SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHREE MEGHMANI PARIVAR AND SHREE BHAILALBHAI A. PATEL (DETROJWALA) UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS

SHREE MEGHMANI PARIVAR AND SHREE BHAILALBHAI A. PATEL (DETROJWALA) UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS OPP. AGRAWAL MALL, S.G. HIGHWAY, SOLA, AHMEDABAD - 380060
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Shree Meghmani Parivar and Shree Bhailalbhai A. Patel(Detrojwala) Umiya Arts and Commerce College for Girls was established in year 1998 by Shree Umiya KVC Education Trust , which is one of the most reputed and recognized Public Trust in the state of Gujarat.

At the outset, the trust aims to provide Higher Education to girls belonging to rural and semi-rural areas of Gujarat. The commitment of the trust reflects on its journey from Higher Secondary School with 160 girls to 3800 girls(2020) in various HEIs , courses offered at the Campus range from B.A. ,B.Com. , B.Sc. , B.B.A. , B.C.A. , B.Sc.[GNM] , B.Sc. [Nursing] and M Com. To achieve this feat, financial aid was collected and contributed from villages as well as Social Groups of Farmer Families. The major contribution was done by two families of farmers which are reputed industrialists committed to the cause of Girls' Education.

Our college aptly calls itself,

A Temple of Light and Enlightenment.

Although, our institutional history began 1998, [Converted to status of Grant- In –Aid in 2004] , and affiliated to Gujarat University which has 192 Commerce Colleges[Grant In Aid-107,Govt. 14 and SFI 71] and 40 Arts Colleges[Grant In Aid 31, Govt.,-7 and SFI-2]. Keeping in mind this analysis, Our college has been rated among Top 100 Colleges of India [India Today], 7 times , Top 3 in city of Ahmedabad in Arts as well as Commerce faculty which is quite commendable..

The college adopts and strives to excellence to impart and enhance quality education, keeping abreast with changing educational goals of our country.

In Arts, the College offers 4 principal subjects , 4 subsidiary subjects. In Commerce it offers 1 Principal subject, 5 compulsory subject , 1 subsidiary subject and a P.G. Center for M. Com. with a new division was introduced in 2018.

To offer more choices in Arts, our institute in 2018 started 3 more principal subjects (Economics, History and Psychology). In consultation with stake holders.

While , in October 2020, we got approval to run B.Voc. courses[4 Degree, 5 Diploma].

Vision

VISION

Empowerment is the key to success and happiness. Nothing else empowers a person as Education and Knowledge do. The Vision of the Institute is to provide this opportunity to each and every student from rural and semi-rural areas.

Mission

MISSION

- To provide complete academic plus residential facilities for students primarily belonging to periphery of Ahmedabad.

- Up-liftment of girls students of rural areas for whom higher education opportunities are not easily accessible and to guide them on the path of becoming responsible citizens of India.

- Management aims at making it one of the leading institutions of the region.

- To provide state-of-the-art teaching facilities for learning beyond standard subjects of Arts and Commerce.

- To provide career oriented guidance through professional courses, lectures and distance education.

- To spread awareness about social, economical, environmental and current issues

facing the society and encouraging them for active participation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength-

- **Maximum efforts towards fulfilling the mission**

- **Great importance to regular attendance by the students which is monitored closely which results in excellent results and makes all activities very successful.**

- **Well disciplined atmosphere which is maintained with strict vigil**

- **Adherence to academic calendar**

- **Excellence in sports**

- **Wide range of extensions, curriculum and extra-curricular activities**

- **Modern and well maintained infrastructure**

- **Student Support Programme**

- **Rich library which functions from 07:30 Hrs. to 21:00 Hrs.**

- **College has research committee that motivates and extends required help to faculty members and students.**

- **Beginning from admission right up to evaluation the college endeavors to maintain a transparent and democratic approach.**

- **Yearly publication of college magazine 'Sannidhi'**

- **Student Parliament has worked more than they expected to do who all work with sense of commitment**

- **Out of ten full time Professors appointed by the Government and a Principal, 9 are Ph.D. holders.**

- **Most of them are paper setters for the University exams.**

- **Excellent inter-personal relationship among management, staff and students – it is like a close family.**

- **Successful in transforming students' personality from docile, timid weak to generous and good human being.**

- **Placement fairs organized in College.**

- **No litigations and no RTIs which shows healthy atmosphere and there is no wastage of time for unhealthy work.**

- **All work stress-free**

Institutional Weakness

Weakness-

- **97% students who take admission in English Medium had done schooling in Gujarati Medium.**

- **90% of students to whom we give admission come from rural background, they lack confidence, have not participated in any activities, are poor in communication.**

- **Inherent weakness related to grant-in-aid colleges.**

- **Low mindset because of students' social and economic background.**

- **No recruitment from Government side has been done in last 8 years.**

- **Leak of Encouragement from uneducated parents to main children.**

- **Leak of Freedom in developing and implementing own curriculum.**

- **The outcomes of research work have not been patented.**

- **Few students from other states.**

Institutional Opportunity

Opportunities-

- **More Internships**

- **Exploring possibilities of collaboration for research with research institutions**

- **Strengthen the interface between the college and various Industries and entrepreneurs.**

- **To initiate MOOC Courses.**

- **Scope to promote Entrepreneurial Development.**

- **Introduction of online examination.**

- **Potential for launching more job oriented vocational programme.**

Institutional Challenge

Challenges-

- **Increasing acceptability of students by industry.**

- **Keeping pace with the rapid changes in higher education.**

- **Providing resources for marginalized students.**

- **Admitting more number of students beyond UGC norms.**

- **Building self-confidence, teaching them correct and pure language, mannerism beginning from dressing sense to sophisticated life.**

- **Less time for hands in training.**

- **To encourage more students for Placement.**

- **To make avail funds from UGC.**

- **To avail funding for research projects of students and faculties.**

- **To maintain balance between traditional and professional courses.**

- **Preparing students for National and Global Competitions.**

- **The full potential of Alumni.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The core responsibility of the college and its team is to ensure academic excellence. Keeping this in mind, the college has created the slogan "Padhegi Beti, Badhega Desh"

which focuses on girls' education and excellence. The college has been running B.A., B.Com. and M.Com. with CBCS system. 9 programmes are offered with effective curriculum delivery with structured process. Academic calendar is regularly uploaded on college website in the beginning of the academic year. Four faculty members- Prin. Dr. Sangeeta Ghate, Dr. Ajay Raval, Dr. Rupal Patel and Dr. Manish Chudasama participated in design and curriculum development and they are the members in the Academic Council of either Gujarat University or Dr. Babasaheb Ambedkar Open University. All the faculty members appointed by the government are paper setters and involved in examination duties like observer, supervision, assessment and moderation.

Average 12 Add-on or Certificate Programmes are introduced every year for the enrichment of the knowledge of students and average 67% of students participate in Add-on or Certificate Courses.

Regular guest lectures and workshops of eminent personalities and faculties are organized. Every department follows the student-centric methodology through Quality Teaching Learning. A proof of quality teaching-learning is reflected in the results of number of performing students. In order to make the students aware of the environmental issues, Environmental Studies are incorporated in the curriculum. For curriculum enrichment, every department undertakes project works, assignments, field works and field trips. The Department of Commerce provides internships for the practical knowledge.

The college has a systematic mechanism of feedback from students, employers, alumni and parents regarding curriculum and co-curriculum aspects. Feedbacks are collected, analyzed and communicated to the concerned authorities by the principal, so that necessary revision and restructuring can be done. Exit questionnaire for last semester students of each department is the reflection of the performance, experience and achievement of the students.

Teaching-learning and Evaluation

The college focuses on strengthening of teaching-learning and evaluation process. The College ensures on-line admission procedure with strict adherence to the policies of Gujarat University and Government of Gujarat. A number of innovative academic activities are organized at departmental level to help the students to study in an interesting way.

In order to assess the students, the college organizes various programmes. e.g. full day induction and Orientation programme for the newly admitted students, seminars/workshops, project works, students support programme, extra classes, students'

training in curriculum and co-curricular, field visits, KAYAS and expert lectures under "*Meet the Author Programme*" etc.

The college has adopted experimental, experiential, participative and problem solving methods. All teachers use ICT enabled tools for teaching-learning. Students are allotted to each mentor teacher to solve their personal, academic and social problems, motivate for innovative practices and planning of different curricular and extra-curricular activities through regular meetings.

Average 88% students are enrolled as per the sanctioned posts as the ratio of the number of students admitted in Arts is less in all colleges of the Gujarat University. Almost all the seats are filled as per the guidelines of the reserved categories.

The students – full time teachers ratio is 80:1. On the basis of result of students, they are categorized as slow learners and advanced learners, so that they can be given guidance accordingly. Remedial classes and bridge courses for weak students and extra opportunities to advanced learners are provided. Extra guidance lectures are arranged after the regular lectures.

Out of 23 full time teachers, 11 are appointed by Gujarat Government while 12 are appointed by the Management. Out of 11 teachers appointed by Government, 10 are Ph.D. holders while 1 Ph.D. holder is appointed by the Management. 4 of them are Ph.D. guides.

Average teaching experience of full time teachers is 9.02 as 12 teachers are appointed by the management. The pass percentage of the students is more than 90% every year. Students also acquire rank at the university examinations.

Grievance Redressal Cell removes Internal/External examination grievances along with other grievances.

Research, Innovations and Extension

Faculty members and students are encouraged for research oriented activities and publications by the college. The Research Promotion Cell makes efforts for identifying the research potential of faculties and motivate them to prepare the research proposals and send to funding agencies for approval. All faculties are working on research projects approved by the UGC and ICSSR. Up till now 7 Minor Research Projects have been completed. For the last 5 years 6.15 lakhs rupees are alloted from Government agencies for Minor Research Projects. The college conducts seminars and conferences on research

for faculty members and students. Last year a National and a State Level Seminars were organized. Faculties are motivated to participate and present papers in Seminars, Conferences and Workshops.

Total 42 seminars/workshops are organized during last 5 years. Faculty members are motivated to publish papers in conference proceedings and to publish books and papers in peer reviewed journals with ISBN or ISSN numbers. During these five years, the faculty members have published 221 articles or written chapters in various books or journals. Faculty members are provided necessary infrastructure for carrying research such as laboratories, computers, literature access and library.

The college has an ecosystem for innovations and initiatives for creation and transfer of knowledge which is reflected through IQAC activities, self-appraisal system, publications of SANNIDHI, Research cell, Reading club, Darpan Abhivyakti, Meet the Author Programmme, Project works and Faculty Exchange and Student Exchange programmes.

Greater impetus is given to extension activities in order to produce morally upright and socially responsible citizens. The NSS, Civil Defence and NCC units have continuously been providing services to the community with zeal and enthusiasm. Total 370 extension activities are conducted by the college during last 5 years and average 327 students have participated in extension activities. We have signed 20 MoUs with various industries and institutions to support students.

The college has 105 collaborations and linkages for faculty and students exchange, internship, field-trips, on-the-job training and research during last five years. The community leaders of Khakhariya Vadhiyar and Chuval Community also help in collaboration.

Infrastructure and Learning Resources

The college has excellent infrastructure in the quiet area and situated on the outskirt of the Ahmedabad city. The infrastructure and learning resources play a vital role in achieving educational goals. The college has adequate infrastructure and physical setup for effective teaching learning and correspondingly provision is made in the annual budget too. The up gradation of water resources, safe, stable and continues power supply and modification and renovation of building is done during 5 years. We have good quality infrastructure available with smart class rooms, faculty rooms, student centers and offices and adequate number of washrooms. We have expanded CCTV surveillance system in the campus too.

There are 31 class rooms in which 14 class rooms are with ICT facilities and other facilities which include Seminar hall and auditorium. The other facilities are 3 laboratories, ladies room, gymnasium, faculty room with departmental cabins and

washrooms in each floor. All rooms are ventilated with plenty of natural light. The student-computer ratio is 11:1. The Bandwidth of internet connection is >50 MBPS. The Auditorium has a seating capacity of 700 students with quality audio visual system. Our college is having hostel facility with 600 students capacity. The library has 13,000+ books, 102 Encyclopedia, 137 Dictionaries and Yearbooks, 41 Journals and Magazines, 62 rare books. In library Laptop library with 15 laptops is available for the students for research and reference purpose. Average expenditure per year for books and journals is Rs. 1 lakh. Usage of Library per day is 125 students and 5 faculty members. The library has Integrated Library Management System (ILMS). The subscription for e-resources like e-journals, e-books, data bases are helpful for research. Out of the total budget average 40 lakh rupees is used on maintenance of campus infrastructure. During last 5 years, Average 1.19 lakh rupees are used for purchase of books/e-books and subscription of journals /e-journals. Records are maintained for maximum utilizations and any repairs or replacements required.

On maintenance of infrastructure average 79.09% of infrastructure is incurred. And we have established system for maintaining and utilizing physical, academic and support facilities.

Student Support and Progression

During last 5 years 241 students with amount Rs. 7,35,538 were benefited by the scholarships provided by the Government and by the institution and non-government agencies, free ship or financial help of Rs. 10,41,466 is provided to 77 students. Every year on an average 23 capacity building and skill enhancement initiatives are undertaken by the college. Besides, average 17 activities for competitive examinations and career counseling are organized. Average 141 students are benefited by guidance for competitive examinations and career counseling during the last 5 years and all students are benefited by capacity building and skill enhancement initiatives by the institutions. The college has a transparent mechanism in the form of grievance Redressal Cell for timely Redressal of students grievances.

Efforts of the Placement Cell and Career Guidance Cell help our students to get placement in the Government, Public and Private enterprises. Most of our students who complete their undergraduate study prefer to pursue higher education.

The students coming from villages are hardworking, so they actively participate and perform well in co-curricular activities. Sports is the strength of our college. 2 of our students, Patel Bindu and Bharwad Samruta participated at International Level in Softball tournaments. Every year more than 20 students participate in various National tournaments and come out as winners. Students' participation in State level, University level, Zone level and *Khel mahakumbh* are remarkable. In the same way, the achievements

in cultural activities are outstanding. Every year around 40 awards or medals are won by students for outstanding performance in sports and cultural activities at Inter University, State, National and International level. Round about 33 events are organized in sports and cultural activities.

We have a duly registered Alumni Association. Alumni meets are conducted regularly and they participate in various support services of the institution.

We have our *students parliament* which actively participate in various activities of college like in administrative, academic, co-curricular and extra-curricular activities. They are involved in various committees too.

Governance, Leadership and Management

The growth and proper administration of the institution depends on its governance, leadership and management. Effective leadership, participatory management, representation of faculty members in decision making, decentralization of authority helps to achieve the vision, mission and goals of the institute. Financial resources are mobilized through UGC, while human resources are mobilized through MoUs. Perspective plans are made based on the NAAC Peer team reviews of the previous cycle.

The implementation of e-governance in the areas of administration, finance and accounts, students admission and support and examinations are noteworthy.

The institution has effective welfare measures for teaching and non-teaching staff. Teachers are provided with financial support to attend conferences / workshops during 5 years to strengthen research and publications. 17 professional development and administrative training programs are organized for teaching and non-teaching staff. For acquiring higher academic achievement, teachers are honoured and felicitated by the Management and the Principal. At the time of retirement, staff members are facilitated. Every month monitorial help of Rs. 8,000 was provided to Late Shree Rajnibhai Patel's family until his pension and graduity was not cleared. GPF withdrawal by faculty, tuition fees waiving book bank support to the wards of supporting staff, free uniform to class IV employees, free breakfast, lunch and dinner to sweepers and watchmen, free computer literacy training to staff, financial support in major illness are provided. All teachers have participated in FDP in the form of short term course, orientation, refresher similar any other professional Development Programme. The Performance Appraisal forms of teaching and non-teaching staff are reviewed and evaluated by the Principal and the IQAC Coordinator every year and necessary suggestions are given.

Internal and external financial audits are conducted regularly. The college acquires funding through State Government, Saptadhara, UDISHA, Dr. Babasaheb Ambedkar Open University Centre, NIRF, AAA, Vocational courses, C.S., ICA, and Nibhav Grant.

IQAC ensures quality enhancement and sustenance initiatives which include regular IQAC Meetings, timely submissions of AQAR, Participation in NIRF, Collection and analyses of feedback. It also reviews teaching learning process.

Institutional Values and Best Practices

Under the flagship of CWDC, every year, the college organizes various gender equality promotion programs emphasizing women empowerment, self-protection, laws for women and improvement of physical and mental health. Various short-term courses, awareness of 3R's (Recognize, Resist and Report), active Civil Defence Cell are remarkable. The college has prepared a code of conduct for students, teachers, administration and management and is displayed on website. IQAC committee performs its duty as monitoring committee.

For the differently-abled students, the college has provided amenities like ramp, wheel chair, wash room and lift.

The college maintains and ensures complete transparency in its financial, academic and auxiliary functions by a participative mechanism.

The college regularly organizes Swachh Bharat Abhiyaan, International Women's Day for the promotion of Universal Values, Human Values and National Integration.

A Green Audit is conducted by the college which includes a detailed report of waste generated, methods of management and suggestions for improvement.

A number of green initiatives such as no plastic zone is conducted regularly to spread environmental awareness. The college has LED Bulbs and solar powered electricity supply for energy conservation which satisfies the requirements although partially.

The college strives very hard towards promoting its Best Practices. The first Best Practice is 'Reduction of Dropout Ratio'. For the reduction of Drop-out ratio, the college initiates KYS, Students Support Programme, Strong Bonding with faculty members, Teachers-Parents meetings are implemented. Due to the efforts of the faculty members and students parliament, many students have started their studies again and drop out ratio has decreased from *19.23% to 7.18%.*

The second Best Practice is 'Physio - Psychological Counseling' which has provided the students with high quality physical and mental health care. To provide physio-phychological counseling, we have KYS, MoU with Vishv Umiya Foundation for Medical Mobile Van, MoU with RUDMI for Psychological counseling. The students have benefitted from the facilities provided by the college. Now they are conscious about their health and those who have availed the counseling have improved their view of life

considerably.

The other initiative is *Unique Umiya Battalion* which is very active in community services and acquired several laurels.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHREE MEGHMANI PARIVAR AND SHREE BHAILALBHAI A. PATEL (DETROJWALA) UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS
Address	Shree Meghmani Parivar and Shree Bhailalbhai A. Patel (Detrojwala) Umiya Arts and Commerce College for Girls Opp. Agrawal Mall, S.G. Highway, Sola, Ahmedabad - 380060
City	Ahmedabad
State	Gujarat
Pin	380060
Website	www.umiyacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sangeeta P. Ghate	079-27662424	9898988382	079-27665011	principal.umiyacollege@gmail.com
IQAC / CIQA coordinator	Rupal S. Patel	079-29701152	9879874882	079-27662152	rupalashok@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	15-06-1998

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Gujarat	Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	20-08-2007	View Document
12B of UGC	20-08-2007	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)?	No
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	Shree Meghmani Parivar and Shree Bhailalbhai A. Patel (Detrojwala) Umiya Arts and Commerce College for Girls Opp. Agrawal Mall, S.G. Highway, Sola, Ahmedabad - 380060	Urban	3.475	6229.5

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,English	36	HSCE	Gujarati	50	32
UG	BA,Sociology	36	HSCE	Gujarati	40	30
UG	BA,Hindi	36	HSCE	Gujarati	30	14
UG	BA,Gujarati	36	HSCE	Gujarati	50	44
UG	BA,Psychology	36	HSCE	Gujarati	30	30
UG	BA,History	36	HSCE	Gujarati	20	11
UG	BA,Economics	36	HSCE	Gujarati	20	20
UG	BCom,Commerce	36	HSCE	English,Gujarati	375	375
PG	MCom,Mcom	24	BCOM	English,Gujarati	250	227

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				9				3
Recruited	0	0	0	0	3	6	0	9	2	0	0	2
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				12
Recruited	0	0	0	0	0	0	0	0	6	6	0	12
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				7
Recruited	5	1	0	6
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualificatio n	**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	3	4	0	3	0	0	10
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	2	0	4	6	0	12

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	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	2	0	5

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	1	2	0	3

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	4	2	0	6

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	0	0	0	0	0
	Female	1379	5	0	0	1384
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	457	0	0	0	457
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	1841	0	0	0	1841
	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	0	0	0	0
	Female	70	80	93	105
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	19	13	17	20
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	555	565	644	751
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	832	939	963	962
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	2	2	2	3
	Others	0	0	0	0
Total		1478	1599	1719	1841

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
272	248	198	196	196

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	6	6	6

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1841	1719	1599	1478	1441

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
550	470	464	416	427

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
634	571	521	498	454

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
23	20	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	20	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 31

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
56.52083	39.87933	45.15178	32.33378	43.39033

4.3

Number of Computers

Response: 173

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:

The college is affiliated to the Gujarat University, Ahmedabad and therefore follows the university designed curriculum. Our goal is to make our students employable through a holistic education approach and skill development.

In sync with IQAC process, in the beginning of the semester we prepare academic calendar to ensure effective implementation of curriculum. For UG & PG courses, choice based credit system and semester system have been implemented.

Steps for Effective Curriculum:

- **Departmental meetings for syllabus distribution and timetable:**

   Each department arranges a departmental meeting with the faculty members regarding the introduction of curriculum and assessment and distribution of workload. Lectures are arranged as per the time table.

   Programme and course outcomes of the syllabus are prepared and displayed on the website. Faculty members are appointed in various committees.

- **Implementation of teaching plan:**

1. **ICT (Information & Communication Technology):** The use of ICT as a tool and laptop are encouraged; besides, well equipped library facilities are made available to the students and faculties.
2. **PPT:** Faculty members use presentation and productivity tool such as Microsoft Power Point (PPT) to create visually rich content and presentations. Besides, techniques like debate, group discussion, creative writing, oral presentation and project works are used.
3. **Video Lectures:**

   Video lectures of faculty members are uploaded on the website to provide opportunities for students if they have missed the lecture or couldn't understand it and view again.

4. **Expert Lectures:**

   Each department organizes expert lectures to enhance students' learning experience by providing current and relevant examples, e.g., the Department of English arranged a refresher course for the students entitled "Tertulia". The topics

included Indian English Drama, American Literature, Afro-American studies, Canadian Literature and upcoming current trends in Literature. To motivate and encourage the students a Quiz, Book Review, Presentation and Poetry Recitation

were organized.

5. **Students Exchange Programme:**

Students Exchange Programme is implemented by departments to let students know of the multifaceted approaches to learning.

1. **Enrichment Programmes:**

College organizes enrichment programmes to improve skills and enhance self-confidence, e.g., Finishing School initiative by KCG and TCS etc.

1. **Bridge Course:**

To strengthen Basic English grammar, a Bridge Course is arranged for the Semester I students of B.Com and B.A.

1. **Foundation Course:**

On the basis of syllabus, Foundation Course is introduced to help and meet the entry requirements for undergraduate studies.

1. **Class Test:**

Continuous evaluation is made possible through class tests which assess the strengths and weaknesses of students and thus helps students improve in their studies. Minimum 2 to 4 tests per subject are taken.

1. **Internal Assessment:**

By the end of semester, internal assessment is introduced to reduce anxiety and nervousness among students for University Examinations.

1. **Monitoring by IQAC [Internal Quality Assurance Cell]**

The IQAC monitors the overall process through collection of feedback from stake holders on regular basis. After analysis, appropriate measures are taken by them.

1. **Student Support Programme (SSP):**

Under SSP, for slow and average learners, Bridge Courses are planned and appropriate lectures are arranged.

File Description	Document
Upload Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

For Continuous Internal Evaluation academic calendar, an efficient functioning system is put in place which comprises of the Staff Council headed by the Principal, HODs and the co-ordinator of the respective committee. The co-ordinator consults the IQAC committee for scheduling and planning of semester-wise academic calendar. Based on the academic calendar, an action plan for the academic year is prepared by each department and based on that the curricular and extra-curricular activities of the college are consolidated. Academic calendar is a reflection of the college activities and comprises of examination details besides all its curricular and co-curricular activities. It is displayed on the college website.

1. **CIE [Continuous Internal Evaluation]:**

Continuous Internal Evaluation is an integral part of the functioning of the college. The dates of unit tests and internal exams are mentioned. The new-comers are oriented well so that they do not miss any important information.

- **Academic Assessment:**

Academic Assessments is for the evaluation of students' knowledge that they have acquired in the whole semester. It is an on-going process. It aims at understanding and improving students' learning.

- **Personality Assessment:**

Through curricular and co-curricular activities, students' personality, behavior, skills and approach towards life are evaluated.

It observes, describes, explains and at times helps correct behavior of the student.

Internal Assessment benefitted us in the following ways:

1. It illustrates aspects of students' progress.
2. It monitors learning as part of their teaching process.
3. It provides teachers with valuable information on current level of students' performance.

- **Examination:**
  - Through academic calendar, the examination committee ensures smooth conduct of examination, i.e., internal and external, on time with Retest.
  - After the exam, the results are displayed on the website and notice board.
  - Transparent evaluation is followed by every faculty member.

- **Academic:**
    - The complete academic program is based on academic calendar. Faculty members undertake special tutorial classes.
    - To ensure good results, the students are encouraged to solve pervious five years' University Question Papers.
    - To orient students towards research work each department carries out research project.
    - Educational tours are conducted by all departments; Industrial visits are arranged by department of commerce.
    - Special lectures of eminent academicians of respective subject areas from reputed institutions are arranged.

In compliance with academic schedule and university academic calendar, timetable of academic activities is maintained to the best. At the end of every academic year, a teacher feedback is collected, with the intention of improving the teaching learning process. The college also undertakes co-curricular and extracurricular activities which are carried out in time bound manner.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 57

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
21	10	9	7	10

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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

Response: 66.9

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

2019-20	2018-19	2017-18	2016-17	2015-16
1770	1473	658	671	953

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Ours is a girls' college affiliated to Gujarat University, however, without any bias for boys. On the contrary, the objective is to encourage higher education among girls and bring them up to equality with boys.

- **Gender:**

One of the core factors of any democratic society is Gender Equality which is the facilitator of economic growth and is also an indicator of social well-being. Education is a tool for empowering women; therefore, it is important to focus on gender equality in the curricula, college culture, teaching materials and methods. In this context, important titles in sociology like *Gujarat ni Samajik Bhugol, Bhartiya Samaj, Vasti* and *Samay,* and topics on Social Demography, Gender Awareness and Counseling Courses are introduced in curriculum.

A short term course of 30 hours was introduced by *Sauhard (NGO)* on Women Empowerment. Our CWDC and Civil Defense resolve any gender related grievances that arise in the campus and emphasize gender equality in all activities.

- **Environment Studies:**

From Academic year 2015-16, Gujarat University has introduced 'Environment Studies' as Foundation Course in semester-II B.A. and B.Com. Courses like Disaster Management and Pollution Control are introduced.

World Environment Day is observed in the campus with planting of trees & tree census is conducted. Green practices such as use of cups and plates based on paper instead of plastic is encouraged. A plastics-free campus, proper waste disposal and personal hygiene are all highlights of the campus. We have also carried out green audit and environment audit. Not surprisingly, our campus is famous as clean and green campus.

Seminars and invited talks, competitions and poster exhibitions based on 'green' themes are conducted.

- **Nature Club:**

We have a Nature Club formed by eco-conscious faculty members and students. The main activities and awareness programs undertaken are:

- Tree plantation
- Tree counting – we have 1200 trees in campus
- Campaigns to save birds
- Use of recycle papers

- Saving water
- 4-Rs : Reduce-Recycle- Reuse-Refuse-Plastics products
- Maintaining 116 Medicinal plants in Ayurveda garden
- 55 students along with two professors-in-charge attend the two day workshop organized by the Forest Department of Gujarat State. The experts trained them on how to identify and take care of trees

Professional Ethics & Human Values:

Professional Ethics and Human Values are introduced in Under Graduate Commerce and Arts Curriculum. In Commerce, Communication Skills, Public relations on Corporate Communication, Business Communication, Investment Management, Banking, Insurance, Income Tax, Cost Accounting and Tally are introduced.

In Arts, Human Rights and Society are introduced.

Courses like Human Resources Management, Leadership Development, Advanced Human Resources, Human Rights, Business Ethics and National Social Scheme are introduced.

A one day seminar on *Geeta Jayanti* was organised by *Satprerana Trust* on *Adhyay* 6 of *Geeta* in which discussion on human values was imparted.

Students participate in activities such as - working in Old Age Homes, NGOs and health check-up camps.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 14.87

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
30	36	32	25	39

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 97.83

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 1801

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.**Feedback collected, analysed and action taken and feedback available on website**
2.**Feedback collected, analysed and action has been taken**

3. Feedback collected and analysed

4. Feedback collected

5. Feedback not collected

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

File Description	Document
Upload 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 Enrolment percentage (Average of last five years)

Response: 88.05

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
783	726	705	593	580

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
790	810	790	790	665

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

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

2019-20	2018-19	2017-18	2016-17	2015-16
550	470	464	416	427

File Description	Document
Average percentage of seats filled against seats reserved	[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 and organises special Programmes for advanced learners and slow learners

Response:

Our college is established for providing benefits of higher education to the students of rural area. Students of 18 Districts of Gujarat come to study here (which is truly very remarkable and exceptional). Process of online admission is followed which is done on merit basis & therefore transparency is maintained. Heterogeneous groups of students having diversity are admitted in each class.

For continuous monitoring and evaluation, we have a well-structured and tested mechanism in place.

1. **To assess the learning levels of students:**

   1. Previous academic performance is checked.
   2. Unit tests and internal assessment performance is discussed.
   3. Continuous evaluation by means of class tests and oral presentations is done.
   4. Project works, Assignments & Debates are carried out.

1. **Methods used to identify Slow learners & Advanced learners:**

1. **Know Your Students initiative [K.Y.S.] :**

Faculty members of department interact with students individually; we understand their socio-economic & educational background, hobbies & area of interest. From this information, mentor and mentees are selected.

   1. Personal and Career Counseling
   2. Orientation & Induction of Semester-I (Arts and Commerce) students
   3. Active class room involvement
   4. Academic reports
   5. Curricular and co-curricular activities
   6. Performance in assignments and project works
   7. Online Quiz
   8. Experience-based learning through field visits
   9. Parent Teacher Meeting and counseling of students along with parents

1. **Remedial measures implemented for Slow learners:**

1. Personal counseling
2. Financial aid
3. Special coaching
4. Scholarships and Free-ships
5. Bridge Course & Foundation Course in Grammar
6. Extra practical lectures are arranged for them in computer subject
7. Power Point Presentation & video lectures that are uploaded on college website

1. **Special programmes and initiatives in place for Slow learners:**

1. Encouragement to use library and e-resources to overcome problems
2. Extra guidance in free hours by faculty members
3. Paired with bright students who can help them to improve academically
4. Student Support Programme [SSP], in which the senior become mentors for the juniors. For that, a time table is prepared & advance learners guide slow learners, solve queries, carry out assessment and boost their confidence.

1. **Special programmes and initiatives in place for Advanced learners:**

1. To further enhance performance, Advanced learners are motivated and inspired by inviting experts and motivational speakers
2. Necessary counseling, additional books, study material, e-content, CDs etc. are provided
3. Through value added, certificate and add-on courses, Advanced learners are given an opportunity to augment their skills
4. They contribute their writings, articles or any creative piece of work in *Sannidhi* (College Magazine)

1. Opportunities for oral presentation are provided in various seminars at college level and inter college levels
2. Encouragement for maximum usage of Internet and Wi-Fi for educational purpose
3. Every year, they are felicitated during prize distribution ceremony for their contribution and remarkable achievements
4. Motivate and guide them to take competitive exams, banking exams, NET, GSET etc.
5. Scholarships and Awards are given to the deserving students
6. Department promotes group study for Advanced learners

File Description	Document
Upload any additional information	View Document

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

Response: 80:1

File Description	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 teaching-learning methods are interactive, performance-based and student centric.

It is :

1. Interactive learning   2.   Independent learning   3. Experimental learning

1. **Interactive learning:** For fundamental concepts interactive methods are used. Students are encouraged to ask questions, solve queries, work in groups and prepare their answers using reference books and make presentations.
2. **Independent learning:** An extensive collection of books and journals from library are used by the faculty members and students. To help build confidence and become self-reliant, some departments encourage individual projects.
3. **Experimental learning:** All departments have implemented experimental learning as per the guidelines of IQAC.

1. **Hindi:**

The student-teacher ratio is 15:3. As they are studying National Language, every year between 14th to 21st September, they celebrate Hindi week, and organize literary activities like Quiz, Poetry Recitation, Elocution, Speech and Hindi Rally.

'Meet the Author' events are a great way to meet various authors, listen to their journey and share information about their books and writings. Eminent personalities like Dr. Usha Kanta, Dr. Pushpalata Rajpara, Dr. Kameshwar Sinh etc. have visited the campus.

The department celebrated 125th Jayanti of Munshi Premchand Tulsidas Jayanti also.

1. **Gujarati:**

We get ample scope for participative learning as books, e-books, films and videos are easily available in mother tongue. Under 'Meet the Author' the students visit various places to get chance to interact and learn from them. Students take active participation in Seminars and Workshops.

On 21st February 2019, the department celebrated '*Matrubhasha Divas*'.

The department without fail visits the National Book Fair to inspire the students.

They had an MOU with Gujarat Sahitya Academy for Prepartion of Index and Short Introduction of the book of Gujarati Sahitya Parishad

1. **English:**

There is relatively easy access to e-contents and higher healthy student teacher ratio [25:3]. Active participation in Inter-college, Local and National conferences and online quiz is remarkable. The department boasts full usage of ICT tools. Every week doubt solving and reading sessions are planned for advanced and slow learners.

Department organized 'TERTULIA' – a refresher course for students.

Approximately 65 students from various colleges participated in Tertulia.

We had an inspiring and engaging visit to British Library which has vast collection of books.

1. **Sociology:**

Their collaborative work with NGOs, field work and research activities are noteworthy.

Their contribution and participation is reflected in weekly classes conducted by them for slum children in neighborhood Gota area.

The students are absorbed for internship in Urban Community Development and *Chuval Gram Vikas* Trust.

Department takes 2 unit tests per subject in each semester.

1. Economics, History and Psychology departments, too are active. They organized field trip, seminar and project works to make the students aware of their respective subjects.

1. **Commerce:**

Participation in Open Book Examination.

Many students:

- Are absorbed for internship in companies like ICA and LIC
- Have cleared Certificate in Computer Concept (CCC) examination
- Have joined CA and CS courses

Industrial and educational visits are conducted for practical, hands on experience

Group study and debate are conducted

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

- ICT plays an important role in the integrated teaching learning process. Technological advancements in ICT make teaching-learning more interesting, engaging and productive. It helps in enhancing attention span of students besides increasing their retention.

1. **ICT in the classroom:-**

- improves the lessons' content delivery
- allows students to participate interactively
- improves their attention span
- enhances the learning experience

Our 11 ICT-enabled class rooms make learning more engaging.

1. **General ICT Tools for teaching-learning:-**

1. **Power Point Presentation:**

- All faculty members use it for teaching
- Contents are uploaded on website

1. **Smart Classes:**

- Interactive lectures result in effective learning
- Students learn to communicate and express their views

1. **Tablets:**

- Newcomers of B.A. and B.Com. get tablets which are provided by Gujarat Government at a subsidized price of Rs. 1,000/-; they use tablets for accessing Namo Wi-Fi.
- Students of English use it for dictionary purpose, project work, report writing, browsing GUETA Website and improving vocabulary.

1. **Interactive White Boards:-**

- Are installed in 2 classrooms.
- It makes the learning more engaging.

1. **E-learning:-**

- It saves time as students learn according to their pace, time and need.
- Students can access exam papers and study materials.

1. **Interactive CDs and Videos:-**.

- Video lectures of faculty members are uploaded on our website & our YouTube channel.

1. **Digital Library:-**

○ We have an INFLIBNET centre and students have open access to

1. **N list –** e-books and e-journals
2. *Shodhganga* - a reservoir of Indian thesis
3. **e-PG** *paathshala*
4. *VidyaMitra*

○ Member of National Digital library.
○ It is a great resource for easy access to articles, research papers and books.

1. **Project- Based Learning:-**

○ It is very effective as it helps develop experiential learning competencies required for success.
○ It uses real world scenarios, challenges and problems; e.g., in 2019-20 approximately 300 projects were prepared.

1. **Bridge Courses:-**

○ Generally Bridge course is conducted for the Semester-3 students as they are entering the final year of Graduation, e.g., GST related & Tally application.

1. **Interpersonal and communication skills:-**

○ The college organizes cultural events, sports events and various departmental festivals to provide a platform to students, thus it brings out their leadership skills, improves team-work, creativity and express hidden talents.
○ Programs like celebrations of particular "Days" and other open house programs keep atmosphere joyful.

1. **Students Support Programme:-**

○ In Student Support Programme the advanced learners spend extra time and guide slow learners and help them understand subjects.

○ The advanced learners guide the slow learners in their academic up-liftment.

1. **Laptop Library:-**
    ○ Laptop Library is an initiative by the institution in accordance with IQAC to enrich and enhance our girl students' research capability. The students can hire the laptop for academic excellence. Within fifteen days they have to return it back otherwise the concerned students have to pay the penalty.

File Description	Document
Upload any additional information	View Document

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

Response: 80:1

2.3.3.1 Number of mentors

Response: 23

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	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: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	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. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 52.14

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	10	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 9.02

2.4.3.1 **Total experience of full-time teachers**

Response: 207.52

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Through the Orientation and Know Your Students programme [KYS], students are acquainted with and briefed about the semester system, class test, assignment, attendance, and most importantly, the internal and external assessment system which is displayed on the notice board and uploaded on the website along-with video of instruction which is uploaded on the website. It gives them a fair chance to understand and raise queries that are answered by the Examination Committee.

Examination is of two types – Internal and External. Internal is of 30 Marks and External is of 70 Marks which is of Gujarat University. The Bifurcation of Internal Marks is as under:

- Attendance -5 Marks

- 50% less – 0 Marks
- 51% to 54% - 1 Marks
- 55% To 59% - 2 Marks
- 60% To 69% - 3 Marks
- 70% To 79% - 4 Marks
- 75% above   - 5 Marks

- Assignment-10 Marks /

Class Tests: - 2 tests conducted, out of which we consider one with higher marks /

Project Works: - (Good quality works under the guidance of faculty members)

- Internal Exam- 15 Marks (50/3)

1. **Class tests:-**

For continuous evaluation, regular class tests are conducted. Date of test is informed in advance by circular & via SMS system. In year 2018-19 approximately 180 tests were conducted by the faculty members. Each faculty member is required to conduct two class tests in each subject; out of which the better marks of the two are considered so as to inspire and motivate the students for performing better.

1. **Paper Setting & Internal Examination:-**

The paper setting is done with utmost and strict confidentiality. To maintain complete integrity and confidentiality, question papers are photocopied in the campus only. CCTV cameras are installed in the class rooms to avoid malpractices. If any malpractice is found, the student is disqualified. Special seating arrangement is provided for handicapped students.

Retest is a provision for the students who could not appear for the internal exams due to medical reasons or unforeseen circumstances.

For Retest, a form is to be filled which is available on the website. For the students who participate in sports and cultural activities during examination, a retest is allowed without any charges.

1. **The assessment:-**

The assessment of answer sheets is done sincerely and in a fair manner. The evaluated answer sheets are preserved for 3 years.

1. **Consolidated Mark-sheet:-**

Internal assessment marks which include attendance marks, project works or class tests marks before and after gracing are displayed on the notice board. After a three level verification, the consolidated mark sheets are uploaded on the college website. A concise and consolidated mark sheet is given to students after the examinations.

Noteworthy Practice:-

- To improve the results of the students the faculty members put in lot of efforts. If need arises, the answer books are shown to them and in some cases even the parents are called on.
- Another noteworthy practice is SMS alert which is sent to the students for important instructions.

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

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

Response:

Our evaluation methods are transparent; students are given a clear idea about evaluation methods at the beginning of the semester. The internal examination process and marks attained are derived from three factors:

- Classroom attendance [lecture-wise]
- Assignments or project work or class tests
- Internal examination

The mechanism is as follows:

- The Principal along with the Examination Committee ensures a smooth and transparent conduct of internal as well as external exams.
- Question papers are prepared with confidentiality, with in the stipulated time, and following the guidelines of Gujarat University.
- Time table [Examination] is prepared in sync with the Academic Calendar.
- All examinations are conducted in a fair manner, under CCTV surveillance, which does not give any chance for grievance or malpractice. However, to resolve issues, in case there are any, we have Unfair-Means Committee.
- The invigilators as well as Examination Committee members are very alert so as to prevent any malpractice.
- Physically handicapped, visually challenged or students with any kind of disability, if any, are given extra time.
- During examinations, students are notified to raise and report any grievance regarding examinations and assessment within a period of seven days of declaration of result.
- After the mark sheets are displayed on the notice board, students can register their grievance, if any, within seven days for which they submit an application, which is available on our website, in the Admin Office.
- The Examinations Committee and Unfair-Means Committee register and resolve such grievances in a transparent manner within seven days. Concerned students are informed regarding any change/no

change status.

- Redressal mechanism is functioning at two levels, i.e., Department level and with Principal at college level. Any grievances related to the conduct of examination or evaluation of answer sheet may be reported to the concerned Head-of-Department first and then to the Principal, if the need so arises, by filling up and submitting the prescribed forms.
- Grievance related to examination and results are quickly addressed and administrative staff and Examination Committee help the students to set right any difficulties.
- Rechecking of any grievance is done by the concerned faculty in the presence of Examination Committee. Its outcome, i.e., any change in marks/no change, is informed to the students. It there are any changes, necessary rectification is done in the original mark sheet.
- The evaluation of answer sheet is done confidentially.
- Marks sheets for all examinations, whether theory/practical, are submitted to the Head-of-Department, in stipulated time, and which are later on displayed on the notice-board.
- The last step of the whole examination process is uploading of consolidated mark sheet on the website which includes, mark of attendance, class test and internal examinations.
- Thus we are committed to provide an effective, transparent and proactive mechanism to address the grievance of students with regard to their examinations related issues.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Being affiliated to the Gujarat University, we adhere to the syllabus prescribed by them. For the effective learning of the subject, a well-structured syllabus and specification of each course are essential. The Board of Studies constituted by the Gujarat University prepares the syllabus taking into consideration the suggestions put forward by the faculty members such that the learners gain knowledge their respective fields of study apart from learning the important life skills and the application of the theoretical knowledge which is important for facing real life situations. The Course Outcomes are derived and evaluated accordingly keeping in mind the dissemination of knowledge and learning of skills. The stated program and Course Outcomes are thus analyzed and consolidated by each department and uploaded on the college website.

The communication mechanism followed by us to communicate the learning outcomes to the faculty members and students is as follows:

- Hard copy of the syllabi and Learning Outcomes are available in the department for ready reference to the faculty members and students
- Soft copy of curriculum and Learning Outcome of programs and courses are uploaded on the college website for reference

- The importance of the Learning Outcomes has been communicated to the faculty members in IQAC and Departmental Meetings.
- Throughout the semester, the faculty members, while teaching, see to it that a successful bridge is established between them and the students

1. **Induction Programme:**

Students are explained about what would they learn in 1st and 2nd semester, at the end of the semester their thoughts and ideas would be more organized and understanding of each subject would be clear. They are also explained about what they would study and get to learn when they complete graduation.

In the Induction Programme for the first year B. Com. Students, they are made aware of the college activities, college initiatives and co-curricular activities.

1. **Orientation Programme:**

Every year, for the first year students of B. A., one week programme is organized by each department. Besides getting to know the students and their background, it is a platform for discussions regarding the syllabus – POs, PSOs and COs. They are made aware of the various academic and professional avenues open for them after successful completion of the course; e.g., the Department of English would introduce students to www. englishgueta.com website to become familiar with their POs, PSOs & COs. Dr. Rupal Patel & Prof. Gargi Gohil have contributed significantly in the development of this website.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document

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

Response:

The institute has clearly stated learning outcomes of the programmes and courses. For each course CO's and for all programmes the POs and PSOs are in accordance with the syllabus offered by the Gujarat University. The department primarily planned and execute the COs, POs and PSOs properly.

The techniques mainly used to assess whether the students have attained the course outcomes are:

- The participatory levels of students in curricular or extracurricular activities,
- Marks attained in the internal exams,

- Their active participation in seminars,
- Their capability to steer the given assignments subjects,
- Their extraordinary achievements in the final examination and curricular activities.

Course Outcomes:

To find out whether the course outcome has been attained or not, a student grade point is taken as the indicator.

- Students with GP of 9 or above are considered to have accomplished all the outcomes of the courses.
- Students with GP between 8-9 and 6-7 are estimated to have acquired the equivalent of 85% and 65% respectively of course outcome.
- Students with GP between 4 and 6 are estimated to have the equivalent of 50% of the course outcome.
- Students with less than 4 GP means they do not pass the course.

Program Outcome

To quantity whether the program objective has been accomplished or not, the students' Cumulative Grade Point Average (CGPA) is taken as the yardstick. If a student passes all the semesters, then she is confirmed to have attained the program outcome.

- The outcome of the program is accomplished if a student scores 9 and above.
- Students who have less than 4 GP scores are perceived not to have attained the minimum outcome of the program.

After interpreting about PO & CO, many changes have been noticed in the students. Some of them are discussed below:

- **Library:**

Regular visit to the library by students is emphasized and make them aware of POs & COs. Students are assisted with e-resources and study materials from the college library- which enable them to accomplish these outcomes.

- **Paper presentation and seminars:**

The institution provides space to students for discussion and they raise doubts in their field of interest during the conduct of seminars and paper presentation in the class. It motivates them to attain the outcomes as specified in the syllabus. For that, they refer to reference material and e-resources.

- **Inter-college events:**

Students are encouraged to participate in the inter college events. eg.:- students of all the departments positively participate in seminars, workshops in other colleges and accomplish these outcomes.

- **Field Trip :**

It helps in clearing the concepts and experience practical aspects which results in more effective learning.

- **Value Added Courses :**

The institution organizes Bridge Course, Foundation Course in Grammar, Short Term Certificate Courses and value Added Courses which help students achieve desired outcome.

- **Exit questionnaire :**

It is the mirror of what they have achieved throughout their degree programme.

File Description	Document
Upload any additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 90.81

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
589	513	473	444	370

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
620	566	513	485	437

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response:	

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 6.15

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	2.0	0.40	3.75

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 17.39

3.1.2.1 **Number of teachers recognized as research guides**

Response: 4

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 12.2

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	1	3

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	7	7	7

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Our institution has created an eco-system by taking initiative for creation and propagating circulation of knowledge. The purpose of the college is to

create an avant garde environment where ideas flourish at maximum level.

(A) The Self Appraisal:

The Self Appraisal system encourages faculty to enhance their teaching, research and administrative skills. Every year, the Self Appraisal Form is filled by each faculty. The Principal and the IQAC Coordinator evaluate academic development of each faculty members and give proper suggestions for further enhancement of academic career. Faculties are motivated to undergo faculty Development and short term Programmes. They are encouraged to participate and present paper in conferences, workshops and seminars. Leave in granted and financial support is provided to participants. Teaching and Administrative staff are encouraged to enhance their qualification and pursue Ph.D.

(B) Sannidhi:

Many faculty members are engaged in research thereby contributing to the knowledge base of the discipline or academic field. All our faculty members publish articles relevant to their subjects in our

college book Sannidhi with ISBN, since last 14 years. Even our students are encouraged to publish their articles in Sannidhi and motivated to participate in seminars and workshops. They are also encouraged to publish their original creation.

(C) Research Cell:

Our institute has a well defined and active Research Cell to encourage and promote Research. 4 of our faculties are Research Supervisor in Gujarat University andnumbers of students are enrolled under them.

(D) IQAC:

IQAC along with Research cell shares various links of study materials as well as reference links which imparts knowledge about research, citation and research funding.

(E) Reading Club:

To encourage students with reading and to help building a reading culture, our institute has a reading club for students.

(F) Darpan Abhivyakti :

Darpan Abhivyakti is an initiative taken by our institute, where faculty members and students are invited to showcase & express their ideas and prospective on all concepts.

(G) Meet The Author:

Meet the Author program is organized at regular interval where the students get direct access to author who share their reach experiences and knowledge with students.

(H) Project work:

To develop the creativity and skills of students, they are given various projects on relevant subjects. They are given minute details of research and even informed about plagiarism and ways to prevent it, the students are educated on how to conduct properly research and produce unique and original work.

(I) Faculty Exchange and Student Exchange Programmes:

The faculty exchange program is a very good way to take advantage of the benefits of diverse faculty with an opportunity to exchange ideas and observe a variety of styles. The students are benefitted. They learn concepts and ideas presented in an entirely new and different manner.

Students of our college are brought to other colleges and students of other colleges are invited in our college which increases the learning and research environment.

File Description	Document
Upload any additional information	[View Document]

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

Response: 42

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

2019-20	2018-19	2017-18	2016-17	2015-16
21	4	7	3	7

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 5

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 20

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]
URL to the research page on HEI website	[View Document]

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

Response: 2.05

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five**

years.

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	12	25

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 9.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
64	59	31	12	26

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

3.4 Extension Activities

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

Response:

The college is located on the S.G Highway near famous *Bhagvat VidyaPeeth*. The Sola Civil Hospital and many villages are in the vicinity of the college.

The activities and their impact in the development of students is in tune with our vision, mission and slogan - ***Padhegi Beti Padhega Desh.***

[A] Academic Activities

Students have been teaching the children of slum dwellers at Gota village located 1.5 kilometers from college.

26 students went to educate these children 59 times. They have also contributed by providing the kids with essential items of daily life and taught them the importance of health and hygiene.

Outcomes:

- They became conscious about maintaining good personal hygiene.
- They became punctual in attending classes.
- They started doing homework seriously.
- Parents started taking interest.
- Celebration of festivals, their importance and thoughts have changed their body language and imbibed positivity.

Seeing it, other students have also started taking part. They have started educating the children of another nearby slum.

[B] Social welfare activities

Our students are actively participating in social welfare activities.

Old Age Home

Every Friday, students visit *Jeevan Sandhya* Old Age Home for:

- Help in cleanliness of rooms and campus
- Reading out holy books
- Festival celebrations such as *Rakshabandhan, Janmashtmi, Navratri, Holi and Uttrayan*

- They never miss the birthday celebration of anyone in *Jeevan Sandhya* with cake cutting and refreshments.

- **Outcomes:**

The success and popularity is evident from the eagerness with which our students' arrival is awaited every Friday. Shri Pravinbhai Sanghvi, the promoter of *Jeevan Sandhya*, has awarded our students & college for these efforts.

Bond of love [Rakshabandhan] with Public Servants

- In 2018, *Rakhi* was tied to 450 police personnel & and a poem dedicated; in 2019 *Rakhi* was tied to sweepers [Sanitation Personnel] of AMC [Ahmedabad Municipal Corporation]

Small but meaningful

Every year students distribute items of small but daily importance to the children of nearby slum dwellers.

- **Outcome:**

More students are taking interest and participating willingly.

[c] Environment

Save Birds

During *Makarsankranti*, students carry out awareness campaign for saving birds and provide helpline numbers to save birds.

- **Outcome:**

  - People have become more compassionate towards birds and their safety.

Save trees

  - Students have carried out tree plantations in nearby villages.
  - They take care of the saplings they have planted.

Green cover has improved.

- **Outcome:**

More students are coming forward to plant and nurture trees.

Plastic Free environment

Students are educating people about the damage plastics are causing to our environment.

They distributed cloth bags free of cost to the nearby villages.

Plastic waste has reduced.

- **Outcome:**

  - Students prefer to not using plastic items.

Awareness Programme

Following programmes are carried out by students:

  - HIV/AIDS Awareness Rally
  - Constitution Day celebration
  - Literacy Drive at *Jaspur*

- Voting Campaign
- Distribution of clay water pots for birds
- Rally for awareness of obeying traffic rules

File Description	Document
Upload any additional information	View Document

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

Response:

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 370

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
104	58	62	66	80

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 326.62

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration**

with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10150	5395	3898	2446	5168

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 105

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

2019-20	2018-19	2017-18	2016-17	2015-16
24	34	17	20	10

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 11

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**

2019-20	2018-19	2017-18	2016-17	2015-16
7	2	1	1	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<u>View Document</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college campus is located on the Sarkhej-Gandhinagar Highway. It is spread over 3.4750 acres with total built up area of 6229.50 sq. mtrs. The academic blocks are spacious, elegant and eco-friendly and convey of top quality infrastructure. The college has adequate facilities like class rooms, seminar halls, auditorium, library, laboratories, gym, hostel, Sports Room and Sports Ground.

 Some of the facilities are listed below:

- 27 classrooms for Undergraduate and Postgraduate courses, of these 11 classrooms are ICT-enabled
- 2 computer laboratories and 1 language laboratory
- A modern library having a collection of 13,000+ books, journals, newspapers, e-content, encyclopedias and a collection of rare books
- The staff room consists of 7 cubicles for 8 departments
- The staff room has 2 computers and 3 laptops for their academic use.
- Reliable, robust high speed broadband internet connections from dual internet service providers on which high speed and secure Wi-Fi connectivity is available to faculty members, administrative staff and students
- Special rooms for NSS, NCC, CWDC, and Career Guidance Cell
- An open air stage is for conducting various co-curricular activities
- All departments have spacious classrooms with LCD projectors
- A well nurtured and properly maintained Ayurveda garden with many of rare varieties of plants and herbs
- A canteen of 300 sq. ft. with proper infrastructure and separate space is available within the premises
- Biogas plant
- Public address (PA) amplifier of large capacity is installed for the teachers to be able to make loud and clear announcements
- The campus is made secure with the help of CCTV cameras and round-the-clock duty security personnel
- A well-equipped IQAC room
- A girls' rest room with adequate facilities including sanitary napkins wending machine
- The amenities take care of the essential convenience needs of students (4 toilets for staff and 33 toilets for students)
- College has a seminar hall with a seating capacity of 120 persons
- Adequate facilities are provided for indoor and outdoor sports and games
- All laboratories have back up power system with UPS
- A separate transformer for the college and underground electrical cable from the electricity supply company
- The server room has two optic fiber based internet connections with two firewalls, which provides security on internet traffic

- Adequate capacity water purifiers in the campus - both in college building as well as the hostel; regular and routine preventive maintenance is carried out
- An adequate parking facility for students, staff, management and visitors or guests
- As and when needed, we rely on the facilities of Umiya School, Umiya Career Development Council (UCDC) for its library and guest house
- The administrative office is spacious with single window facilities for faster pace of work
- A separate section in the library to function as Reading Room
- Bigger classrooms for various add-on courses and Students Support Programmes
- The special Notice Board – *Abhivyakti* is run by students with the help of faculty members

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

We have augmented our infrastructure by providing upgraded facilities for extracurricular and sports activities. Facilities such as gymnasium, open air theatre and common rooms have been provided so as to mold individuals for a good balance between physical fitness and creativity.

Sports and Yoga Facilities:

We have a well-equipped sports room. Various indoor games like Chess, Carom and Table Tennis are available to the students.

The professor-in-charge of sports regularly inspects and supervises the sports facilities and equipment. All sports goods are kept safely in a separate room.

Common facilities like auditorium, seminar hall, Audio Visual Rooms are used for sports activities.

We also have an athletics ground and sports ground for Softball, Volleyball, *Kabaddi and Kho-Kho.*

We have a gymnasium where tread-mill cycle, floor mats and twister are available for exercise.

We have always attempted to mold students to be a part of the University, State and National Level teams; to achieve that we give equal emphasis on the physical fitness and athletic capabilities along with the academics.

- The Physical Director conducts Annual Sports Day every year. Necessary play grounds, equipment, kits and sports-wear are provided.
- Both, sports persons and faculty members, use the space for indoor and outdoor games.

- The college participates in majority of all University, State and National level competitions and performs extremely well every year.
- Many students qualify to play for Inter-University, State and National level competitions and come out as winners.
- The college facilitates good performers with tracksuits, shoes, luggage bags and ruck-sack etc.
- Healthy food with proper diet is also provided to them as per the need of sport.
- Regular coaching till 5:30 in the evening is provided.

Yoga and Meditation:

- Yoga and Meditation training sessions are conducted for students and faculty members; outside agency is also invited.
- International Yoga Day is celebrated every year.
- The college frequently organizes sessions for meditation, relaxation techniques and stress management.

Cultural Facilities:

- The overall development of a student includes nurturing the cultural and artistic talents.
- The cultural committee and *Saptdhara* initiative focus on polishing the skills of students.
- We have an open-air theatre for organizing cultural events.
- Our students participate in University and Inter Zonal Youth Festival competitions every year. We provide training for the students along with necessary costumes and props for the group events.
- The college organizes various Days like Traditional Day, festival celebrations etc. every year.
- The college felicitates students who have performed well in various competitions in sports and cultural events in its Annual Prize Distribution ceremony.

Our girls over the past decade have brought glory and honour to the college in sports, co-curricular and extra-curricular activities and competitions. The Physical Director and Cultural Committee ensures that students' teams are sent for various inter-collegiate, inter-zonal, inter-university sports and other competitions.

BUDGET UTILIZED FOR SPORTS FACILITIES FOR THE LAST 5 YEARS:

YEAR	Amounts[Rs.]
2015-16	63,980/-
2016-17	84,659/-
2017-18	1,46,155/-
2018-19	1,61,563/-
2019-20	1,06,610/-

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 31

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 100

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
56.52	39.88	45.15	32.33	43.39

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload 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:

Our library aims at providing access to its printed as well as electronic resources for the use of our faculty

members and students. The college library is fully automated and has a seating capacity of 70 students and faculty members. The library is equipped with 07 computers with high speed broad band connection. We have a Library Advisory Committee comprising of the librarian and 6 faculty members representing both Arts and Commerce departments. This committee takes important decisions for the smooth functioning of library.

The students and faculty members have free access to these facilities from 7:30 am to 10:00 pm. The library has a wide and appreciable repository of books, journals, periodicals, newspapers, rare books, encyclopedias, e-resources, previous year's question papers and optical media/CD-ROM database.

We have more than 13506+ books, N-list, e-journals, 534+ N-list e-books and 38 scholarly journals and magazines, both national and international.

Library Automation:

Library is automated since the academic year 2007-08. Initially Software for University Libraries i.e. SOUL 1.0 software developed by INFLIBNET, Ahmedabad was installed and in operation till the academic year 2013-14. From 2014, we are using updated version of SOUL 2.0.

Name of ILMS Software	Nature of Automation	Version	Year
SOUL	Fully	2.0	2019-20
SOUL	Fully	2.0	2018-19
SOUL	Fully	2.0	2017-18
SOUL	Fully	2.0	2016-17
SOUL	Fully	2.0	2015-16

SOUL 2.0 Software:

 Software for University Libraries (SOUL) is state-of-art integrated library management software designed and developed by the INFLIBNET Centre. It is a user-friendly software. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. The latest version of the software is SOUL 2.0. The new version of SOUL is designed for latest versions of MS-SQL and MySQL. SOUL 2.0 is compliant to international standards such as MARC 21, AACR-2, and MARCXML bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.

OPAC:

It is a totally cloud based application software specially designed in due consultation with our library staff

and as per our requirements pertaining to all the library operations. It has state of the art features and facilities such as Cataloguing, Circulation, Web OPAC, Journals/Periodicals. Various Reports Modules and its remote accessibility facilitate library staff and its users with web based library operations such as DBMS, Web OPAC, Barcoded Circulation, Reservation of Documents and notification of the transactions carried out. Various reports can also be fetched through bar-coding of documents; bar-coded library membership cards were also introduced since 2008. At present library is providing access to subscribed databases through Wi-Fi and Fiber Optic connectivity along with N-List and Open Access Databases.

Library is looking forward to:

- Web centric access for users
- Adding more e-resources and databases

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.19

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.72025	1.42798	1.52418	0.99594	1.26226

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 6.97

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

Response: 130

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT infrastructure strategies are developed as per the guidelines of the State Government as well as UGC from time to time. Software and hardware are upgraded regularly in keeping with requirements of installed applications. We have a well-developed system in place for providing robust IT facilities to the users.

We use IT facilities extensively for all academic activities such as teaching, learning and evaluation as well as for administrative processes. We are aiming towards paperless office too.

Important facilities are listed as under-

- All the computers are connected over a LAN.
- 05 computers have network security solutions installed.
- 2 alternative internet connections are available with Wi-Fi facilities, i.e., BSNL and NAMO Wi-Fi.

BSNL is primary connection
- Faculty as well as administrative staff avails free Wi-Fi facility.
- Digital Education and Learning Laboratory (DELL) and Computer Lab are server-based and have 24 client (Node) computers.
- The main source of internet is BSNL
- NAMO Wi-Fi is set up in the campus building for free use to all with OTP generation process.
- In accordance with Govt. of Gujarat initiative, college has provided tablets to all its first year students [BA & B.Com] at a nominal price of Rs. 1000.
- Library has free Wi-Fi [BSNL] for all users. It is also provided with uninterrupted internet service with bar coding system for lending books.
- CCTV cameras are installed at strategic places to help monitor the campus activities.
- Examination cell and administrative office are provided with computers, printers and scanners facility for administrative and accounting work.
- Attendance of teaching and non-teaching staff members is automated with bio metric system.
- We have installed and are using an automated software CMIS for maintaining students' database.

Sr. No.	Description	Status as per last accreditation	Current Status	
1.	Total Number of Computers and Laptops	62	162 Computers 02 Laptops	
2.	Total Numbers of Printers	5	07	
3.	Total Numbers of Scanners	0	07	
4.	Student - Computer Ratio	1.7375:1	11.88:1	
5.	Office Computers	6	07 (Admin + Fac	
6.	LCD Projectors	2	07	
7.	Computers Laboratories	2	03	
8.	Internet/LAN Service	Limited	Unlimited	
10.	Software and Operating System	MS-Office: 2003 & 2007, Acrobat Reader, Media Players & Other software installed as per requirement, TALLY 7.2	MS Office-200 Operating Ultimate-7 P Photoshop-7.0,T	
11.	AMC Service & Facility Management of ICT infrastructure	Yes	Yes	
12.	ICT and Technical Service	Yes	Yes	
13.	CCTV Surveillance	No	Yes (105 No. of	

Up-gradation:

We work sincerely to minimize e-waste. E-waste so far it has been very negligible (almost zero); we have AMC rate contract with IT service provider whose customer support engineer [Mr. Mukeshbhai Patel] is available to upgrade as well as to maintain our IT facilities.

In keeping with our commitment to upgrade the facilities, we have purchased variety of equipment over the last five years, a list of which is attached herewith.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 79.09

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

2019-20	2018-19	2017-18	2016-17	2015-16
54.42	64.01	14.09	14.41	27.29

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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:

Infrastructure Maintenance

Teaching Learning	Library	
ICT enabled classrooms (11)	e-Resources	
Laboratories (Computers & English)	Digital Library	
Seminar Hall	Internet, Wi-Fi	
Auditorium	Scanner	
Classrooms	Photocopier	
	Rare Books	
	Project Works	
	Encyclopedia	
Support Services	**Amenities**	
Open Air Theater	24 * 7 Power Supply	
Bio-gas Unit	24 * 7 RO Water Facility	
Medicinal Garden	Girls Hostel	
Solar Unit	Elevator/Lift	
Bird Feeder	Parking	
CCTV Surveillance System	Medical Van	
	Rest Room	
	Ramps for Physically Challenged	
	Canteen	
	Toilets with sanitary pads vending machine disposal); college and hostel	

The Maintenance Committee looks after regular maintenance of the campus and all its facilities – ICT, infrastructure, utilities, and services such as electricity and water related. The committee updates the matter to the Principal and the President of the Managing Trust. In keeping with our strategy of keeping teaching methods up-to-date there is a strong emphasis on providing IT-enabled environment, LCD projectors etc.

in class rooms; we have elaborate CCTV camera network covering whole campus that provides safety and security to the students and helps to maintain discipline among the students.

These requirements are discussed in regular meetings between the management and IQAC Cell and implemented accordingly.

The management allocates sufficient fund for the upkeep of the infrastructure and equipment.

All maintenance and housekeeping work is outsourced to competent, external agencies and contract labour.

ICT Maintenance:

We have language laboratory and computer laboratory with 25 computers each. The total number of computers in the college is 162. Regular, comprehensive maintenance is outsourced to – Mr. Mukeshbhai Patel and Shah & Co.

Smart boards and projectors are installed in the classrooms and seminar hall besides sound equipment such as microphones, speakers, amplifiers and podium; and internet access provided.

Equipment are added and upgraded as necessary & periodical inspection ensures smooth operation.

Infrastructural Maintenance:-

Class rooms:-

Housekeeping & periodic maintenance involves cleaning of classrooms, mopping of floors, cleaning of glass panes of windows; sweeping of roofs, terraces, drinking water tank and paved area with water; removing of cob webs, cleaning of passages and staircases. Some jobs are daily, some are weekly, bi-weekly, monthly, quarterly, half-yearly and yearly.

Sports:

We have a well-equipped sports room with facilities for various indoor games like Chess, Carom and Table Tennis for students.

The professor-in-charge regularly inspects and supervises the sports facilities and equipment. All sports goods are kept safely in a dedicated sports store room.

Common facilities like auditorium, seminar hall, Audio Visual rooms are used for sports activities.

We also have an athletics ground and grounds for Softball, Volleyball, Kabbadi and Kho-Kho.

We have small gymnasium where thread mill, cycle, floor mats and twister are available.

Library:

The librarian takes care of its requirements and timely maintenance. The library is automated using SOUL 2.0 software. OPAC system for book search has been devised and updated. Books, reference books, journals and other library facilities are purchased & maintained. Dead stock is also maintained properly.

NCC:

For NCC we have a faculty-member-in-charge; parade is organized every Monday. Maintenance allowance is given to the students as per rules.

NSS:

NSS room has facilities such as clothing and utensils etc. to run 7 days' camp for 50 students.

We also have an open air theatre where cultural activities are organized.

Besides, there are 41 washrooms for students and 03 for faculty members. Maintenance includes repairs of damages, intermittent painting of the infrastructure to keep the college and hostel building effectively functioning.

Building maintenance involves cleaning of water supply line, water faucets and drainage line on quarterly basis; painting of internal and external halls and benches annually and leakage, renovation and repairing as needed.

Electrical Maintenance:

It involves the servicing, repairing and replacement of electrical accessories and installations in campus which is carried out through contract.

Electrical maintenance is carried out on 'as needed' basis for electric fixtures, fans, switch boards, heavy

electrical installations and its repairing as per requirement is also maintained properly.

Environmental Maintenance:

A gardener is appointed for the cultivation and maintenance of trees, herbs, Ayurvedic medicinal garden, bird feeder, lawn and overall landscape; he also takes care of sprinkling of water.

Health:

We are very conscious and alert about health and hygiene in campus and thus facilities such as the water tanks and RO equipment are cleaned quarterly by a professional agency.

Medical Mobile Van:

Team of doctors from *Vishwa Umiya Foundation* visits in a fully equipped ambulance for regular check-up on every Monday and Friday; free medical check-up and free medicines are provided to all. First Aid and "Doctor on Call" and "108 Ambulance" is available. Regular visits of doctors are also scheduled. Sola Civil Hospital is in the vicinity of the college which is a boon in case of emergency.

Services of Health Department of Ahmedabad Municipal Corporation are taken for spraying of insecticides during and after monsoon and mosquito breeding seasons.

Repair works:

This includes the repairs of the furniture of the college. The total furniture of the college is divided in to:

- Classroom furniture
- Office furniture
- Teaching aids
- Library furniture
- Computer Lab. Furniture

The Maintenance Committee maintains all matter which are included in the first four heads. It also includes renovation of the furniture and extension of infrastructure facilities.

Outside agency is appointed for the security services. Support service staff also resides in the campus.

File Description	Document
Paste link for additional information	[View Document](View%20Document)

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 last five years

Response: 18.25

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

2019-20	2018-19	2017-18	2016-17	2015-16
360	249	264	294	300

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document]

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 5.08

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
123	126	119	32	26

File Description	Document
Upload any additional information	[View Document]
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document]

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 140.87

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

2019-20	2018-19	2017-18	2016-17	2015-16
3149	1679	3115	1346	2158

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

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

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	[View 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: 9.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
65	125	41	17	13

File Description	Document
Self attested list of students placed	[View Document]
Details of student placement during the last five years (Data Template)	[View Document]

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 116.72

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 740

File Description	Document
Upload supporting data for student/alumni	[View Document]
Details of student progression to higher education (Data Template)	[View Document]

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

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during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 80

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.)***) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
14	13	3	0	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
14	13	3	0	2

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 (Data Template)	[View Document](#)

5.3 Student Participation and Activities

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

Response: 190

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

2019-20	2018-19	2017-18	2016-17	2015-16
41	44	39	41	25

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

Our college provides a platform for the active participation of the students in various academic as well as administrative bodies. In all official functions of the college, a representative of the students is invited to offer felicitations.

- **Student's Parliament:**

Our college students' council is named as 'Students' Parliament' which comprises of the 67 most talented students. The parliament is robust structure and consists of students recommended by the faculty as follows:

Role of Students in various Administrative Bodies:

1. The students' parliament provides a platform to students for extra- curricular activities and helps to participate actively in the programmes undertaken by various departments.
2. The council renders help to organizations of various natures such as Anti- Ragging Cell, Grievance Redressal Cell, NSS, NCC, Sports Committee, Cultural Committee, Library Committee etc.
3. The representatives help departments for correspondence work, cultural programmes, NSS Camps and sports meets.
4. The representatives are also at the forefront of organizing various programmes of the college.
5. They play an important role in maintaining code of conduct of the college and reporting any disciplinary issues to the committee members.

Sr. No.	Administrative Bodies	Representation of Students in Committees
1.	Internal Quality Assurance Cell	To enhance the quality in all spheres.
2.	Ant-Ragging Committee	Aims at creating awareness regarding ragg harassment by organizing programmes such a lecture, or displaying sign boards.
3.	Students' Grievances Redressal	The representatives can share and expres regarding grievances about the academic and
4.	Cultural Committee	Student representatives play an active role sports as well as cultural events like *Janmas* Teachers' Day, *Guru-Purnima*.
5.	Class Representative Committee	Every department has student representative discuss freely their opinions/ grievances, if an
6.	Library Committee	The committee functions with the support of Ms. Shilpa Mistry along with the students' rep
7.	Hostel Committee	The Hostel Warden and the Hostel Represen maintaining the area eco-friendly. -quality and hygienic, nutritious food is a committee.
8.	Placement Committee	Student volunteers play a big role during committee functions with the co-ordinato representative.
9.	Prize Distribution	Play major role in selecting right student *Siddheshwari* and *Pride of Umiya* Award.

These members of the parliament elect a General Secretary, Cultural Secretary and Head of Hostel Representatives amongst themselves for the representative council. Meetings are held on every Wednesday at 11:45 am. Proper register of attendance is maintained for everyone; the Principal discusses various activities / happenings in the college in coming week, which is noted by them and conveyed to the whole class the next day.

Outcome:

We have observed that students' parliament plays a very active role in learning, leadership, discipline, and commitment and management skills; also in networking with people at personal, social and professional level thus realizing values of our Mission and Vision.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 32

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

2019-20	2018-19	2017-18	2016-17	2015-16
23	38	32	44	23

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

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

Response:

Formed in the year 2005, the Alumni Association (Nostalgia), makes a life-long connection between the college and its alumni.It was registered with C C in the year 2015. Around 2280 students are registered members. Members of the association support students and organize various activities. The association organizes meeting in the first month of each academic year and on all the national festivals like Independence Day and Republic Day.

The Association provides an open platform for the former students, current students, faculty members and administrative team to exchange views on several aspects related to the progress of the college and at times financial participation. Since a sizeable number of students come from lower income background, any financial help is immensely useful in overcoming monetary constraints for pursuing and completing college education.

 Main Objectives of the Association:

- To increase the participation of Alumni in various activities
- To arrange and support placement activities of the students of the college
- To provide educational scholarships to the academically deserving and economically challenged students
- To encourage, guide and motivate the students in extracurricular activities
- To improve students employability

Financial Support

One important aspect is to help each other in becoming independent economically.

Contribution to the college:

- Contributed to strengthen student support programme
- Gifted books to enrich our library & poor students library
- Participated in college festivals like *Janmashtami, Navratri* and National festivals
- Helped in planning and execution of educational as well as entertainment programmes
- Participated in Green Campaign Drive, to uphold the environment preservation initiatives and having eco-friendly activities
- They give suggestions for the improvement and overall progress of college
- Alumni works actively for NSS and NCC based activities to illustrate its social relevance. During special camps they visit as volunteers. For NCC activities, our Alumni Ms. Poonam Zala is appointed as the NCC coordinator. Besides, she is performing her duty as a faculty member in Computer Department. With the help of NCC group HQ, Ahmedabad, she regularly arranges parade at our campus. Because of her efforts many students have reached at National Level
- Monetary/financial help provided by the alumni for the National Level Softball tournament is outstanding and praiseworthy
- Two of our alumni were the guest of honour for the flag hoisting ceremony
- Free career guidance is provided to the students
- Last year online registration was implemented by volunteers of alumni
- They help in training for cultural activities for competitions
- During internal and university examinations they perform duty as class invigilators
- Besides Ms. Poonam Zala other members - Desai Sonal, Joshi Nirmala, Patel Unnati and Patel Mansi are working as visiting faculty member
- Miss Mansi Patel, along with faculty member, also assists as Library Assistant.
- Miss Geeta Patel has taken responsibility of M.Com. unit in our administration office.
- A lecture on women empowerment was carried out by our alumnus Ms. Bhoomi Patel.

Thus, *Nostalgia*, in a way, reflects the positive efforts undertaken by the college for improving the quality of education by engagement of all students, i.e., from past to present.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Our college is governed by KVC Education Trust. Being the apex governing body, it plans policies and carries out development activities by setting values and following a participative decision making process. It is essential to achieve the vision and mission of the college and in building the organizational traditions.

The governing body, the Principal, the IQAC and faculty members play vital role in framing and implementation of its quality policies in teaching, learning, research and extension activities. The formal and informal arrangements in the college to co-ordinate the academic and administrative planning and implementation reflects the efforts of college in achieving its vision. The involvement of the leadership is clear in ensuring the policy statements and action plans for the fulfilment of the stated mission.

The vision and mission of the college:

- *'Padhegi Beti Padhega Desh'*

Empowerment is the key to success and happiness. Nothing else empowers a person as Education and Knowledge do. The Vision of the Institute is to provide this opportunity to each and every student from rural and semi-rural areas.

- To provide complete academic plus residential facilities for students primarily belonging to periphery of Ahmedabad.
- Up-liftment of girls students of rural areas for whom higher education opportunities are not easily accessible and to guide them on the path of becoming responsible citizens of India.
- Management aims at making it one of the leading institutions of the region.
- To provide state-of-the-art teaching facilities for learning beyond standard subjects of Arts and Commerce.
- To provide career oriented guidance through professional courses, lectures and distance education.
- To spread awareness about social, economical, environmental and current issues facing the society and encouraging them for active participation.

Vision and Mission are in tune with the objectives of Higher Education for students and reflected through following programmes and activities

- Organized Health check-up camps at entry level
- Career development of students through Competitive Examination, Distance Education Courses, Virtual Learning Classes and Soft-skills Development Programmes

- Community services through '*Sarvodaya*'
- A well-functioning career placement cell
- Discipline and social service through NCC, NSS and Sports activities and all other activities necessary for Women Empowerment

Steps Taken by the Governing Body:

- The feedback or reviews from all the stake holders are taken and placed before the governing body
- The Academic Calendar, yearly Vision Plan and AQAR are presented before the Governing Body by the IQAC Coordinator
- Besides above three, a meeting is organized and suggestions from all faculty members are considered, welcomed and included in the decision making process
- The Governing Body goes through the yearly Action Plan, AQAR, Feedback and Performance Appraisal
- They take decision on recruitment, training of administrative staff, faculty members and financial allocation
- Action plan for internship and placement is formed

The Vision is fulfilled by involving students in all activities which promotes their growth and overall development.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

- # Decentralization:

The organogram of the institution shows effective decentralization of management. Governing Council has members from the industry. The Director is the representative of Governing Council. Under the guidance of the Director, Principal, HODs, Faculty members and Administrative staff perform their duties.

The institution believes that efficiency comes through decentralization of administration. Therefore, various departments of the college are given autonomy in various respects. Heads of the Departments are given liberty to take important decisions regarding their respective departments. These matters include-

- Framing of Departmental Time-Table
- Conducting Departmental Academic and Cultural Activities such as Extension Lectures, & Short Term Courses.

- Maintaining departmental expenditure: departments are asked to form committees for the smooth conduct of their activities. Similarly, various committees formed are allowed to work on their own. The coordinators are permitted to assign duties to their respective committee members for better results.

- ## Participative Management:

Representation by alumni, present students, faculty members and industry professionals in various committees reflects our participative management approach. Committees like anti-ragging committee, cultural committee, placement committee, hostel committee etc. have students as well as alumni as active members.

Each of these committees has well defined functions. The Academic Council deals with the academic affairs of the college such as framing of the yearly plans of the college academic calendar, time table and timely conduct of the examination etc.

The IQAC plays a guiding and monitoring role side by side managing quality concerns of the institution. It chalks out a workable action plan for the institution and monitors its implementation. It also takes regular feedback from students and other stake holders on curricular aspects and strives for continuous quality improvement in institutional process.

We present a case study reflecting the same:

- ## Case Study:

Since 1998, we offered four subjects (English, Sociology, Hindi and Gujarati) as Principal Subjects in Arts. We could sense the need to expand and to give more choice to the students.

The current students and our ex-students in alumni meet gave suggestions and requested us to start B.A. in Psychology, History and Economics.

This suggestion was put forward by Principal to Academic Council.

The Academic Council of the college in their meeting discussed about the need to introduce new subjects and unanimously passed a decision in its favour. The Academic Council presented the case study to the Governing Body. In their Executive Meeting they discussed about the need of the expansion of Arts discipline with other subjects and subsequently gave us the nod to proceed in the matter.

The college applied to the University for Permission, the Local Inquiry Committee visited the campus and we thus got permission to start on a no-grant basis. The Management agreed to bear the expenses to start these new subjects, i.e., the entire cost for the courses.

- ## **Outcome:**

We have incorporated more subjects so that more students have an opportunity to choose their options from wider range.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college along with its Academic Calendar follows a formal policy to implement perspective plan and its deployment. For this, the Principal, in consultation with IQAC, forms committees who ensure result oriented activities.

Committees	Responsibilities	
Time Table Committee	Ensures smooth functioning of teaching	
Attendance Committee	Monitors on the absentees	
Cultural / Youth Festival Committee	Participation in cultural activities throughout the year.	
UGC and RUSA	For various grants	
GYAN PARAB	Maintains Library work	
SARASWATI SAHAY Scheme	Helps needy students	
UDISHA [Placement Cell]	Organizes various job/ placement fairs	
SANNIDHI [College Magazine]	Publication of creative and research articles	
URMI[CWDC]	Organizes various women centric activities	
NOSTALGIA[Alumni Association]	Plans and Participates in college activities	
Parents Association	Continuous connection with parents about their wards progression	
IQAC	NAAC related planning and execution	
Examination Committee[Internal and University]	Transparent and grievance free examinations as per the guide lines	
NIRF and AISHE , INDIA TODAY, our look	Looks at outstanding in the field of education	
Prepare, design and execute the work	Various brochures for college are designed and printed	
RED RIBBON CLUB	Creates awareness for the risk of HIV and reduces the stigma	

STUDENTS HEALTH CKECK UP	Undergoes Thalassemia Test
NSS	Promotes social service, including Annual Camp
FEEDBACK	A Basis for improvement by giving constructive Criticism
Internal Complaint	Focuses on complaints & grievances related to sexual harassment
RESEARCH GUIDANCE CELL	Encourages and promotes healthy research activities
Student Support Programme	Mentoring and promotion educational activities
NCC and CIVIL DEFENCE	Creates physically fit and mentally robust managers
Faculty Exchange	Presents unique opportunity for interaction between different institu
MoU with National Institute	Advocates and registers various MoUs undertaken by the c participates in various activities
Internship for Students	Plans and executes various internship programmes
Faculty Development Programme	For up-gradation of the Academic and Administrative Staff
DARPAN , ABHIVYAKTI, NEW IDEAS	This 'speaking' wall displays regular updates about Indian cultu General Knowledge
Discipline Committee	Ensures safety and security around campus
PG Coordination Committee	Student friendly , hassle academic environment is ensured
Students Orientation Committee	Imparts need based orientation
Psychological Counseling	Every Friday Psychologist undertakes counseling for whoever needs a record is maintained for future reference or further recommenda treatment
ADD ON Courses	Accentuates learning capabilities
Students' Parliament	Executes various activities in a democratic way
Canteen Committee	Provides hygienic & nutritious brunch
Sports	Organizes & executes meets & Tournaments and to make our own identity
Separate Fund Raising Committee	Raises funds if need arise
MEDIA Team/ PR Teams	Manages Audio, Video documentation and to maintain website
Code of Conduct Committee	Ensures code of conduction with a core value of human dignity
Unfair means Committee	Monitors any unfair means [if need be]
College Development Committee	Implements new ideas for the welfare of college
IPR Cell	Monitors queries related to IPR with reference to Resear Publication activities

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

As per the government rule, the principal is the head of the Institute. Organizational hierarchy is maintained albeit keeping in mind a democratic, participative and decentralized environment.

Parent Institute:

The General body of the parent college is the apex governing body, which approves and monitors policies and plans.

Local Managing Committee:

This committee prepares the budget and financial statements and recommends to the Management to fulfill gaps in the teaching and other posts. It discusses the academic progress and advancement and recommends to the Management for the up-gradation. It provides support to the Principal on academic and other activities.

College Administrative Committee:

The Principal looks after smooth functioning of academic and administrative activities. The college Administration Office looks into the matters related to admissions, eligibility and examination; it also maintains records and interacts with all stakeholders, University and Government offices.

Service Rules, Procedures and Recruitment:

The college follows Govt. of Gujarat Rules and Regulations, U.G.C. and Gujarat University for Service Rules, Recruitments and Procedures.

The Promotional Policy of the College:

The college follows the Performance Based Appraisal System of the U.G.C. for the promotion of faculty members. At the college level, the IQAC committee helps them for obtaining the promotions under Career Advancement scheme. The recommendations of the committee are accepted and sent to the Government. For admin staff, the Promotion Policy of Govt. of Gujarat is being followed too.

Grievance Redressal Mechanism:

The college has formed a Grievance Redressal Cell meant for the students and in order to address and resolve their grievances and complaints We also have C.W.D.C., Anti-ragging cell which address their psychological and other problems/issues. We have kept *'Sakhi Box'* in which they can drop an application if they require support from the Police.

Planning/ Purchase Committee:

Separate committee comprising of faculty members and administrative staff are involved in planning, implementation and purchase for various infrastructure needs.

IQAC:

We constitute members as per norms prescribed by NAAC. The IQAC ensures systematic documentation of all activities and collect and analyse feedback from stakeholders and ensures the sustenance and enhancement of quality and excellence. The IQAC organizes quality enhancement programs for faculty members and the students' development. Decentralization of power is reflected in various committees.

Research Committee:

Research Committee guides and promotes research projects and publications. It also provides necessary infrastructure.

Office Administration:

The Management is positive-minded and proactive. The Management voluntarily provides financial help and other resources as and when required beyond what is stipulated by the University and the Government.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1. Administration
    2. Finance and Accounts
    3. Student Admission and Support
    4. Examination

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The institute has various welfare measures for the physical and mental well-being of its staff. The college

understands the value of being appreciated and cohesive relationship between employees for a better functionality. In order to build and strengthen the relationship and unity among the staff, the college undertakes certain steps which are mentioned below:

• **Staff Tour:**

Every year a one day tour is organized for both the teaching and admin staff.

• **Staff Retreat:**

Staff Retreat is conducted for both teaching and admin staff at the beginning and closing of each academic year for a positive atmosphere.

• **Felicitate of Staff:**

Teachers acquiring higher academic qualifications are honoured by the Management as well as by the Principal. Staff members are also honoured with a set of silver plate and glasses at the time of retirement.

• **Welfare Measures:**

- Advance salary by the college to the regular faculty members till they start getting their salary from the Government.
- Financial Aid [interest free] to all employees by the Management as and when needed, especially when buying their first home and for their children's education, e.g., Nakulbhai.
- GPF withdrawal facility through Accounts with prior permission from the Principal.
- Tuition fee waiver, book bank support for the wards of supporting staff.
- Festival advance for members of supporting staff payable in easy installments.
- The class IV employees are given free uniforms.
- Sweeper and watchmen are provided tea 3 times a day and breakfast, lunch and dinner around the year.
- Free computer literacy and training for support staff, administrative staff and teaching staff.
- Financial support in case of major illness.
- Admission to the wards of staff and faculty.
- Lunch as well as dinner is provided to staff and faculty in case if they have to put in extra time to compete their work.
- Rs. 8,000 monitoral help was provided to late shri Rajnibhai Patel's family until clearance of his pension and graduity.

• **Duty Leave:**

- The college encourages faculty members to sharpen their academic acumen by granting them duty leave to attend various training programmes, Orientation & Refresher Courses, Workshops and Seminars subject to the existing Government Rules, and employee's substitute faculty.

- The college offers conducive atmosphere for the faculty members to attend National and International Conferences.
- The staff can avail casual leave, medical leave, maternity and paternity leave as per Government norms.

- ## Facilities:

- Free internet connection access to faculty members and admin staff.
- Separate car parking facility for staff members.
- Free photocopy facilities for academic purpose.

- The staff is also well versed to various Government schemes and privileges like gratuity, pension, provident fund, GIS, GPAIS etc.
- College sports room and Yoga facilities are available for recreation.
- Free eye checkup and free 'Mammography' test for ladies staff at campus.
- Free psychological counseling for better mental health and stress management.

- LTC reimbursement.
- Canteen facility.
- Security cabin and Uniform for security personnel.

File Description	Document
Upload 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: 138.54

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**

2019-20	2018-19	2017-18	2016-17	2015-16
33	33	17	27	29

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	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: 3.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
10	2	1	2	2

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 27.17

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	2	3	10	1

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The college has an effective performance appraisal system for both teaching and admin staff. For assessing performance related to teaching, the evaluation indicators are - academic excellence gained by the students & learning outcomes of the students. For admin staff, the indicators are - efficiency, economy and time bound completion of tasks.

Performance Appraisal System for Teaching Staff:

The Institution has a three-tier mechanism for the performance appraisal of faculty members.

- **Faculty Members' Self-Appraisal:**

- It is a well-structured, mandatory process for every one of them to fill the Self-Appraisal Form.
- It throws light on the activities pertinent to the dissemination of knowledge apart from the teaching –learning process.
- It also evaluates the involvement of the teacher in the extra-curricular and co-curricular activities.
- Participation in seminars and conferences, presentations of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed.
- The self-furnished appraisal form is reviewed by HOD & Principal and then transferred to the IQAC.
- This introspective mechanism equips the faculty member to chalk out plans to strengthen the areas which need further improvement.
- Every year faculty up-gradation profile is filled by faculty members.
- They are encouraged to upgrade their CV.
- Principal also fills Self-Appraisal Form, which has five descriptive questions, wherein, Reporting and Reviewing Authorities give grade in fifteen activity areas.
- Annual Academic Audit also helps to evaluate faculty members' performance.

- # **Faculty Members' Evaluation by Students:**

- Students get an opportunity to evaluate the performance of their teachers through online questionnaire
- The IQAC and the principal analyze the [analysis] report.

- The analysis report is shown & discussed with the respective faculty member and the Principal gives suggestions for improvement and takes corrective measures.

• Faculty members' Evaluation by Authorities:

- The HOD and the Principal continuously monitor and evaluate the daily work of faculty members regularly.
- On the basis of the analysis of the results of university examinations, the Principal tries to judge the performance of faculty members and discusses the matter with concerned faculty member personally and thus guides them for improvement in his /her performance.

• Self-Appraisal for Admin Staff:

- Use of innovative teaching methods
- Accomplishment of planned work
- Quality of output
- Feedback
- Up-gradation and achieving higher qualifications
- Participation in curricular and extracurricular activities
- Sense of responsibility
- Admin staff Evaluation by Authorities

• Parameters of performance appraisal for Staff:

- Accomplishment of work
- Quality of output
- Attitude towards work
- Sense of responsibility
- Knowledge of Rules / Laws / Procedure
- IT skills and computer usage
- Ability and willingness to work in a team - Team spirit
- Communication Skills
- Communication with students
- Conduct and behaviour

The performance is also assessed by the Principal continuously by evaluating the daily work.

The Principal, based on all analysis, gives suggestions for improvement to admin staff, if required.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Being a grant-in-aid college we receive funds from sources like UGC and also from the Management, Alumni and grants and scholarship from State Government.

The college has a transparent and well-planned financial management system and the Principal and the Purchase Committee supervise and ensure that all financial transactions are done after due care and as per as rules.

The internal and external financial audits of grants and funds sanctioned by the Government/ UGC and funds received from other sources are conducted separately.

Internal Financial Audit:

- An internal approval system for all expenses is in place.
- Accordingly, every expense voucher is recommended by the head of the department or the chairperson of the committee and approved by the Principal.
- All vouchers are audited by an Internal Auditor on a routine basis.

The accounts of the college are audited by chartered accountant regularly as per the Government rules. The auditor ensures that all payments are duly authorized. The auditor conducts statutory audit at the end of the financial year. After the audit, the report is sent to the Management for review.

The audit involves:

1. Stock Registers
2. Retention of cash balance
3. Recovery of pay and allowances

External Financial Audit:

- Grants received from UGC are regularly audited by registered auditors and the utilization certificate and statement of expenditures as per prescribed formats are submitted to the respective bodies in due time.
- The grants received by the State Govt. are audited by the office of the Principal Accountant General, Government of Gujarat. They conduct detailed audit of all accounts periodically. Any objections and observations and our compliance to the same are filed properly.
- Books of accounts are prepared as per statutory requirement and audited annually by an external qualified chartered accountant.

The audited reports are published so that all stakeholders can scrutinize the receipts and expenditure thereby ensuring transparency and accountability. The annual statements of accounts are prepared and audited and such statements are placed before the committee.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

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

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

Response:

The college monitors effective use of funds received from various sources such as grants and aids from agencies and donations.

The college has been receiving grants from funds like:

- U.G.C
- State Govt. Fund
- Charitable Trust Fund
- Private Fund
- Knowledge Consortium of Gujarat

- **Policy:**

- To collect funds from Managing Trustees for college development.
- To mobilize the UGC and State Govt. funds.
- An initiative by Govt. of Gujarat for Cultural Activities- *SAPTDHARA*
- For placement an initiative by Gujarat Government - UDISHA received Rs. 5, 000/- every year.
- Rs. 2,00,000/- from K.C.G. for finishing school in 2018-19, 2019-20 and 2020-21
- To collect the funds from alumni for alumni functions and for development
- To utilize Funds optimally for ICT infrastructure
- Special Funds for Student Oriented Activities
- Tuition fees for Vocational Courses and other funds like ICA for students' welfare activities

- **Procedure:**

Optimal utilization of resources

Funds and Utilization

State Government Funding:

Purpose: For the purpose/policy of salary of permanent faculty members

YEAR	SOURCE OF FUNDS (RS.)	UTILISATION OF FUN
2015-16	2,10,36,708/-	2,10,36,708/-
2016-17	1,89,98,211/-	1,89,98,211/-
2017-18	2,80,63,469/-	2,80,63,469/-
2018-19 (Up to Nov-18)	2,41,24,063/-	2,41,24,063/-
2019-20	2,59,32,553/-	2,59,32,553/-

- **SAPTDHARA (K.C.G. GRANT, an Initiative by Govt. of Gujarat)**

Purpose: for college Culture Activities Fund provided by the K.C.G. by the Govt. of Gujarat

YEAR	SOURCE OF FUNDS (RS.)	UTILISATION OF FUNDS (RS
2015-16	60,000	60,000
2016-17	60,000	60,000
2017-18	40,000	40,000
2018-19	40,000	40,000
2019-20	40,000	40,000

- **UDISHA (Universal Development Integrated Skill Through Higher Educational Agencies)**

Purpose: For the Initiative of placement/ internship activity of the institute provided by the KCG, by the Govt. of Gujarat

YEAR	SOURCE OF FUNDS (RS.)	UTILISATION OF FUNDS (RS
2015-16	5,000	5,000
2016-17	5,000	5,000
2017-18	5,000	5,000
2018-19	5,000	5,000
2019-20	5,000	5,000

- **Vocational Course (B.COM. – English Medium)**

Purpose: No grant course fees for B.com. Semester- 1 to 6

YEAR	SOURCE OF FUNDS (RS.)	UTILISATION OF FUN
2015-16	3,33,455	14,99,938
2016-17	4,91,260	18,46,760
2017-18	5,34,120	13,58,355
2018-19	11,86,880	17,43,837

2019-20	17,28,860	20,58,493	

- **Course (M.Com.)**

Purpose: No grant course fees for M.Com. Semester- 1 to 4

YEAR	SOURCE OF FUNDS (RS.)	UTILISATION OF FUN
2015-16	8,54,990	8,36,997
2016-17	9,90,140	9,97,077
2017-18	23,35,267	23,11,740
2018-19	18,63,814	17,98,996
2019-20	16,59,076	18,09,711

- **C.S. (Company Secretary)**

Purpose: Professional course for B.Com. Students

YEAR	SOURSE OF FUNDS (RS.)	UTILISATION OF FUN
2016-17 (Foundation)	2,50,000	1,66,325
2017-18 (Foundation)	2,70,000	1,69,480
2017-18(Executive)	1,80,000	2,07,260
2018-19	1,10,000	1,62,500
2019-20	1,95,000	1,82,990

- **ICA (Institute of Computer Accounting) – Practical Computer**

Purpose: Student Welfare Activity

YEAR	SOURSE OF FUNDS (RS.)	UTILISATION OF FUNDS (R
2015-16	10,08,839	10,08,839
2016-17	7,99,311	7,95,384
2017-18	8,83,390	8,83,390
2018-19	11,27,370	10,25,783
2019-20	10,38,368	10,38,368

- **Finishing School:**

YEAR	SOURSE OF FUNDS (RS.)	UTIL
2018-19	2,00,000	1,11,0
2019-20	7,27,100	85.39

-

- **BAOU -** From 2015-16 to 2019-20, the funds under B.A.O.U. has raised and fully utilized which is attached herewith.

- **Other Funds detail:**

Gujarat Govt. *maintenance* Grant of Rs. 14,57,268/- (Total Grant) For the year 2013-14, 2014-15, 2015-16 Received in the year 2016-17.

File Description	Document
Paste link for additional information	View Document

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:

The IQAC transforms the academic environment into a learner-centric one. For this the IQAC has institutionalized several practices and has been enhancing in academic and extension activities. It provides guidelines for the new comers and aims towards ensuring overall growth of the college by focusing on academic matters.

The two best practices institutionalized as a result of IQAC initiatives are:-

[A] Collaborative Learning:- By implementing the process of collaborative learning, the college

imparts quality education to the students such as.

* Foundation course in each subject
* Basic Grammar Course to BA/B.Com Sem-1 students
* Bridge Courses and Enrichment Courses
* Add-on and Certificate Courses.

The Orientation/Induction programmer is an IQAC initiative which began in 2017 for Semester-1 students.This program consists of interactive sessions.

* To introduce relevant skills and methods for learning.
* To assess the learning levels.
* To introduce the effective learning techniques.
* To bridge the gap between +2 and degree programs.
* To explain program Outcomes and Course Outcomes to them.
* To provide job oriented training
* To maximize training

More than one extra course is offered by our college and most courses are offered for one to six months duration . So, students during their three years, they complete two or three such courses, thereby substantially increase their chances of getting into a successful career. For ex.

GST and Tally

GST-D007   **Tally- D070003**

Name of Course	Course code	Year	No. of student
		2016-17	209
GST	D007	2018-19	175
		2019-20	48
Tally	D070003	2015-16	25
		2018-19	295
		2019-20	163

Placement : 2019-20

Sr. No.	Company	Students who faced interview	Round1	Round2	Students Shortlisted	Selected
1	Job Station	79	79	75	75	-
2	Be-Free	46	46	7	-	-
3	Jio-Digital-Life	30	30	20	02	-
4	Reliable-Finst	60	60	55	-	-
5	Arham Careers	53	53	35	-	-
6	IKamare H.R.India	57	57	20	20	-
7	LIC	12	12	-	04	04
8	T.C.S.	40	40	35	09	09
9	Equitas Bank Ltd.	11	11	06	04	04
10	HBD Financial Service	25	25	24	23	23
11	India Info Line Ltd.	16	16	10	07	07
12	SBI	10	10	06	04	04

[B] NATIONAL SEMINAR:- The IQAC plays a vital role by setting new standards of competencies. It organized a national seminar on *In Pursuit of Excellence: The NAAC View* on 31ST August, 2019 to bring deeper insight into a reaccreditation process. It also gave a clear idea of expected competencies from the college who are in the process of 2nd and 3rd cycle and overall better higher education system of India.

The themes included are:

- Quality improvement in higher education.
- Initiatives towards curriculum planning and its execution.

106 participants were present in the National seminar. The speakers include:

- Dr. shirish chindhade-Top Ten Priorities of NAAC
- Dr. Anjali Patwardhan Kulkarni – Assessment of Excellent: The NAAC with Special Reference to Criterion-2

- Dr. Sabastian Vadakan- Moodle and A paradigmatic Enhancement in the System of Teaching, Learning & Evaluation.

This seminar has thrown light on critical issues of quality education.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

IQAC reviews the teaching-learning process and methods of operation regularly. Through students' feedback and departmental meetings it verifies the learning outcomes. IQAC found that the teaching method must be made more interactive and visual.

Initiatives towards teaching-learning reforms and methods implemented by the IQAC include:

- Assessing students by conducting internal tests and continuous evaluation.
- Holding extra classes for timely completion of syllabus, aided by doubt clearing sessions.
- Automation and digitalization of library.
- Arranging field visits.
- Provision of Wi-Fi facility.
- Extra practical sessions for computer learning.
- To prepare a chart for Student Support Programme.
- Provision of Smart Classrooms and promoting usages of ICT tools in teaching learning process.
- Preparation of academic calendar at the beginning of each semester.
- Job Fairs by Placement Cell.
- E-resources for students for online teaching.
- Monitoring and evaluation of attendance.
- Arrangement of parents' meeting and alumni meeting.
- Establishment of research cell to encourage research activities.
- FDPs are planned on regular basis to upgrade faculty members with latest trends in education.
- Add-on courses and Short Term Courses.
- Social survey for CSR.
- Evaluation of all feedback.
- Organizing guest and experts lectures.
- The Governing Council consists of the Principal and all department heads, which plans, monitors and reviews teaching learning and other activities of the college.
- Organization of academic programs including seminars, workshops, placement, book exhibitions,

inter college level quiz competitions periodically.

- Continuous evaluation to decrease drop-out ratio and to improve the results, through constant efforts.
- 'Meet the Author' Programme.

All initiatives undertaken are very successful.

Two examples of institutional reviews and implementation of teaching & learning reforms undertaken by IQAC are as follows:

- # STUDENTS' SUPPORT PROGRAMME

OBJECTIVES

- Identifying slow learners and helping them improve their learning skills.

- Identifying the weaknesses of the students and bring out their strengths.

- Strengthening their skills and encouraging them, motivating them for active participation.

Under SSP, talented and volunteering students take classes outside of regular college hours for their fellow students requiring guidance and help them in completing assignments and overcome difficulties in various subjects.

College provides facilities and infrastructure such as space, rooms and library to make this happen.

ACHIEVEMENTS

Number of students achieving more than 60% and above has gone up.

Overall result improved up to 90%.

Concept of group study got encouragement; especially important as substantial number of students stay in on-campus hostel.

- # LAPTOP LIBRARY

OBJECTIVES

- To extend electronic learning facility to students

- To promote online learning

- For completion of assignments/project work

- To provide support to more students who do not have such facilities at home.

ACHIEVEMENTS

Students were able to complete their assignments and project-work in time and submit their work online.

They are able to come more prepared with their subjects.

Having been issued a laptop they are able to prepare CV, search for opportunities related to work and placements online and access internet conveniently.

File Description	Document
Upload any additional information	[View Document]

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document]
Upload details of Quality assurance initiatives of the institution	[View Document]
Upload any additional information	[View Document]
Paste web link of Annual reports of Institution	[View Document]

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Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Ours is a Girls' college, so actions, activities, initiatives and plans keep in mind gender equity. We take utmost care regarding safety and security of the girl students. Following practices are followed:

(a) Safety and security

1. Short Term Course on 'Gender Awareness and Counseling', Social Reformers of 20th Century, *Bharatiya Mahilao - Viplav thi Vartman Sudhi*, Change Your Image and Change Your Life are organized for raising awareness and change attitudes that increase inequalities between women and men.

2. Counseling of students is organized by the Collegiate Women Development Cell (CWDC). Psychologist Dr. Preetiben Tiwari visits our college regularly for counseling.

3. College organizes workshops and seminars to enlighten the girls about their legal rights pertaining to domestic violence, property act and their rights to justice.

4. International Women's Day is celebrated every year.

5. College celebrates Gender Equality Day on 26th August every year by hosting various events.

6. We celebrate Youth Day every year to propagate the philosophy and the ideals of

Swami Vivekananda.

7. To improve their overall personality, faculty members inspire and motivate the students to participate in various activities.

8. Lectures are held and pamphlets about 3 R's (Recognize, Resist and Report) regarding sexual abuse at home, public place and work place distributed.

9. Our college is associated with Civil Defense Department which falls under Home

Department [Government of Gujarat]. **During festivals like** *Navratri, Rath Yatra*, our

students assist the local police to maintain law and order. Interested students are given

training by the Civil Defense Department. Even during Lock-Down our students actively

assisted the police to maintain discipline, law and order.

10. The institute has NOC for fire protection of building.

(b) Counseling

1. Medical check-ups related to gynaec are carried out by arranging visits of eminent doctors; fitness issues are addressed by experts who give advice and guidance for their health improvement.

2. We have initiated mentor-mentee programme whereby faculty members attempt to solve their hurdles, academic and personal issues.

3. Students have started a small unit of producing Sanitary Pads. Our campus being wholly girls' college, there is continuous demand also. The responsibility of purchasing raw materials, production and marketing is done completely by them. 80 to 100 pads are produced daily.

4. Our college's tie-up with *Saksham Adani Skill Development* under their CSR is note-worthy, which helps our students to be self-reliant. Students are enrolled for courses like Beauty and Wellness, Nursing, GST and Tally having duration of 3 to 6 months.

5. Ours is the First Women Platoon of Civil Defense in Gujarat. Students of Civil Defense are trained to cope with natural calamities and disasters and their mitigation. They play active role during civil emergencies and law and order situations.

6. Short-term courses regarding Beauty Care, Chocolate Making, Beauty and Hair Treatment and Hair Cutting were organized in which 388 students enrolled and earned.

(c) Common Room

There is a ladies' Rest Room which is well ventilated in which Pad vending machine has been installed for Girls.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**

4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

In the smooth functioning of the institution, management of waste is an essential process. Controlling the generation of waste and the proper disposal and recycling of the waste material is of paramount concern of the college. The college management along with various clubs like NSS, Eco-club and Nature Club accomplish the mission of reducing the waste generation. Waste is separated to solid, liquid and e-waste and they are effectively disposed by the college to keep the campus clean and healthy.

Different ways adopted by the institute to manage these wastes includes:

Solid Waste:

Initiative for paperless office through office automation, consistent efforts to reduce the plastic carry bags helps to reduce various forms of solid waste in the campus.

- An accounting software Tally is also installed in the administrative office systems which systematically avoids piling of paper in the office.
- To maintain campus as a plastic-free zone, the college introduced Green Campaign Drive. We discourage the use of plastic and flex boards in various programs.
- The Eco-club student members guide sweepers to collect the plastic and non-plastic waste and separate them by placing in different coloured waste bins with separate labels at various locations in the campus.
- As part of the GO GREEN, the college insists the students to bring their lunch in lunch boxes so that the piling of waste paper and plastic can be controlled.
- In order to reduce the generation of paper waste, the departments promote the submission of assignments online.
- Wastes like plastic and paper are also sold to the scrap dealers.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.

(A) One of our support staff collects the empty ball pens every-day after classes get over and sells it to the scrap dealer and with that money he pays the fees of a needy student.

Liquid Waste:

- Effluents from toilet, wash basin are the only major liquid waste in the campus as there are no laboratories or use of chemicals.
- The water used for washing hands by students and staff is diverted towards trees and plants.
- The waste water released from the RO plant is used for toilets.
- We regularly monitor the consumption of water used for various purposes.

E-waste:

- The refuse of electronic goods such as printers, toners and wires are sold to the scrap dealers who collect and dispose end-of-life electric and electronic equipment in a responsible manner.

Bio Medical Waste Management:

- As ours is Arts and Commerce college, no medical waste is generated and hence no Bio-medical disposal system is required.

Bio-gas:

- Bio-gas plant is installed at our hostel. The gas generated from the plant is used in the kitchen of the hostel thereby turning the waste into compost manure.

Energy Audit:

- We conduct an energy audit every year to monitor and minimize the wastages.

File Description	Document
Any other relevant information	[View Document]()
Link for Geotagged photographs of the facilities	[View Document]()

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: A. Any 4 or all of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Our college aims to provide higher education to girls from rural and semirural areas and students from eighteen districts study at our institute. The institute emphasizes on value based education and promotes tolerance and harmony. The best practices promote diversity and inclusive environment in the class room.

1. Cultural:

Culture develops students' identity, which is linked to self-esteem; they feel they represent the community they grew up with.

Our key aim is to give priority to the experience of students also and not only to ensure their graduation but to have an engaged and active student base.

Lectures are organized on the ways to choose the life partner. Every student gets the knowledge of choosing the right partners like respect for one another, trustworthiness, identifying potential partners having similar goals and spending quality time.

Our CWDC Cell distributes books on *'Nari Shikshan and Aavashyak Shikshan'* published by Geeta press to the students of last semester and conduct an examination based on this; which imparts knowledge of the role of women in family and community.

Commemorative days like Women's Day, Yoga Day and AIDS Day are celebrated / observed which strengthens the awareness about the significant global issues and reach out to their communities.

Youth Day is celebrated every year to rise to the values, moral principles and beliefs that are essential for nation building.

An event of essay-writing on Gandhiji's life and principles is conducted every year. Students come to know about one of the greatest leaders who followed the path of truth and ahimsa. Our college is an examination centre for *Gandhi Vichar* [Gandhian Thoughts] affiliated to Gujarat Vidhyapeeth which was established By Mahatma Gandhi.

2. Regional:

To promote harmony towards each other many regional festivals are celebrated like *Janmashtami and Navratri*. This establishes positive interaction among the people. On the notice board namely *'Darpan'* and *Abhivyakti*, irrespective of race or religion, information on festivals, dances, foods and clothing are displayed.

Mother Tongue Day is celebrated to promote awareness of linguistic and cultural diversity. College has code of ethics for students and teachers and other employees, which have to be followed by each of them irrespective of their cultural, regional and linguistic belongings and faiths.

Grievance Redressal Cells deals with the grievances without considering anyone's racial or cultural back ground.

3. Linguistic:

The main focus of the study of linguistics in our college is for the advancement of interaction. We teach four languages viz. Hindi, Gujarati, English and Sanskrit.

This year we conducted a competition in *Geeta's Shloka* recitation. It was found that the students of commerce stood first which is very surprising.

4. Socio-Economic:

We conduct various vocational courses to make students self-sufficient and improve their socio-economic conditions and employability. "Earn While You Learn", is encouraged in our college. Students who are employed and are working are permitted to attend only 2 lectures instead of 3 daily.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The most powerful agent molding the character and determine one's success & failure is Education, which itself is centered on the development of the moral aspect of humans. Values are essential for the person as a whole, considering that the individual is comprised of physical, intellectual, emotional and spiritual dimensions.

Development of values through Education:

To make the value aspect of our education programmes more prominent, the

following aspects have been incorporated in the educational programmes:

- **Know about your administrative system programme wherein we educate students about administration set-up of Government.**

- **Imparting selflessness, co-operative spirit and spirit of sharing**

- **Imparting clear direction on cleanliness, punctuality, use of proper language, and courtesy, proper manners and showing respect for elders.**

- **Knowing of surroundings – visiting slums, villages and old people's home.**

- **Becoming aware of the needs of the others.**

- **Promoting civic sense awareness of oneself as a member of a community and following civic duties.**

- **Awareness of one's strength and weakness and also of others.**

- **Sense of love for others.**

- **Seeking to realize one's potential and talent, disciplined learning, sports activities and cultivating a scientific temper.**

- **Inculcate independent thinking and not blindly following others.**

- **Knowledge of the constitution, rights and duties through foundation course.**

- **Promotion of human dignity and justice, patriotism and national integrity.**

- **Protection and preservation of environment and cultural heritage.**

- **Promotion of equality and justice for all.**

- **Prayers of various religions and celebration of religious festivals.**

- **Motivating them to take pledge on –**

- ***'Prati-din Ek Seva Karya Karo'***

- **To plant a tree on every birthday and care of it**

- **Save every drop of water**

- **Follow traffic rules and safety rules diligently**

Imbibing values through co-curricular activities:

Values through co-curricular activities can be an agent in imbibing values. Various co-curricular activities are:

1. **Physical activities that help the normal development & physical and muscular growth of the body along with some activities like sports, NCC, NSS and yogic exercises.**

2. **Experiences like student parliament, organizations of clubs like Red Ribbon Club, Nature Club provide for responsible behavior.**

3. **Through sports, students develop integrity, uprightness, impartiality, honesty, teamwork and also fair play.**

4. **Activities like debates and discussion supplement class works and widen understanding. Literary activities like poetry writing and recitations enhance the knowledge of various aspects and language skills.**

5. **Introduction of leisure time activities or hobbies like Photography, Clay Modeling and *Rangoli* help the students to enhance creativity.**

6. **Students get a number of opportunities to frame and follow certain rules and regulations concerning activities. Thus they develop self-discipline and a sense of responsibility.**

7. **Sense of one-ness is created through celebration of birthdays of great personalities belonging to different countries and religions. Celebration of days like International Women's Day can help considerably to promote oneness of humanity and cultivate the ideas and feelings of broad understanding in the students.**

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

With great intensity and passionate feelings the college celebrates/observes nearly 55 various Days. We pay tribute to all the national heroes on their birth and death anniversaries. The event is followed either by lecture, rally or various competitions.

Although, we celebrate all Days with full zeal and enthusiasm, some celebrations are done in special ways:

1. Independence and Republic Day:

We celebrate these Days very differently - since last 7 years we invite our most deserving and best performer student to conduct flag hoisting. This is one of the best ways to reward them. It sets an example to other students and encourages them to acquire the best position.

2. *Janmashtami:*

This festival is generally associated with boys doing *'Matki fod / Dahi Handi'*. However, in our college our students, though they are girls, carry out *'Matki fod'* with equal enthusiasm which shows that girls are no less than boys in any activity.

3. National Youth Day:

In commemoration of Swami Vivekananda's birthday, several activities are held such as –

- Girl students come dressed in the same attire as Swami Vivekananda.

- On our central public address system we play complete original speech by *Swamiji* at the world famous 'All Religion Chicago Meet'.

- Experts from Swami Vivekananda Kendra (Kanyakumari) with whom we are associated since last 15 years, come to our college to hold talks on Swamiji's life and conduct quiz.

- We display the books and writings on Swamiji's life in common assembly area.

4. *Khadi for Gandhigiri*:

- During the weeklong celebrations around 2nd October, students take a pledge to purchase *khadi* and other handmade items to mark the great self-reliance movement.

- To facilitate this, organizations such as KVIC and *Khadi Gram Udyog Samiti* set up stalls in our college itself.

- Faculty members have demonstrated how to make K*hadi* from the *charkha* wheel, called as *Rantio* in Gujarati language, to the students.

- Lectures are organized on *Gandhiji*.

- We have an Add-on course on "Gandhian Thoughts". Visit to Gandhi Ashram is organized.

5. *Navratri* celebrations:

Our college is a mirror of festivities that are carried out in the city and other parts of the state during the nine-days-long festival. Students dress-up in ethnic styles, both as girls and boys as per local tradition. Prizes are given to them for encouragement.

6. AIDS Awareness Day:

Every year, AIDS Awareness Programme is organized in which lectures, short speeches by students, rally and slogan writing are held. Red Ribbons are tagged to spread general awareness.

7. International Women's Day:

Under CWDC, to highlight women empowerment, International Women's Day is celebrated annually. Expert lectures, speech of students and competitions are organized.

8. *Vishva Matrubhasha Divas*:

To popularize mother tongue among students, various competitions are held to spread awareness about mother tongue.

Besides, World Environment Day, International Yoga Day, National Voter's Day, *Holi* Festival, *Vasant Panchami*, Teachers' Day and birth day celebrations of renowned personalities are celebrated.

Having hostel in the campus itself adds colour to all celebrations.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE-1

Title: Reduction of Dropout Ratio

- **Objectives –**

- Reduce, if not totally eliminate, number of drop outs
- Improve the achievement level of students who are at a greater risk of dropping out
- Retrieve students who have dropped out of college
- Improve the capability of college to establish, implement, monitor, evaluate and continuously improve the presence of students
- Offer a dynamic, interactive education environment that encourages students to pursue studies
- Motivate them to complete education in time
- Encourage them to complete formal studies
- Ensure that no new-comers in hostel leave their studies midway
- Find out reasons for dropping out

- **Context –**

- **Social & Financial Difficulties:** Most of the students belong to the middle class. Ranging from financial problems to expectation of domestic help from their daughters, the parents, as they are daily wage earners, are unwilling to send their daughters for higher education.
- **Health & Psychological Issues:** Many students are unable to face the combined pressure of above situations and undergo issues such as anxiety and depression; parents have neither the time nor resources to look after them and dropping out becomes the inevitable option.
- **Attendance:** irregular attendance forces them to drop out. Reasons for irregular attendance are many, including the above. At times, motivation from family is missing; sometime peer influence dominates.
- **Academic Failure:** We have excellent redressal system for students who are inherently weaker in studies but in spite of that coping up in college on a daily basis can become a challenge.

- **The Practice –**

1. We observed drop out from semester-I to semester – II was 20%. In order to curb this, a committee was formed so as to suggest remedies.
2. The institution aims that no students should give up studies midway either due to economic problem or as a reason of getting married or other social problems.
3. After issuing NOC to any student, we ensure that she takes admission in another college and continues her studies.

[A] Know Your Students [KYS] –

- For first year students, it is a platform for discussions of syllabus and informal academic introductions.
- We can understand their interests, over-all orientation, socio-economical background, aims & ambitions in life.
- Strong bonding with faculty members encourages students to share their personal, educational, family and financial problems.
- They become confident to face challenges and take part in all activities.

[B] Students Support Programme-

- It was started in 2010, in which the efficient learners teach slow learners.
- By mingling with slow learners, rankers help them in academics and in coping with studies.

- Class Representatives find out regular and habitual absentees, contact them and meet them at their homes, find out the reasons and help them to overcome it.
- The Principal personally interacts via Students' Parliament through weekly meetings in which the students freely talk about the class issues.
- Students share their problems with their representatives who help them. If required, concerned higher authorities are informed.

[C] Strong bonding of the faculty members -

- Due to irregular attendance, faculty members can easily search continuous and habitual absentees.
- Through telephonic talk they find out reasons for absence.
- Sometimes faculty members and active students visit such students' home and discuss with their parents for arriving at a solution.
- By discussing problems with their parents, they help bring solutions and encourage their parents to make their ward regular in attendance.

- If it is a financial problem, the college solves it by waiving their fees or managing it from the Students' Welfare Fund.
- The management and the faculty members also pay the fees of sincere, bright and needy students.

[D] Parents' Meeting –

- We organize Parents – Teachers' Meeting to discuss their wards' progress and provide suggestions for improvement. We convince the parents about the importance of higher education and graduation.

- **Evidence of Success -**

Though the task convincing parents given all their excuses was very tough, given our consistent efforts, in a majority of case we were able to convince parents so that now the drop out ratio has reduced considerably. These efforts have been appreciated by Education Minister, Hon'ble Vice Chancellor of Gujarat University and College Management on different occasions. Due to the efforts of the faculty members and students, many dropped-out students have started their studies once again.

A higher incidence of drop-out was observed in First Year Arts students. The drop-out ratio has decreased from 19.23% to 7.18% which is very remarkable.

In semester I (B.A):

Year 2015-16	19.23%
Year 2016-17	11.82%
Year 2017-18	9.04%
Year 2018-19	11.24%
Year 2019-20	7.18%

The overall drop-out ratio in college has gone down from 5.13% to 2.46% as can be seen below:

Year 2015-16	5.13%
Year 2016-17	4.65%
Year 2017-18	2.68%
Year 2018-19	2.64%
Year 2019-20	2.46%

It is also observed that many students among drop-outs have not only started studying again but have been actively participating in all activities of college.

- **Problems Encountered and Resources Required -**

- In some communities, the daughters are married off after their Higher Secondary Examination, e.g., the Rabari and Bharwad community. It is common in these communities that girls are married off in a single, common event so as to manage expenses easily. This leads to multiple drop-outs from college (peer pressure of community and herd behaviour).

- Many students from Rajasthan and Uttar Pradesh, once they go to their villages in between breaks or vacations, simply do not return. It is very difficult to reach out to them and convince to resume studies.
- At social level, barter system is quite common in which there is a give and take - sister and brother are married into the other family together; if the prospects are good, the family does not want to miss out on the opportunity and higher studies takes a back seat. Poor sex-ratio is not helping.

BEST PRACTICE-2

Title: Physio-Psychological Care and Counseling

- **Objectives -**

- Spread health awareness drive.
- Enhance students' effectiveness and ability to cope with contemporary challenges.
- Provide effective health education.
- Appreciate the importance of different internal conditions to develop and maintain healthy life styles which enhances their intellectual and personal growth and   development.
- To exhibit different external conditions influencing counseling and healthcare through a diorama.

- **Context -**

Physio-Psychological counseling addresses the emotional, social, physical and psychological issues. It focuses on typical life issues with which students struggle as individuals while being a part of the institution, family and community.

35% students living in the college hostel need psychological counseling and extra care as they are away from home.

Some students, coming from lower middle class, are living in small houses and they are abused in their own houses. They have no idea of self-esteem.

40% students' parents are daily wage earners. So they face acute socio-economic responsibilities which affect their mental and physical health besides emotional well-being.

Being an only-girls college, married students face a different set of problems, e.g., not able to take care of family responsibilities that are expected of them.

Students having only one parent need psychological counseling.

Many students are first generation learners, so they have problems of adjustment in college environment.

• **Practice -**

Through Physio-Psychological Care and Counseling, we are able to peep in the minds of the students. The college helps the students to overcome their personal, psychological and social issues and challenges, more particularly during examination times when stress levels are high.

1. **Know Your Students [KYS]:**

Faculty members identify students' socio-economic, cultural and family background and mental blocks arising out of that. Many students, when they enter college after completion of their higher secondary education, lack confidence. The faculty members identify such students and with utmost care provide psychological counseling.

• **MoU for Medical Help:**

The college has signed a MoU with *Vishv Umiya Foundation* for providing Mobile Ambulance Van facility.

- Every Monday and Friday from 9:00 a.m. to 10:30 a.m., Dr. Kishorbhai Dave and his Assistant Mr. Bipinbhai Patel visit the college and provide medical services. Approximately 35 to 50 students avail this service. They identify their deficiencies, provide them with necessary medications and necessary supplements, e.g., multi-Vitamin and Iron capsules. We keep a record of the students availing counseling and medical care.

- Every year we conduct Thalassemia test for the students of first year in collaboration with Indian Red Cross Society. If any student is found to be Thalessemia Minor, then their parents are called upon and briefed for further line of treatment and care.

- During NSS Camp, eye checkup of 79 people was organized at Jaspur village where the President of *Vishv Umiya Foundation*, Mr. R.P. Patel, motivated students and village people to participate. Mammography tests, eye checkup camp, breast cancer awareness programme were organized as a result of which female staff and students benefited.

- ## **MoU for Psychological Resilience:**

We have a MoU with RUDMI (Rural Development and Management Institute) for Psychological Counseling as a part of which Psychologists visit the college regularly.

Psychological counseling is a weekly facility provided by the college. Announcement is displayed on the notice board and circular is sent to the classes. The Class Representatives and the Class Coordinators discuss it in the class. The psychologists provide counseling every Friday between 10:30 a.m. to 12:00 p.m. Some students require multiple sessions and if need arises, psychiatric treatment is recommended with medication. 25 students were counseled through telephonic counseling too**.** Dr. Preeti Tiwari also conducted an awareness programme. *This is a free facility* and no fees are charged for counseling.

- ## **EVIDENCE OF SUCCESS -**

Many students have recovered from their difficulties. Many of them have submitted their feedback form from which it is evident that they have benefitted from the facilities the college has provided. Through feedback we came to know that 95% attain counseling sessions regularly. Most of them take multiple sessions. All of them experience vast difference between before and after counseling. They have written that it was their life changing experience and have learnt to deal with it. The attitude of the students has considerably changed after their counseling and they have improved their view of life considerably. Their confidence level has also grown up remarkably. The students who availed medical care have recovered from their health issues.

A student was diagnosed with a cyst in her breast. Psychological Counseling was provided to her due to which, she was able to recover mentally and emotionally. She is provided medical treatment too at HCG Hospital with the help of *Vishv Umiya Foundation*.

- ## **PROBLEMS ENCOUNTERED -**

In psychological counseling we are dealing with students who are facing stress and hence challenges are many:

1. Initially students were apprehensive due to transition from school environment to college.
2. Often the hostel-goers suffer isolation due to which they tend to get angry with fellow inmates.
3. Students face anxiety due to examination related stress, coping up with higher education, incompletion of project works, assignments or class tests.
4. Being a teenager, during the menstrual cycle or hormonal change, the students face mood swings.
5. Students also experience imaginary inferiority complex due to their own misconception of their

body image.

6. It takes time to make them understand the need for continuous counseling but eventually we are able to overcome this.

7. It was a hard task to make them understand that everything related to them will be kept secret.

8. Many hostel-goers are not comfortable sharing common spaces, facilities and washrooms.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Unique Umiya Battalion

First college in Gujarat to have its own Civil Defence Force and

Energetic N.C.C. Force

Our vision is to mould students into physically fit, mentally robust and professionally competent individuals capable of assuming their rightful place as leaders of society.

Besides, we firmly believe in building a strong and culturally rich character which is achieved through personal mentoring and providing psychological support.

We nurture students in **College Civil Defence Force and N.C.C.** Regular parades incorporating training as per the syllabus prescribed by the Civil Defence are conducted, which includes drill, weapons training, civil defence leadership and camp activities etc. Alongside, we impart quality education, discipline, love for Motherland, fearless attitude and inner strength among students. Civil Defence Force and NCC are our

distinguishing performances.

We are associated with Civil Defence Department in 2010 which falls under State Home Department (Government of Gujarat). Students who join NCC expectedly join College Civil Defence Force. Civil Defence Department teams impart one week training to all students on how to deal with civil crisis. It gives uniforms, shoes, badges and I-cards to students.

N.C.C. parade is conducted on every Thursday in campus and Civil Defence parade on every Sunday.

Objectives:

(a) To save life and property

(b) To assist in the maintenance of law and order

(c) To take part in rescue and relief operation during any emergency

(d) To save community from damage and evils

(f) To cultivate the qualities of discipline and rightfulness

Contribution of Civil Defence Force:

1. Helps police during *Rathyatra*
2. Maintains security with the help of police during *Navratri* Festival
3. Helps traffic police in solving traffic congestion
4. Trains other students in providing 'First Aid'
5. Participation in Independence Day and Republic Day Parade
6. Visited *Nedabet* Border at *Banaskantha*
7. Performed duties during community marriage at Bhagvat Vidyapith, Sola
8. Celebrated various festivals at Old Age Home, Sola
9. Visit to blind school once in a month
10. During the Covid-19 Pandemic, performed 21 days duty in the Shahibaugh area
11. Distributed masks during the COVID-19 Pandemic
12. *Training on - h*ow to use *lathi*, horse-riding and how to rescue people during a bomb explosion

Certificates / Accolades Awarded for:

1. Managing peaceful passage of *Rathyatra* in Ahmedabad
2. Every year our C.C.D.F. has won Trophies and Awards for excellent performance in State Level Parade on **Independence Day** and **Republic Day**
3. Awarded certificate for conducting blood donation camp at Hansol, Ahmedabad
4. Acquired trophy for Felicitation Programme at Mehndi Navaz Jung Hall, Paldi
5. Awarded certificate for the First Aid Training
6. Our efforts are always applauded by the Home Department. The Home department of the state honoured our Principal and rendered the title of **'WARDEN'**
7. Ahmedabad Municipal Corporation felicitated us for supporting in several events as additional reinforcements
8. Mayor awarded our college and students for their exemplary work
9. After performing COVID-19 duty, students were awarded certificates for their exemplary work by "All Media Council."

1 Gujarat Girls B N N.C.C. (Army)

NCC plays an important role in shaping the character of students by instilling the value of patriotism, discipline, service-before-self and hard work. The cadets who enrolled were given training so that they can participate in community development programmes, adventure activities, and various National Level Annual Training Camps, Sports and Cultural activities.

Community Development Programmes under NCC:

- Tree Plantation
- Visit to Old Age Homes
- Disaster Relief at *Dhanera*
- Blood Donation Camp
- Rally on *Swacchha Bharat, Beti Bachao Beti Padhao* and Save Water etc.
- Celebration of World Polio Day
- Plastic Ban Awareness Programme
- International Yoga Day
- World Environment Awareness Day
- Cleanliness Campaign
- Celebrated *Rakshabandhan* with Ahmedabad Municipal Corporation
- Adventure Activities – Mountaineering & Trekking

Note:

NIC – National Integration Camp

CATC – Combined Annual Training Camp

RDC – Republic Day Celebrations

TSC – Thal Sainik Camp

Year: 2015-16

Sr. No.	Place	Activities	Participants
1.	Ahmedabad	Cleared 'B' Certificate Examination	10
2	Ahmedabad	Cleared 'C' Certificate Examination	20
3	New Delhi	Attended RDC	01
4	New Delhi	Commander of Platoon	02
5	West Bengal	NIC	06 Cadets
6	West Bengal	CATC	17 Cadets

Year: 2016-17

Sr. No.	Place	Activities	Participants
1.	Ahmedabad	Cleared 'B' Certificate Examination	17
2	Ahmedabad	Cleared 'C' Certificate Examination	8
3	Lakshadweep	NIC	1
4	Srinagar	NIC	3
5	Vallabh Vidhyanagar	NIC	1
6	Thamna	TSC Camp	1
7	Manali	Mountaineering Camp	1
8	Ahmedabad	CATC	18

Year: 2017-18

Sr. No.	Place	Activities	Participants
1	Ahmedabad	Cleared 'B' Certificate Examination	12
2	Ahmedabad	Cleared 'C' Certificate Examination	9
3	Ahmedabad	CATC	12
4	Delhi	RDC Camp	1

Year: 2018-19

Sr. No.	Place	Activities	Participants
1.	Ahmedabad	Cleared 'B' Certificate Examination	19
2	Ahmedabad	Cleared 'C' Certificate Examination	4
3	Delhi	TSC Camp	1
4	Delhi	RDC Camp	2
5	Nagarota, Jammu Kashmir	EBSC (Ek Bharat Shreshtha Bharat) Camp	4
6	Ahmedabad	CATC	22
7	Gandhinagar	Army Attachment Camp	2
8	Manali	Mountaineering	1

| 9 | Ajmer | Trekking Camp | 1 | |

Year: 2019-20

Sr. No.	Place	Activities	Participants	
1.	Ahmedabad	Cleared 'B' Certificate Examination	17	
2	Ahmedabad	Cleared 'C' Certificate Examination	17	
3	Rajkot	NIC	2	
4	Port Blair	Special NIC Camp	1	
5	Agartala	Advanced Leadership Camp	1	
6	Manali	Advanced Mountaineering Camp	1	
7	Ahmedabad	CATC	34	

Achievements:

- Three Gold Medals for Guard of Honour to our three cadets
- Gold Medal for Best firing
- Three Gold Medals for Rope-Climbing
- Award for Best Performance in Cultural Programme and Firing Range
- Trophy for Best Cadet
- Silver Medals for Swimming and Debate
- Nine Gold Medals in various fields like Singing, Firing, Dance, Belle Dance and Cultural Activities
- Fourteen Gold Medals in Republic Day Celebrations for various activities which include Group Dance, Management etc.
- Silver Medal for Firing Range
- Gold Medal for Marathon at Gujarat University
- Nine Gold Medals for Firing Range, Speech, Group Dance and Mess Management.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

As per the guidelines and policy of Gujarat University, the College offers Soft Skill and Foundation Courses on varied subjects , along with various Foundation , Bridge, Enrichment and STC [Short Term Course] to cope up and upgrade students for changing times. The extension center of B.A.O.U.[Baba Saheb Ambedkar Open University] offers various degree , diploma and Post Graduate Courses. The study Center of I.C.S.I.[Institute of Company Secretary of India] also facilitates study goals for Commerce Students.

IQAC plays prominent role in ensuring quality education and has formulated certain guidelines. Regular timely submission of AQAR reports, regular meetings for the discussion of issues, their resolutions decisions for the up gradation and development of college and welfare of students are core works of IQAC Committee.

We take immense pleasure in informing that throughout the academic year, we make sure that our commitment for a students' holistic development continues, for which various programmes and induction activities are introduced.

The day at our campus begins with a soulful prayer every morning. Our musical journey has taken an extra step as we have our own folk orchestra,

On every new year, students take 10 new Resolutions, which aims to bring new avenues in their personal and academic growth. Since all the girls are at marriageable age, we counsel them on '*How to Choose Life Partner'*.

Needy and Poor students are encouraged to continue study with *Saraswati Sahay*- an indigenous financial aid.

Under the flagship of "*Meet the Author"* well known women writers of Hindi Literature Ms. Pushpa Lata [Meruth University],Usha Kanta [Delhi University], Bindu Bharati and Rannaben Tanna have visited Campus.

Well Known Folk artists like Rajal Barot and Garba Queen Kinjal Dave also graced and inspired the students.

We also try to motivate and encourage students by inviting some eminent women from the society from various fields who have worked hard to create their own identity. They came, talked, exchanged ideas and implored students to perform beyond their capacity and inspired students to build up their confidence to next level.

Concluding Remarks :

Committing to the safety and security of girls, the construction of the Hostel was the first priority at the very outset. At present, the hostel provides not only up graded and well maintained comfortable accommodation at a very nominal lodging fees but it also provides wholesome best quality of food of the best quality, free, for almost 350   house mates.

Today , we can proudly say that, Girls from 18 out of 33 districts [150 villages] of Gujarat are students of our college, we can say that we have outshined ourselves in committing to our vision and mission.

In short, the College holds prominence in

- **Ranker in survey by INDIA TODAY for consecutive 4 years.**

- **Clean and Green , Eco Campus**

- **General discipline and Civic Sense**

- **Outstanding Results – University Rankers in Department of English**

- **Computerized/ Transparent attendance system**

- **Commitment to regular teaching with unit wise class tests**

- **Minimum course fees [Value for money]**

- **Up graded , well maintained hostel facilities**

- **Consistently high performance (trophies) in Gujarat University Youth Festival**

- **University championship in Cricket , Softball , Power Lifting , Kabaddi and Kho Kho. Participation in National and International Level sports activities.**

- **Outstanding Performance in Khel-Maha-Kumbh (Initiative by Gujarat Government).**

- *Khel Umiya Khel* **– A unique Sports Day.**

- **Active Civil Defense Cell.**

- **Regular activities by CWDC.**

- **Prescient NSS Units [2]   with Campus Ambassador by AMC and Gujarat University**

- **Super Active NCC Unit which holds parade in Campus every Wednesday**

- **Active Placement Cell with good placement numbers**

- **Innovative Community Service by Students**

Dedicated RSS – Shakha [every Sunday] for Girls [who are interested].