts so that the students can have more options.
- With the help of donations from UGC during the 2017-18 the language lab was modernised at the expense of Rs. 1456326. Moreover 5 podiums, 4 solar lights and latest photocopier machines were purchased.
- In order to provide more space library and reading room have been shifted temporarily to the large hall under the indoor stadium.
- Because of the prompt and regular application made by the institution, Under RUSA, donation for new library (1 crore), academic building renovation (60 lakh) and necessary equipment (40 lakh), total 2 crore donation has been approved.

- The process for library automation has been completed.
- During the last five years 4789 books worth Rs. 1508999 have been added.
- A special software has been purchased to send messages to students.

- **A Career Guidance Center:**

1. Under this the students are informed about various competitive examinations. Forms are filled for eligible students at a token rate.
2. Once a week, a special period is arranged for competitive examination. Various training sessions are arranged frequently.
3. Necessary reading material is made available to students from the library.

- Necessary changes were made in the structure of IQAC.
- Feedback analysis has been given more importance for the improvement of teaching-learning process.
- All faculties members took part in a three day 'international faculty Development Programme' arranged by British Deputy High commission , Gujarat Government and HNGU, Patan in the year 2018.
- 90% of administrative work of the institution has been computerized.
- Faculty members have completed 14 minor research projects under UGC-C.P.E.
- 1 national, 3 state level, 3 university level and 3 college level seminars were held in the institution.
- 14 add on and certificate courses were also taught in the institution.
- UGC and university sponsored 1 month university level training workshop for cultural activities training was held in july 2017.
- ASHI and IQAC reports were submitted on time.
- Under placement cell, limited numbers of students were benefitted in getting good jobs.
- Videos lectures prepared by UGC and KCG experts were shown to students as a part of syllabus.

As a part of education tour, students were taken to Hotel Hayat, Sabarmati Ashram, Gujarat Vidhyapith, education fair and kutch.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 8

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	2	2	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document]
Any additional information	[View Document]

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
1. Safety and Security
2. Counselling
3. Common Room

Response:

The mission, 'education for all' is strictly observed by the institution. The institution provides special facilities to the girl students so that they can participate in academic, co-curricular and extra-curricular activities. The institution shows gender sensitivity in providing facilities as below:

Physical facilities:

- A well furnished girls' room, with all the primary facilities, is available for the girl students.
- Special timing is allotted to the girl students for the use of gymnasium.
- A ladies hostel with all the primary facilities is available for students.
- A separate space is provided to the girl students in the reading room.
- There is a separate parking stand for the vehicles of the girl students.
- Sanitary pads are available in girls' room.

Facility for safety, security and grievance redressal :

- The campus of the institution is under C.C.TV surveillance for twenty four hours.
- All the students are given prospectus at the time of admission. The mobile number of in-charge lady professor of women cell and principal are provided to the girl students for any kind of harassment. Immediate steps are taken, in case of any complaint of harassment. The institution has a women cell consisting of lady teachers and representatives of girl students. Any girl student can freely contact and present her problem regarding sexual-harassment, social or academic problems. The women cell, in consultation with principal, tries to solve if any complaint from girl students.
- A lady teacher of department of psychology counsels the girl students for their social or psychological issues.
- 'The Women Cell' arranges lectures to provide information to girl students about their rights and duties and about 'Abhayam Helpline Service' (181) of Government of Gujarat for women harassment.
- The staff members of the institution occasionally visit campus and if anything wrong is found, actions are taken.
- Watch men keep watch on the college building twenty four hours.
- The girl students can drop their complaints in the drop-box and steps are taken to resolve them.
- The institution has made a provision to include at least one lady teacher during academic tour arranged by the institution.

Women Empowerment programmes:

- The institution arranges women empowerment programmes viz, karate training, beautification course, competition of Mahedi and Rangoli, lecture on women and human rights as well as women rights and duties to boost their confidence.
- Equal representation is given to the girl students in students' council, IQAC, NSS and cultural committee.
- The members of 'The Women Cell' inspire the girl students to participate in sports, culture and co-curricular activities.

Special Facilities:

- The exemption of tuition-fee and free–transportation facility provided by Government of Gujarat to the girl students is made available. by the institution.
- Separate queues are arranged for the girl students at the time of admission in order to maintain their dignity.
- The institution follows the 33% reservation policy of girl students in the admission process, if necessary.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0.08

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 15

7.1.3.2 Total annual power requirement (in KWH)

Response: 18250

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 55.97

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7560

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 13507

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college is located on the hills of the Aravalli in the lap of the nature and we are conscious about environment and its maintenance. Since its establishment, we arrange programmes on environment awareness and take steps for waste management as below:

Solid Waste Management:

- The admission process of the college, financial accounts, instructions to the stakeholders and correspondence with the university and state government are mostly based on computer and internet so it helps us in minimizing solid waste of stationary.
- The college has its App and Website on which question papers of previous exams, study material and syllabus are posted. The students can use it from their mobiles and NAMO E-Tablets, offered by state government to the students. It helps us in minimizing solid waste of stationary.
- The college insists to get photo-copies where necessary on both sides of the paper.
- The college is declared plastic free- zone so the use of plastic bags is banned. The college arranges awareness programmes for the students for environment and disadvantages of use of the plastic material. The college has placed dustbins to collect solid waste at different places viz. administrative office, academic section, girls' room, canteen, library and 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. The Nagarpalika takes the filth of the dustbins to its dumping station from college for recycling.
- The college sells out waste rough papers, news papers and used answer sheets to scrap merchants periodically for recycling.

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 computer and system of old versions are sold out to the traders or they are offered to the employees or the students for less price.
- The electronic gadgets viz, printers and scanners are offered to the exchanged with new gadgets.
- Harmless e-waste sold out for recycling to the scarp merchants.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water is an elixir of life. Therefore the college has been very much careful about its use and

harvesting. The college has taken following measures for the same.

- The rain water of the canteen terrace and one part of the academic section terrace of college campus is collected in the various tanks. The water collected into the tanks, approximately 15,00 liters, is used for the irrigation in the garden and construction work of college building.
- The rain water of the open space of academic section is driven to the garden and extra water is

driven outside.

File Description	Document
Any additional information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is very active in preserving environment with the support of all the stakeholders. The green practices of the college are as below:

- Nearly 80 % students and 20% staff members make use of public transport. The state government offers concession pass to the boys and free passes to the girls. The administrative staff of the college helps the students in getting such passes quickly from the concerned government transport offices.
- The academic section, gardens, indoor stadium, playground, canteen, girls hostel and library have been designed, planned and constructed on the campus in such a way that it is very easy for the teachers and the students to go from one place to other easily.
- The college campus is declared plastic free zone. The use of plastic bags and bottles is banned. The volunteers of NSS, cadets of NCC arrange rally to create awareness among the students. Lectures on environment awareness are arranged by the college.
- The administrative work is mostly paperless and computerized. In the same way the library has been fully automated. Use of e-technology in academic work has been given importance. The students can download question papers of previous examinations, syllabus and study material from college website or mobile App.
- If necessary, both sides of the papers are used for photocopy.
- Dustbins have been placed on the campus to collect the waste and it is collected by the municipality for recycling periodically.
- Every year, the college arranges tree-plantation programmes and distributes saplings to the students. A gardener is appointed to maintain gardens plants and trees. Necessary equipments for gardening have been purchased.
- Two water-tanks have been constructed for rain water harvesting. The water of these tanks is used for irrigation and construction of new buildings.
- Drip irrigation system is used to water plants and trees.
- Solar energy is used on the campus and. LED bulbs are used in the classrooms to save energy.
- There is a small bird feeder on the campus where birds are fed with grains. There is arrangement of water for the birds.

- The college is declared Horn free zone.
- To create awareness among students instructions have been put up near switch boards to save energy and near water taps to save water.
- Electric gadgets and water taps are mended periodically.
- The students are taught about environment as a part of syllabus. Expert lectures are arranged and street-plays are performed to create awareness about environment among students.
- In 2018-19 artificial bird nests were distributed to the students in the alumni meet.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.55

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.649	0.303	0.316	0.361	0.406

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 0

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Any additional information	

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	
Provide URL of website that displays core values	

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: No

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	
Any additional information	

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 24

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
05	06	04	05	04

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The vision of the institution is to generate spirit of social service and concern for the nation among the students so that along with their aspirations, they actively contribute all-round development of the nation.

Keeping in mind the vision of the institution, the college celebrates national festivals, birth-anniversary and death anniversary of the national leaders with active participation of the students. So that responsibility for the nation and the society can be inculcated. Various activities in this regard arranged by the college are as below:

15th August:

The College celebrate the Independence Day, in the presence of the students, staff, management and citizens.

- The principal hoists the national flag and addresses them emphasizing history of independence.
- The guests also address them with their inspirational speech.
- National anthem, national song and patriotic songs are recited by the students.
- The college organizes GK Competition covering important current topics of the nation.
- The volunteers of NSS and cadets participate in tree-plantation and cleanliness programme.

26th January:

- On this occasion, inspirational speeches are delivered by the principal and guests about democracy and nationality by explaining the procedure of constructing the constitution.
- The guests also address them with their inspirational speech.
- National anthem, national song and patriotic songs are recited by the students.

Birth Anniversary of Mahatma Gandhi:

- The college arranges an expert lecture on the birth anniversary of Mahatma Gandhi covering Gandhian values and his various works in India.
- Cleanliness campaign, group reading and sometimes one act plays, based on the life of Gandhji are performed at public places by the students.

Birth Anniversary of swami Vivekananda:

- The college celebrates National Youth Day by arranging an expert lecture. The students are made acquainted with the anecdotes and literature of Swami Vivekananda.

Martyr Day-23rd March:

- The college arranges a programme for the freedom fighters who laid down their lives for the nation. On this occasion the students are made acquainted with lives of Bhagatsinh, Rajguru and Sukhdev and their sacrifices for the nation.

Birth Anniversary of Radhakishna:

- The college celebrates the teachers' Day on the 5th September in memory of the best teacher of the nation, Dr Radhakrishnan. The students enthusiastically participate in this programme and shoulder the responsibility of academic and administrative work. The students are made acquainted with the thought of Dr. Radhakrishnan.

Birth anniversary of Dr.Baba Saheb Ambedakar, Sardar Patel :

- In addition to this, college celebrates the birth anniversary of Dr.Baba Saheb Ambedakar, Sardar Patel etc. and the students are made acquainted with their lives and their contribution in building the nation.

Voter's Day-25th January

- On 25th January, a rally is organized to create awareness about voting in democracy among students. The students are insisted to get themselves registered in the Voters' list

Yoga Day-21st June

- The college celebrates Yoga Day and the students and the staff members perform yogas in group under the guidance of a yoga teacher.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College is committed to maintain transparency in its entire works as below:

Financial transparency:

- Every year report of income and expenses of the college is audited by C.A. and it is submitted to the Department of higher education, government of Gujarat regularly.
- The grant received by college from U.G.C, RUSA, and for N.S.S. is utilized as per their guideline. The audited report of the C.A. with utilization certificate is sent to the respective offices.
- The state government also audits the financial transaction of the institution.
- All the audited reports of the institution are presented in the general meeting and executive committee of the management.
- The financial transactions of U.G.C, RUSA and are made through PFMS System.
- The payment of Rs.20,000 or above is made through account pay cheque with the signatures of a representative of management and the principal.
- For the purchase of material for building construction, tenders are invited and after comparative study of the rates, the agency, with the lowest quotations, is assigned work order.
- Any kind of fees or donations are accepted providing receipt to the payers. Any or every purchase requires bills.
- Daily income of the college is credited into the college account.
- The remuneration of the teachers of self-finance courses is made through account pay cheques.

Academic Transparency

- The students are free to select subject of their choice.
- Students are free to give their feedbacks on the content, conduct and method of faculties. The students are free to drop their feedback in drop-box or they can consult the grievance redressed cell or the principal directly.
- The principal monitors the teaching process through the web cameras or personal visit of the building.
- Both internal and external exams are monitored by web cameras.
- The students have rights to see their answer sheets on demand and have right for re-assessment.
- The students have equal opportunities to make use of library and reading room.

Administrative Transparency

- The students are provided with prospects which contain information of rules for admission, fee structure, examinations and probable dates of actual teaching. The preceding information is available on the college websites too.
- The service books are kept ready and updated every year.
- The college makes arrangement for fill-up on-line scholarship forms provided by the state government and it is directly credited into their accounts.
- The forms of HPCL scholarship are scrutinized in the presence of students and decisions of acceptance are taken in their presence. The amount of the scholarship is credited into their account directly.

- Regular and part time staff t is recruited following the norms of the UGC, University and the state.
- Information regarding gender, caste and result of the students is maintained.
- RTI related arrangement is also available.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice: **I**

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

2. Objectives of the Practice:

To inform and train the students for competitive examinations held by various Government Recruitment Boards and Non-Governmental Agencies. The institution has decided some objectives to

achieve the goals which help us to guide and train the students.

The objectives of the practice are as below:

* Inform the students about competitive examinations held at various levels by various

  agencies and boards.

* Guide the students about the format, syllabus, paper style and eligibility for a specific

  posts.

* Arrange various programmes for career orientation and inspire students to take interest

in them.

* Deliver lectures to guide them and teach them how to prepare for the exams.
* Provide them necessary books, material and sources for the competitive exams.
* Help them fill up and submit on-line application forms.

3. The Context:

It is a dream of every student to get a good job and be self-dependent as early as possible. The students of the area are not so aware about how and where to apply to get a good job. They have doubts regarding the eligibility and scope while studying for graduation. Most of them think that whether they can apply for a job before graduation. Career Guidance Cell works to remove such misconceptions from the mind of the students. In our rural and tribal area, majority of the students do not have any resources to venture for their own business. It becomes our duty to guide and show the students the right access where they can get jobs. We help them show the right direction and prepare them for better performance. The Students are directed to find out proper jobs available in various government departments, NGOs and private companies. The rural and tribal students need our guidance at every level and we provide it by this practice in the college. The students are trained for competitive exams. We brush up their General Knowledge and provide books, magazines and conduct exams and tests at college level. We have also conducted mock interviews to boost their confidence level.

4. The Practice:

* For Training and Guidance, we have worked out a specific structure under which we conduct a regular lecture every week (Generally Saturday). Every year more than 100 students attend regular lectures. In the year 2014-15 about 343 students, 2015-16 about 150 students, 2016-17 about 160

students, 2017-18 about 321 students and 2018-19 about 322 students have participated in the activity. We deal with the current topics, G. K., Reasoning ability and numerical ability in these special lectures. The tests are also taken on relevant topics and later the keys are provided to the students. Students who perform well are rewarded.

* Advertisements of the vacant posts and related exams are displayed on the notice board. Students registered in the Cell are informed by way of SMS about the vacancies. They are also helped in filling up and submitting online forms.
* 9 Magazines and Journals related to career and competitive exams are subscribed by the Library. Books and Digests for Ready Reference are also provided to the students by the Library.
* Expert Lectures also are arranged sporadically.
* Our students have participated and performed well in various competitions like University Gardi Chair Competition, Vikas Vartul- Bhavanagar and University Quiz competitions and perform considerably well.
* G.K Reference books has been given to 100 students free of cost.
* Regarding the competitive examination of the police constable, special training classes have been organized in association with Amar Social Welfare Development Trust.

5. Evidence of Success:

Our constant perseverance and pursuit for guiding students and brighten their future has yielded good results also. Here are some instances.

* 3 students have succeeded in NET /SLET.
* 12 students have been selected as Administrative Magistrate, PSI, Account Officers etc.
* About 200 students have been recruited on various administrative posts of Talati, Clerk, as teachers in government schools through TET/TAT. (The actual number of students may increase but we could not get data of some students.)
* 132 students have been selected for the posts of Police Constable, Police Inspector, BSF, Indian Post, Railway etc.
* We recommend them standard books. As a result, they started reading and refer reputed publications of Universities and Government.
* The students got attached with the institution as we helped them in online submission of application forms. In rural areas the Cyber cafes charge high for net surfing. We have   provided them the service at no profit- no loss basis. These students felt obliged to the institution.
* We have succeeded in creating awareness among students for competitive exam.

The facts mentioned here indicate our sincere efforts in the direction of guiding our students towards brighter future. We take pride in our efforts and believe to perform better in future.

6. Problems Encountered and Resources Required:

* **Problems Encountered:**

1. As Khedbrahma is a distant place, very often the Resource Person coming from cities

do not prefer to come here. On such occasions the local faculty had to manage thethings.

2. To encourage students to attend classes regularly, we have started charging a meager

amount for the classes. We refund the amount to the students who remain regular during the course.

- **Resources Required:**

1. The Lectures arranged for the Competitive Exams are planned and managed by the

faculty voluntarily.

2. For the Special arrangement of Training and Coaching classes we have tried to seek

monetary help from either UGC or State Government.

7. Notes:

- When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability.
- It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us to develop a lifelong relationship with the students.
- The special lectures of career guidance are arranged either in the slot after college hours

  or on weekends so that alumni students also can participate.

- If the students fail in their first attempt for the competitive exams, we encourage them and inspire to work hard for forthcoming exams.

Best Practice: **II**

1. Title of the Practice: Well Maintained Classroom with LCD, Fans etc.

 2. Objectives of the Practice :

Excellent environment for teaching and learning process is provided to the teacher as

well as Students.To achieve the desired goals, the objectives set for the practice are as

below:

- Acquaint the students with current affairs of the subjects.
- Make teaching and learning process effective.
- Inform students how to use 'ICT' in learning the Subject.
- Inspire students and Professors in the use of ICT.
- Familiarize students with available E-resources in subject.
- Create conducive environment both for the students and teachers for teaching learning process.

3. The Context :-

The students need to perform well in their subjects in this competitive world. This can be possible only when they get best techniques, best faculty and best environment for study. To bear this thing in mind, though this institution is located in tribal area, provides best facilities of teaching-learning at college level to the students. The students become equipped with latest trend of the subject with this practice, they learn to use technology for obtaining subject knowledge. For that, institution tries to build best career of students and provide excellent environment of teaching-learning process.

4. The Practice :-

- Classrooms are cleaned everyday and enough care is taken in maintenance of table, chair, benches, podium, ventilator etc.
- Annual contract is signed for maintains of LCD in the classrooms. If any problem occurs in the Operation of LCD, it can be solved instantly by the agency.
- Most of the faculties use LCD projector for classroom teaching, including PPT, video lectures, etc. which increase the interest of the students in their subjects.
- Online E-resource (UGC, KCG- Sandhan , other academic video etc.) are used when necessary.
- Monitoring of teaching-learning process by Principal through web-cameras.
- Students are made aware of using technology in study.
- Screening of Special video and CD in context of their subject.
- Wi-Fi facility is available in classrooms.
- Class room are equipped with all necessary equipments.

5. Evidence Success :-

- Students have become familiar with E- recourses in context of subject.
- Students are taking interest themselves in E-resource from Network Resource Centre.
- Faculty and the students have become techno savvy regarding study.
- Student's participation and interest increased in the classroom.
- Improvement in the result of students.

6. Problem Encountered and Resources Required :-

a. Problem Encountered

- There are many students in the college who cannot get the benefit of ICT because of their economic condition.

b. Resources Required :-

- Institution tries to receive fund under the Schemes of State government so that the students can get IT equipments like laptop, palmtop or tablets etc.

7. Notes:

The college has received Rs. 60 Lac financial assistant from RUSA. So we plan to renovate academic section of the college building and going to prepare six smart class rooms. We plan to purchase new benches and to make the class- rooms well furnished.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 all-round development of the nation."

Mission of the institution:

"Excellence in education through experiment, experience and exposure"

To meet the vision and mission of the college, the college aspires to provide excellent education to the students through experience, experiment and opportunities for exposure. As a result of this students become good citizens of the nation and contribute to the development of society and nation with their professional development. In the above context, the college arranges various activities for the students and one of them is: students' centric teaching-learning process.

- Most of the students taking admission in the college are from rural and tribal area. To acquaint them with all activities of the college and make them feel family like atmosphere total information regarding the college and its staff is provided through an introductory assembly in the beginning of the year.

- The actual teaching start in three or four days as pre-planned in the academic calendar of the college. The students are informed about it through prospects and website.
- Keeping in mind syllabi each department along with their faculties prepares a work schedule which is provided to both the principal and the IQAC.
- Most of the class-rooms of the institution have been equipped with LCDs and the faculties have been provided with laptops. Free Wi-Fi facilities are available in the institution. The students are taught using the latest IT technology and gadgets.
- Subject-related movie as well as video lectures of U.G.C., KCG, SANDHAN are shown to the students at the regular interval.
- The students are provided opportunities to present their views in the class room in written form, through assignment and in classroom seminar orally. The teachers give them necessary suggestions and inspire them for better performance. This provides the students exposure required for their development.
- Expert lectures are arranged for the students to enrich content and knowledge of their subjects as well.
- Students can directly or through link on college App or Website avail Question-papers of previous exams, study-material, expert-lectures, videos lectures of SANDHAN and U.G.C. and the curriculum.
- Educational tours are arranged for the students to provide practical knowledge.
- The students are free to search academic websites, journals and articles in the library, and if necessary, they are allowed to download and print the required material.
- To develop the competency and employability of the students, the college organizes add-on and certificate courses. The students are enrolled on the basis of their merit.
- The poor students are provided the text-books on concessional rate through book-bank facility in the library.
- The teaching process in the classrooms is monitored by the Principal through formal visit and supervision through web-cameras.
- The administration of academic and administrative work of the college is managed by the students on the Teacher's Day which provide them opportunities to express their knowledge and skills.
- The students give feedback for teach   ers and services of the library. If necessary, the Principal calls the teacher and guides to make necessary changes in presentation of content, conduct or teaching method.
- The college library buys necessary reference books as per need of the teachers and students. Besides, some CDs are also purchased and made available for teachers and students.
- The exams are conducted with utmost transparency
- The report of analysis of the result is placed before the IQAC cell and the Principal. The departments getting good results are encouraged and those which get average results are guided to work hard for it.
- To make them aware of their duties to nation and graft moral values in them the students are invited to participate in the essay competition, sports, eloquence competition etc. organized to commemorate the birth or death anniversaries, national festivals, social festival.
- Every year the college arranges two or three lectures on value based education for the students. Thus, the college tries to inculcate human values among students.
- The students getting best results in University exams and contributing in activities actively arranged by college are honored with books containing human values.
- As a part of curriculum, the students are taught Indian Constitution and Environmental Studies which inculcate human values and environmental awareness among students.
- The students are engaged in various activities viz. tree plantation, distribution of nests for birds,

* cleanliness drive, ban plastic use etc which help in developing environmental awareness among students.
* Career counseling cell of the college helps the students in selection of their career. Training centre for competitive exams help the students in filling up on-line forms for various exams on concessional rates. The students are intimated about forthcoming competitive exams in the classrooms and by displaying advertisements on notice-boards. One lecture is held once in a week for such students. Expert lectures and extra classes are organized at interval to help them.
* The teachers are encouraged to participate in Faculty Development Programmes which help the teachers in developing their teaching learning skill and equip them with the use of ICT in classrooms. It also keeps them updated in their subjects.
* Students are given due representation in IQAC, women's cell, students' council and N.S.S. Here the students get scope to report their problems and become the part of decision making and implementing process.

Outcome:

* Due to above mentioned efforts, the results of college are higher than university result or as good as university result.
* Every year, almost 25 to 30 students get selected in security forces: Army, BSF, CRPF, Police department, on state and central government posts.
* Some students get selected in private sectors and some of them start their own business.
* We take pride to state that not a single student of the college is found in anti-social activities.

File Description	Document
Any additional information	[View Document](#)

5. CONCLUSION

Additional Information :

Academic:

- Shree Alkesh Bubdiya, B.A. Sem.-4, stood first in the university examination in the year 2017-18
- 12 Minor Research Project were completed by the faculties under CPE plan in last five years.
- Rajvir sinh stood in top 100 students in Gujarat level G.K. Competition organized by Vikas Vartul, Bhavanagar.
- There is a coin and philately collection in Library.

Structural:

College availed 2 crore grant for physical amenities under component-9 of RUSA. The grant facilitated the renovation of the college building and the new building for the library. The plan is ready to build 6 smart class rooms as well.

SPORTS:

- **2014-15**

1. Boys' team won championship and girls' team became runners up in University Archery Competition.
2. Four students of the college were selected for inter university competition in University Archery Team.
3. One student was selected from the institution for cross country at inter university level.

- **2015-16**

1. Girls' team won championship and boys' team became runners up in Archery Competition at university level.
2. Four girls were selected for Archery Competition in university team for inter universitiy.

- **2016-17**

1. Boys' team won championship and girls' team won third place in Archery Competition at the university level.
2. Three boys and a girl were selected for inter university Archery competition in university team.

- **2017-18**

1. Boys' team became runners up in University Archery Competition and one player was selected Inter University Competition.
2. College students won a gold medal in Javelin throw and triple jump competition in athletics. , while one player won the copper medal in short pool.

- **2018-19**

1. Boys' team became University Champion and one player was selected for Inter University in University Archery Competition..

CULTURAL:

1. In the year 16-17 College stood first in University Youth Festival in 'Yuva Rally' and second in skit competition.
2. In the same way College stood second in 2015-16 and third in 2014-15 in University Youth festival Rally.

Concluding Remarks :

Syllabi prescribed by Hemchandracharya North Gujarat University, Patan, with CBCS pattern, are implemented in the institution. Planning is done according to term, month, faculty and paper for it. Taking into account, According to the requirement of students, Highly qualified faculties teach through LCD, class seminar, lectures, quiz etc. and Expert lecture and certificate courses are arranged to increase the subject related understanding. Feedback of syllabus, teaching process and entire institution is received from students to increase the quality of education. And update is implanted on the basis of result of feedback.

Faculties of the institution frequently join FDP and publish articles and books too. Besides that, ten students finished their Ph.D. under the supervision of five Ph.D. guides.

Rich IT structure, well equipped class rooms, rich library and sports equipment are available for teaching-learning and administrative work.

Institution honestly tries to facilitate various scholarships to the students. The institution provides career guidance and training too. In addition to it, students are given enough opportunity to join social services, sports and cultural activities. Beside this, to make the students an ideal and responsible citizen value based and social activities are arranged at intervals.

The institution is run with the contribution of the stake holders according to the guide lines of the state government and UGC transparently and on the decentralized standards where the principal plays a key role. In addition, grievance redressal cell is available in the institution for students, staff etc.

The Institution works consciously with due care for environment and Divyangajana. Besides it, such programmes are arranged in the institution at intervals to enhance the universal and national values.