SELF STUDY REPORT

SHREE AMRELI JILLA LEUVA PATEL CHARITABLE TRUST – SURAT MANAGED

Smt. M.J. Gajera B.Ed. Mahila College Amreli (Gujarat)

Submitted to
National Assessment and Accreditation Council
Bangalore

Index

(1)

ACCREDITATION STEERING COMMITTEE

Cycle-1

Sr. No	Name	Designation
1	Dr. Prafulkumar H. Pthak	Principal
2	Dr. Bharat K. Parmar	Co - ordinator
3	Ms. Saroj M. Dudhrejiya	Member
4	Mr Chandan J. Bhandral	Member
5	Miss Punam K. Agravat	Member
6	Ms. Ila P. Gadhiya	Member
7	Ms. Pinal P. Mehta	Member
8	Ms. Zohra D. Virani	Member
9	Mr. Prekash J. Madhad	Member

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Preface

We feel great pleasure to submit the self – study report of our institution to the national assessment and accreditation council for accreditation.

Our college is situated at Amreli (Gujarat) which is one of the most educationally weaker and economically backward regions of Gujarat state. We get students from Gujarat state including Amreli city and its nearby villages. We have also well facilitated hostels for residential students of remote and far areas. Our college has completed 10 years of its existence.

It is certainly a challenging task for us to prepare ourselves for accreditation and assessment. The process of accreditation has helped us to improve infrastructure, academic activities, co – curricular activities & other useful facilities. Our college has tried its level best to fulfill the requirement of various criteria of assessment and accreditation.

Dr. Bharat K. Parmar
(Co – ordinator, Steering committee)

Place: - Amreli (Gujarat)
Date: -

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Principal's Message

As Amreli was educationally backward even after many years of independence, there was a great necessity of higher educational institute in this region. Our college has given justice to the students of Gujarat state and this area in the field of higher education for the last sixteen years.

Shree Amreli Jilla Leuva Patel Charitable Trust – Surat planted the seed of this institute in 2002 with the permission and affiliation of Saurashtra University on totally self-financing base and as a result of this, a new era of higher education become a boon especially for the girls of Gujarat state, Amreli region and nearby villages and new days for the girls of whole of Gujarat started. The institute was started with very few girls.

At present the institute has 3 degree programmes, and 4 post graduate programmes with total strength of 1704 students.

The college believes in catering all kinds of educational needs of students so it has created all kinds of basic facilities like laboratories, library, computer labs, e-learning lab, language lab, projector facilities, career class etc. It has also additional facilities like gymkhana, playground, canteen, shopping mall, hall and auditorium, ATM etc. We have well facilitated hostels for residential students. The whole campus is under the surveillance of CCTV camera.

We always try to maintain the core value of education because we believe in quality education. The management is also higher passionate for improvement and expansion of education and facilities.

Principal
Dr. Prafulkumar H. Pthak

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Executive Summary

Graduate level courses:-

1. B.B.A.

Educational facilities:-

1. A separate building having all kinds of necessary facilities including laboratories, library etc.

2. Well qualified and hard working teaching and non – teaching staff.

Residential facilities:-

1. Extra fine hostel buildings for residential students having all kinds of facilities like solar water heaters, laundry, mess etc.
2. These hostel buildings are surrounded with lots of greenery.

Additional facilities:-

1. Separate offices for president, directors, principal etc.
2. Separate facility of gymkhana, sports room, culture room, play ground etc.
3. Auditorium and seminar hall.
4. CCTV cameras in all the class rooms and corridors.
5. Drinking water from R.O. plant.
6. Biometric card system for staff attendance.
7. Projector rooms and language laboratories.
8. Mike system with different range loud speakers.
9. Photo copier machines facility.
10. Post facility.
11. National Bank's ATM facility.
12. Stationary and Bhandar facility.
13. Shopping mall and deposit facilities.
14. Beauty parlour facility.
15. Canteen facility.

Skill development activity:-

1. Personality development guidance.
2. General knowledge improvement.
3. Career and competitive exam guidance.
4. Lesson of social life for residential students.

SWOC analysis of the institution:-

Strength:-

* Strong and visionary management.
* Hard working students and staff.
* Extension activities.
* Active cultural department.
* Active sports department.
* Natural environment for learning.
* Well facilitated infrastructure.
* Effective academic schedule.
* Quarterly feedback for teachers.
* Wholesome and hygienic food for students.
* Beautiful campus with lots of greenery.

Weaknesses:-

* Financial weakness of parents.
* Difficulty in getting qualified (NET/SET/Ph.D) teachers due to non-grant status and rural and educationally weaker region.
* Funds for growth of the college (unaided college).
* Load-shading due to rural area.

Opportunities:-

* Employment opportunities for students due to all sorts of development of Gujarat and India.
* A lot of scope for women's empowerment.
* Some students may choose their jobs in abroad also.
* To create all sorts of awareness in the students is challenging because of rural and educationally weaker back ground.

Challenges:-

* Starting job oriented short term programmes.
* Generation of funds for college.

* Financial weakness of the students forces them to take the job rather than taking higher education.

CRITERIA WISE SUMMARY

CRITERION I: CURRICULAR ASPECTS

* Since our college is affiliated to Saurashtra University – Rajkot, we follow the curriculum prescribed by the University.

* The co-ordinators of various programmes are responsible for implementation of the time table, syllabus planning and completion, conduction of internal assessment part etc.

* LCD, OHP, etc. are used by faculty for effective teaching.

* NSS unit of the college and WDC of the college arrange several value added programmes and society interactive programmes.

* Feedback of faculty is collected quarterly through feedback proforma and is analyzed for corrective measures.

* Several rounds of repeatedly exam are taken and at the end of each quarter, quarterly exam is taken.

CRITERION II: TEACHING-LEARNING AND EVALUATION

* The admission procedure starts after the results of board exams for UG courses as per the norms of the affiliating university.

* Merit is the criteria for admission to all courses and reservation policy of the state government is strictly observed during admission process.

* A book called 'Ready Recknor' is prepared that contains details like fee structure, rules and regulations, system follow up, past records etc. and that is issued with the admission forms.

* Information about the admission is circulated through indoor and outdoor counseling, advertisement in leading news papers etc.

* We also upload information regarding all kinds of achievements and admission procedure through the means of social media also.

* Teachers are required to submit teaching plan for each subject before commencement of the term as a part of quality assurance.

* The college encourages the teachers to adopt technological teaching approach to generate interest among the students and explain the concepts.

* The examination schedule for semester end examination and the format for internal assessment is displayed in the beginning of the term.

* Syllabus completion is monitored and observed constantly.

CRITERION III: RESEARCH, CONSULTANCY & EXTENSION:

* Research journals are subscribed for faculty and students to refer in their research activities.

* Faculties are encouraged to attend workshops and present their research papers.

* Internet facility is available in the campus that helps faculty for searching material related to topic of their interest.

* Research methodology seminars/workshops are arranged for students & staff.

* 3 faculty members have cleared entrance exam for Ph.D.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

* The college has created necessary infrastructure to run various programmes satisfactorily. There are spacious class rooms with sufficient ventilation and light.

* The subjects like Physics, Chemistry, Zoology, Maths, Biochemistry Biotechnology, Microbiology etc. have facilities of full furnished laboratories with all kinds of apparatus and chemicals and other items to conduct

practical work. The internet facility is also provided to the staff and students.

* The college has gymkhana with power lifting, weight lifting and wrestling equipments. The facility for various indoor games is also there. For outdoor games like Kabbadi, Kho-kho, Hockey, Volley ball, Cricket, a spacious play ground is also there. The students take part in various sports and games at various levels every year.

* The college has a library having 8,985 books for B.Ed. streams. Internet connection and library software is made available to the library. The timing of library is from 10 am to 6 pm on working days. Comfortable reading facility is made available for the students.

* The college has also culture and music division which twined the students and conduct all kinds of programmes related to culture and music.

* Primary check-up and first aid facility is available in the campus since other hospitals are very near to the college campus.

* The college has computer labs with internet facility.

* The surveillance of CCTV camera in all the class rooms, staff rooms, offices and other premises is there.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

* The institute publishes a prospect called ready recknor containing detail of many points like courses, subjects, fee structures, past results, staff qualification etc.

* The students belong to reserve category receive scholarship from various departments of the state government of Gujarat. The students from financially weaker sections of the society also receive scholarship from other institutes or agencies and concession in the fees to be paid to the college.

* Regular industrial visits are arranged for students of each stream to make them aware about practical aspects of industry.

* The students of all the streams are encouraged to take part in cultural competitions organized at college, district, university and state level.

* Placement cell of the college invites companies for campus interviews and selection of Jobs. It also displays information regarding the job opportunities

/ vacancies available in the private and government sectors.

* A complaints' box is placed in the college for complaints of girls.

* A grievance redrassal cell is constituted in the college for addressing complaints of students.

* The college has students' councils consisting of GS, JGS, CR, etc that help in arranging and managing academic activities, events & days in the college.

CRITERION VI: GOVERNANCE LEADERTSHIP AND MANAGEMENT

* Punctuality of staff, attendance of students, conduction of lectures, discipline of students, other events etc. are observed by the members of management and LMC from time to time.

* The vision and mission statements of the college are displayed on every floor of the building and also rules and regulations to be observed by students are displayed on the notice boards appropriately.

* Various committees of faculty members are formed for effective implementation of policies and programmes in the college.

* Bio-metric system is installed in the college to monitor the arrival & departure timings of staff.

* Movement registers are kept for students and staff.

* NSS unit of the college organizes several socially interactive programmes for the benefits of the society.

* Adoption of villages is one of the best activities of NSS for the benefit of villages in surrounding area. The adopted villages are surveyed on several parameters and helped on certain issues.

CRITERION VII: INNOVATIONS AND BEST PRACTCES

* NSS platform created by University has emerged as a link between the society and institution. This has evolved us to create some of the innovative best practices for our college.

* Besides making the campus eco – friendly, the messages like energy conservation, rain water harvesting, fuel and electricity saving, cleanliness, health and hygiene are spreaded by different programmes associated with the college.

* The best faculties are awarded every year through the best teacher award programme of the college.

* Health checkup programmes are organized for staff and students regularly by the college and in association with Gujarat government also.

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<u>Profile of the college</u>

1. <u>**Name and Address of the College:**</u>

Name:	Smt. M.J. Gajera B.Ed. Mahila College
Address:	Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh, Road, Amreli
City:	Amreli
Pin:	365601
State:	Gujarat
Website:	www.sankul.net

2. <u>**For communication:**</u>

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Praful H. Pathak	O: (02792) 232321/26 R:---		(02792) 232327	Info@ Amreli sankul. org
Vice Principal	---	O: (02792) 232321/26 R:---	---	(02792) 232327	Info@ Amreli sankul. org
Steering Committee Co-ordinator	Dr. Bharat K. Parmar	O: (02792) 232321/26 R:---		(02792) 232327	Info@ Amreli sankul. org

3. **Status of the Institution:**

Affiliated College | ✓ |
Constituent College | -- |
Any other (specify) | -- |

4. Type of Institution:

a) By Gender

1 For Men	--
2 For Women	✓
3 Co - education	--

b) By Shift

1 Regular	✓
2 Day	--
3 Evening	--

5. It is recognized minority institution?

Yes	--
No	✓

6. Sources of funding:

Government	--
Grant-in-aid	--
Self-financing	✓
Any other	--

7. a) Date of establishment of the college:

June - 2002

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

Saurastra University

c) Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2(f)	----	----
ii. 12(B)	----	----

d) Details of recognition / approval by statutory / regulatory bodies other than UGC
(AICTE, NCTE, MCI, DCI, PCI, RCI etc)

Nil

8. **Dose the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated college?**

Yes	✓	No	----

If yes, has the college applied for availing the autonomous status?

Yes	---	No	✓

9. **Is the college recognized**

a. **By UGC as a college with Potential for Excellence (CPE)?**

Yes	---	No	✓

b. **For its performance by any other governmental agency?**

Yes	---	No	✓

10. **Location of the campus and area in sq. mts:**

Location *	Rural
Campus area in sq. mts.	133546.38 sq. mts.
Built up area in sq. mts.	1136.02 sq. mts.

(Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. **Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

- Auditorium/ seminar complex with infrastructural facilities | ✓ |
- Sports facilities

  * play ground | ✓ |
  * Swimming pool | --- |
  * Gymnasium | ✓ |

- Hostel

  * **Boys' hostel**

    1. Number of hostels | --- |
    2. Number of inmates | --- |
    3. Facilities (mention available facilities) | --- |

  * **Girls' hostel**

    1. Number of hostel | 1 |
    2. Number of inmates | 5 |
    3. Facilities (mention available facilities)
       - Personal bed, locker, rack etc. are provided to each student.
       - Laundry is provided.
       - Solar water heaters are installed on the terraces.
       - Rotation of floor is followed after each quarter.
       - Hygienic food is served to all.
       - RO water is supplied for drinking.
       - Visitors' register is maintained in each hostel.
       - CCTV camera is there on entry gate.

  * **Working women's hostel**

    1. Number of inmates. | --- |
    2. Facilities (mention available facilities) | --- |

       - **Residential facilities**

         Teaching staff | |

         Non-teaching staff | |

       - Cafeteria | ✓ |

       - Health center | ✓ |

         First aid, | ✓ |

         Inpatient, | --- |

         Outpatient, | ✓ |

         Emergency care facility, | ✓ |

         Ambulance... | ✓ |

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Health center staff-

Qualified doctor	Full Time	-	Part-time	✓
Qualified Nurse	Full Time	-	Part-time	-

- Facilities like banking ,post office, book shop ☑ ✓
- Transport facilities to cater to the needs of students and staff ☑ ✓
- Animal house ☑ ---
- Biological waste disposal ☑ ---
- Generator or other facility for management/regulation of electricity and voltage ☑ ✓
- Solid waste management facility ☑ ✓
- Waste water management ☑ ✓
- Water harvesting ☑ ---

12. Details of programmes offered by the college (give data for current academic year)

Sr. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved Student strength	No. of Student admitted
1	Under-Graduate	B.Ed.	3 Years	12 std.	Gujarati	50	35

13. Does college offer self-financed Programmes?

Yes	✓	No	--

If yes, how many?	1(B.Ed.)

14. New programmes introduced in the college during the last five years if any?

Yes	--	No	✓

15. List the departments: (respond if applicable only and do not list facilities like Library Physical Education as departments, unless they are offering academic degree awarding programmers. Similarly, do not list the departments offering common compulsory subjects for all the programmers like, English, regional languages etc.)

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Faculty	Departments	UG	PG	Research
Science	B.Ed.	01	---	---
Any Other (Specify)	Nil	Nil	Nil	Nil

16. Number of Programmes offered under (Programme means a degree course like B.A., B.Sc., M.A, and M.Com….)

a. Annual system   `--`
b. Semester system   `01`
c. Trimester system   `--`

17. Number of Programmes with.

a. Choice Based Credit System   `01`
b. Inter/ Multidisciplinary Approach   `--`
c. Any other (specify and provide details)   `--`

18. Dose the college offer UG and or /PG programmes in Teacher Education?

Yes	--	No	✓

19. Dose the college offer UG or PG programmes in Physical Education?

Yes	--	No	✓

20. Number of teaching and non-teaching position in the Institution

Position	Teaching Faculty								Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		Lecturer					
	M	F	M	F	M	F	M	F	M	F	M	F
Sanctioned by the UGC / University / State Government Recruited	---	---	---	---	---	---	03	02	---	---	---	---
Yet to recruit	---	---	---	---	---	---	---	---	---	---	---	---

Sanctioned by the Management / Society or other Authorized bodies Recruited	---	---	---	---	---	---	01	03	02	05	---	---
Yet to recruit	---	---	---	---	---	---	---	---	---	---	---	---

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Lecturer		Total
	M	F	M	F	M	F	M	F	
Permanent teachers									
D.Sc./ D.Litt.	---	---	---	---	---	---	---	---	---
Ph.D.	02		---	---	---	---	---	---	02
M. Phil.		---	---	---	---	---	---	---	---
PG	---	---	---	---	---	---	02	05	07
Temporary teachers									
Ph.D.	---	---	---	---	---	---	---	---	---
M. Phil.	---	---	---	---	---	---	---	---	---
PG	---	---	---	---	---	---	---	---	---
Part-time teachers									
Ph.D.	---	---	---	---	---	---	---	---	---
M. Phil.	---	---	---	---	---	---	---	---	---
PG	---	---	---	---	---	---	---	---	---

22. Number of Visiting Faculty / Guest Faculty engaged with the College.

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23. Furnish the number of the student admitted to the college during the last four academic years.

Categories	Year 2013-14		Year 2014-15		Year 2015-16		Year 2016-17	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	---	03	---	14	---	04	---	04
ST	---	00	---	00	---	00	---	00
OBC	---	15	---	19	---	13	---	12
General	---	49	---	52	---	19	---	32

Other	---	---	---	---	---	---	---	---

24. Details on students enrollment in the college during the current academic year:

Type of student	UG	PG	M. Phil.	Ph.D.	Total
Student from the same State where the college is located		----	----	----	
Student from other states of India	----	----	----	----	----
NRI students	----	----	----	----	----
Foreign students	----	----	----	----	----
Total		----	----	----	

25. Dropout rate in UG and PG (average of the last two batches).

UG | 2.78% | | --- | PG

26. Unit Cost of Education.
(*Unit cost= total annual recurring expenditure (actual) divided by total number v of students enrolled*)

(a) including the salary component	B.ed.- Rs. 9939710.4
(b) excluding the salary component	B.ed.- Rs. 3303044.14

27. Does the college offer any programme/s in distance education programmes of another University?

| Yes | -- | No | ✓ |

28. Provide Teacher-student ratio for each of the programme/course offered

College	Total Student	Total Staff	Ratio
B.Ed.	83	09	9:1

29. Is the college applying for?

Accreditation: Cycle 1 | ✓ |

Cycle 2	---
Cycle 3	--
Cycle 4	---
Re-Assessment:-	---

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 2:- NA   Accreditation Outcome/Result: - NA
Cycle 3:- NA   Accreditation Outcome/Result: - NA
Cycle 4:- NA   Accreditation Outcome/Result: - NA

31. Number of working days during the last academic year:

276

32. Number of teaching days during the last academic year:

290

33. Date of establishment of Internal Quality Assurance Cell (IQAC):-

NA

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC: -

NA

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory / descriptive information)
Nil

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CRITERIA-WISE INPUTS

CRITERION: I
CURRICULAR ASPECTS

1.1 Curriculum planning and Implementation

1.1.1 **State the vision, mission and objectives of the institution and describe how these are communicated to the students, teachers, staff and other stakeholders.**

∗ **Vision:-**

- To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

∗ **Mission:-**

1) To add courses leading to graduation and post graduation in traditional and professional branches.
2) To encourage and provide strong learning opportunities to the girl students especially from the economically and educationally weaker sections of the society.
3) To enable the students to achieve success in academics, career and competitive, sports and culture, co-curricular etc.
4) To attract and retain qualified faculties to provide higher education, using the latest technology.
5) To organize socially interactive programmes useful to the society through various platforms provided by the university and government to meet social commitments.

∗ **Objectives:**

1) To encourage the students to learn higher educational courses keeping very reliable fee structure.
2) To adopt the girl students for higher study from financially and educationally weaker sections of the society.
3) To upgrade the students' personality, knowledge, social standards and competence for employment opportunities through higher education.
4) To generate all over development of the students.
5) To organize socially interactive activities to fulfill social commitment.

∗ **Way of communication:-**

• The statements of vision, mission and objectives are communicated to the students, faculty, staff and other stake holders through display on notice boards, college website, banners etc. It is displayed on every floor of the college building.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

∗ Perspective plan is prepared.
∗ Academic calendar is prepared.
∗ Academic activity starts from the first day.
∗ Every teacher starts maintaining log book from the first day.
∗ Academic work and attendance are checked for the first three day.
∗ Teaching plan for each subject for every semester is prepared in advance.
∗ Subject wise lecture notes are prepared by faculties.
∗ Daily test starts from the first day of curricula.
∗ Syllabus completion proforma is required to be submitted for all subjects.
∗ Internal exam called repeatedly rounds are taken after the course completion and before the university examination.

* At the end of every quarter, quarterly examination is also taken.
* Internal marks are given considering all aspects.
* Examination cell prepares for the university examination.
* Teachers are involved in conducting university examination process.
* The suggestion boxes are installed in the college for student's suggestions.
* The result of college is displayed on the notice boards and advertised in the leading news papers.

1.1.3 **What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

* University arranges orientation programmes for all subjects introduced in the curriculum.
* Curriculum related circular, syllabus is provided by the university.
* Curriculum is also available on the university website.
* College deputes teacher for orientation programs of university.
* College has sufficient books for each subject in the library.
* College has also all types of lab equipments in all related laboratories.
* Curriculum related circulars, syllabus are kept in the library which can be used by the teachers and students.
* Study material is prepared by the teachers for students.
* The teachers are encouraged to attend the workshops on curriculum arranged by the university and other institutes.
* Infrastructure facilities like spacious class rooms, internet, sound system, projector, laptop, computers, O.H.P., printers, Xerox etc. are provided where ever necessary.
* The students' feedback is taken and analyzed quarterly.
* Periodic tests are taken for evaluation of students performance
* All kinds of support is provided by the management.

1.1.4 **Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating university or other statutory agency.**

* Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required.

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* Weightage is given to each subject according to the credit.
* Assessment schedule is also prepared and displayed on the notice board as well as in ready recknor to inform the students.
* Syllabus completion, attendance, test marks, log books etc. are checked by the system follow up members.
* Sufficient practice and explanation of each subject is given to the students.
* Equal scope is given to all the students for all kinds of practical performance.

1.1.5   How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

* The college organizes industrial visits and study tours.
* The college invites companies for campus interviews to provide job opportunities for the students.
* Course structure is updated periodically on institutional website.
* The faculty members are involved in different activities of the affiliating university.
* Industry experts are invited to guide the students.
* Seminars or conferences are arranged in collaboration with the affiliating university.

1.1.6   What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members / departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided specific suggestions etc.

a. <u>Contribution of staff members</u>

• No staff is a member of board of sturdy of university.
• Staff members forward their suggestions to the members of BOS

b. <u>Student's feedback:</u>

• Student's feedback is collected in every semester and analyzed for improvements.

c. Stakeholders Feedback:-

- Suggestions from the stake holders are collected during events of the college and parents meetings.

1.1.7 Does the institution develop curriculum for any of the courses offered (Other than those under the purview of the affiliating university)by it? If 'Yes', give details on the process (Needs' Assessment, design, development and planning) and the courses for which the curriculum has been developed.

As the college is affiliated to Saurashtra University, it does not have the freedom to develop the curriculum. It has to follow the syllabus prescribed by the university. However the college tries to supplement the curriculum with the topics like environmental education, awareness about the Indian constitute, gender equality, awareness about human rights and duties.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- ∗ Course position proforma is maintained.
- ∗ Course completion proforma is maintained.
- ∗ Students' feedback is taken and analyzed.
- ∗ Teacher diary (log book) is maintained
- ∗ Theory and practical examinations are conducted according to university schedule.
- ∗ Results of university exams are analyzed and suggestions are given to individual teacher for improvement.
- ∗ University examination paper sets are made available in the library for reference of students.
- ∗ Projects and presentations are arranged by staff and students on given topics.

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

The goal of the institution is to educate the learner for employability and overall career development. The institute also makes them good and responsible citizens of India. Now a day, the institute does not offer any certificate coarse except the UG degree courses.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If yes', give details.

No, the institute does not offer any such course.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility, progression to higher studies and improved potential for employability.

The institute makes the following provisions with reference to the academic flexibility.

∗ The institute arranges faculty development programmes to get students aware on various topics like skill development, academic mobility, personality development, progression to higher studies and improved potential for employability.
∗ The institute arranges study tours and frequent industrial visits.

1.2.4 Does the institution offer self- financed programmes? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institute offers the following self financed programmes.

B.Ed.

Admission:-
The institute strictly admits the students according to the norms of affiliating university (Saurashtra University) for all the courses.

Curriculum:-
The institute strictly follows the curriculum prescribed bay Saurashtra University.

Fee Structure:-
The Fee structure for all the courses is as per the norms of affiliating university.

Teacher qualification:-
The teacher qualification and ratio are also maintained as per the norms of affiliating university.

Salary:-
Consolidated salary is paid to both teaching and non teaching staff members.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If yes provide details of such programme and the beneficiaries.

Yes, the college provides the following types of skill oriented programmes.

∗ The career and skill development classes are being conducted regularly.
∗ Extra classes for accounting like tally etc. are conducted.
∗ Language labs are provided to the students.
∗ All the students are the beneficiaries.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose courses / combination of their choice, if yes how does the institution take advantage of such provision for the benefit of students?
No

1.3 Curriculum enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated

* To integrate the academic programmes and institutional goals and objectives, the institute undertakes personality development programmes, interlinks syllabus units with social responsibility, value education etc.
* The institute also offers remedial coaching for all the students.
* Industrial visit, community services, social awareness programmes and career counseling activities can integrate academic and institutional objectives.
* The suggestions of institutional faculties are also taken for planning, designing and implementation of curriculum.
* Various cultural and literal programmes are organized for personality development of students.
* NSS, NCC and WDC play crucial role to promote the students to take part in the programmes like blood donation camp, health check up camp, disaster management camp, etc.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

* The institute invites the companies for the campus interviews.
* The institute arranges industrial visits for the students.
* The institute provides lectures for preparation of competitive exams.
* Various seminars are organized to understand the functioning of all branches and to make the students aware about the job opportunities in all branches.
* Language labs are provided for improving the communication skill of language learners.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate change, Environmental Education, Human Rights, ICT etc., into the curriculum.

* Subject related Environmental education is included in the syllabus according to the University guidelines and topics related to gender, climate change, human rights, ICT etc. to address the cross – cutting issues.
* Consumer education and trade education related information is provided by commerce department.
* The College library has various reference books on different related topics.
* For subjects like environmental studies and climate change the students are exposed to issues and their remedies through field visits and suggested to prepare brief reports.
* Various activities are conducted by women development cell related to women defence techniques.
* NSS unit arranges camps in nearby villages.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

a) Moral and Ethical values:-
The institution organizes talk and guest lecturers for inculcating the moral and ethical values among the learners.

b) Employability and life skills:
* The institution organizes events on personality development, women empowerment, self-defence, disaster management etc.
* Guidance is given to the students for opening zero balance accounts and other bank related activities.
* Under the computer literary programmes, new beginners are made familiar to the components of basic knowledge of computer and its need.

c) Better career options:-
* The college provides guidance through career orientation lectures such as CA, CS, GPSC, UPSC and other related competitive exams.

- Under career counseling cell, the college provides an opportunity to the students for an entry into the service sector.

d) Community orientation:-
The institution takes the efforts sincerely in importing community awareness with the help of NSS unit.

- Campaign on save natural resources, energy and girl child.
- Awareness programmes related to prevent diseases.
- Blood donation and health checkup programmes.
- Tree plantation programmes.
- Rally on environmental issues
- Workshops on disaster management.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

* Feedback and suggestions from outgoing students are taken.
* Parents' and other stakeholders' suggestions are taken for starting other courses and improvement.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

* The management monitors all the programmes.
* System follow up activity is conducted daily.
* Course completion and attendance is monitored.
* Students' feedback is also taken.
* Results are evaluated constantly.

1.4   Feedback system.

1.4.1   What are the contributions of the institution in the design and development of   the curriculum prepared by the University?

* Faculties participate in workshops and seminars organized on design and development of curriculum at college and University level.
* Faculties also sent their suggestions regarding the improvement and designing of course contain.
* Copies of revised syllabus are kept in the library whenever there is a revision in the syllabus.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If 'Yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

* The management committee of the institute regularly reviews the activities of the institute.
* Feedback from other stake holders is also taken.
* The feedback is reported to the board of studies by the faculties while attending the workshops on revised syllabus of their respective subjects.
* Outgoing Students give their feedback about the course.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

* B.Ed.

The courses have been started as per demand from parents and students as a need of time.

Any other relevant information regarding curricular aspects which the college would like to include.

Focusing on the needs of local ground, the college would like to include the syllabus of English speaking course.

CRITERION: II
TEACHING - LEARNING AND EVALUATION

> ### 2.1   Student Enrollment and profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

a) Prospectus

Before the commencement of the new academic session, the prospects called ready recknor is prepared and made available to the students which contains the information regarding admission procedure, fee and scholarships, rules and regulations, many past records of institution etc.

b) Institutional Web site-

The college has institutional website with the address www.Sankul.net in which the information regarding courses, academic schedule, detail of faculties, results, library detail, co-curricular and extra-curricular activities, photo gallery they are uploaded time to time.

C) Advertisement in local Newspapers:-

At the beginning of the every academic year, the college publishes an advertisement for admission in the local newspapers.

2.1.2.   Explain in detail the criteria adopted and process of admission [EX.(i) Merit (ii) Common Admission Test conducted by state agencies and national agencies (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) any other to various programmes of the Institution.

The admission to degree courses in Arts, Commerce & Science is given in accordance with Saurashtra University and state government norms. A merit list is prepared and accordingly the students are admitted. If the admission seeking students are less than the admission intake capacity, the admissions are given on 'first come first served' basis.

2.1.3.   Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and

provide a comparison with other colleges of the affiliating university within the city/district.

Admissions for UG courses are given on merit basis. The students who fulfill the minimum criteria for admission as per university norms are admitted. Our mission is to provide the benefit of education to socially, economically and educationally weaker sections of the society so there is no cut off percentage for admission.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If yes, what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, there is an admission committee to review the admission process and students' profile annually. The outcome of such an effort is that

∗ It gives justice to the students to get admission in the institute.
∗ The complication in the admission process can be removed.
∗ The data of students such as gender, category, address, contact of parents subjects, fees paid, merit etc. can be maintained easily.
∗ The committee also checks the general register which is maintained by the college office.

2.1.5 Reflecting on the strategies adopted to increase/improve access for SC/ST/OBC, Women, differently abled, economically weaker sections, minority community, any other categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion

∗ **SC, ST and OBC:**

• The College maintains the reservation policy in admission for SC, ST and OBC students according to the government norms. Category wise lists of students are displayed and admission is given according to it. If the seats remain vacant, the students from other category are admitted. Counseling cell help the new entrants to select the right choice and fill up the application form.

• According to the scholarship provision of government of Gujarat, the scholarship amount of eligible SC,ST,OBC students is directly deposited is their accounts. The whole procedure for scholarship for those students is carried out by the college office every year.

* **Women:**

    • As the college is girls' institute, there is no any need to get any improvement policy during the admission process especially for women.

* **Differently abled students:**

    • Physically challenged students are admitted adhering to government norms of reservations. Their requirement and needs are given special care and attention.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase /decrease and actions initiated for improvement.

The detail about various programmes offered by the institute for the last four years is as following.

Sr. No	Academic Year	Programs	No of Application	No of Students Admitted	Ratio (%)
1	2013-14	FY B.Ed.	67	67	1:1
2	2014-15	FY B.Ed.	85	85	1:1
3	2015-16	FY B.Ed.	36	36	1:1
4	2016-17	FY B.Ed.	48	48	1:1

* The year wise ratio of students decreased in arts department because of the change of educational trends and scarcity of employment.
* The year wise ratio of students in commerce and science departments is increased because of the change of trends in the technology, business and the employment in these fields.
* The college has made some changes in the subjects' selection for the students of arts departments to attract them towards it and started to encourage them for employment.
* The college has increased, strengthened and improved the academic and other facilities for the students of commerce and science faculty to attract them towards it.

2.2.1   How does the institution cater to the needs of differently - abled students and ensure adherence to government policies in this regard?

The institute caters the needs of differently abled students as followings.

* While preparing the sheet of exam seat nos., the class rooms are allotted to them at the ground floor keeping in view their convenience.
* Physically disabled students are provided the facility of writer according to the norms of affiliating university.
* The provision of reservation in admission for physically disabled students is strictly observed according to the members and regulation of affiliating university and Gujarat government.

2.2.2   Does the institution assess the students' need in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

No

2.2.3   What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge /Remedial/Add-on/Enrichment Courses, etc.)

* Majority of our students are from economically and educationally weaker sections. They are also from vernacular medium. These three factors reduce their confidence level as compared to those urban college students, so to increase their confidence level, our faculties play important roles. They always motivate them to understand their inner potential to overcome language and financial barriers.

* Faculties advise them to visit library regularly and suggest them text books and reference books for their study.

* Remedial coaching is also given to them throughout the course duration free of cost.

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2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

* Various speeches are arranged related to gender sensibility by the college.
* The activities such as study tours, industrial visits etc. are conducted regularly.
* The WDC organizes the programmes like legal awareness, health awareness, self defence, disaster management etc.
* The subject of environmental study is included in the syllabus by the affiliating university.
* NSS units of the college also conduct activities related to environmental awareness.

2.2.5 How does the institution identify and respond to special educational/ learning needs of advanced learners?

* The college indentifies the advanced learners through regular test results, tutorials, classroom performance in the subjects and extra co-curricular actives.
* They are provided with their needs and requirements of extra books, personal guidance, counseling, internet facility etc.

2.2.6 How does the institution collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc who may discontinue their studies? if some sort of support is not provided)?

* The college collects data and information on the academic performance of the students based on frequent tests, assignments, projects and practical work held at classes. Such data and information are analyzed and used to improve the students' academic performance.
* The institute also keeps the record of attendance and strictly follows the university rule regarding attendance.
* The following measures are also taken to minimize the dropout rate.

 Disadvantaged sections of society

* They are provided with the provision of scholarship offered by the government of Gujarat and other agencies.

- The college itself also provides them financial assistance with the help of some donors.

Economically weaker sections

- The students who have lost their parents are given concessions in fee from 25% to 100%.
- Candidates with lower percentage are accepted if seats are availed.
- The college also gives concession in fees to the students who are affected by any natural calamities.

Slow learners

- Text books are recommended to them.
- Extra coaching of reading and writing is given to them.
- Teachers, while teaching use easy methods to make them understand the essence of their lectures.
- Personal guidance is also provided to them.

2.3   Teaching-Learning process

2.3.1   How does the college plan and organize the teaching, learning and evaluation schedules? (academic calendar, teaching plan, evaluation blue print, etc.)

The college plans and organizes the teaching and evaluation schedules as below.

Academic Calendar:-
The academic committee, in consultation with the principal and vice principal, plans an academic calendar before the commencement of the academic year. The academic calendar is divided into four quarters. The academic schedule is given in a prospectus called ready recknor and is also issued to all the departments and students at the beginning of academic year. All the teachers maintain daily academic diary. Students' attendance is taken regularly which is reviewed monthly and consolidated semester wise.

Teaching plan:-

Teaching plans are prepared by the teachers for each paper involving semester wise distribution of syllabi, use of techniques/methods of teaching, regular time table, tests, seminars, projects, study tours etc.

Course completion:-

Based on academic calendar and examination schedule, a tentative date of syllabi completion is proposed at the beginning of every year.

Evaluation:-

Schedule of internal as well as of University examinations are displayed on notice board well in advance for easy access to the students. The departments also carry out in advance for easy access to the students. The department also carryout internal assessment based on students performance in the class tests, assignments, seminar presentation, viva voice and attendance. The results of examinations are declared and mark sheets are issued to the students.

2.3.2 How does IQAC contribute to improve the teaching- learning process?

IQAC is not established.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

* Our teachers make the teaching – learning process interactive and participative through the use of teaching aids like LCD, PPT, group discussion, speech, quiz and elocution competition etc.
* The college has produced the facility of LCD, projectors, broad band internet facility for teachers.
* The college organizes guest lectures, group discussions, study tours, industrial visits, projects and assignments, faculty seminars etc.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

* The students are constantly encouraged to read news papers, journals, periodicals, magazines and other useful books in the college library.
* The students are encouraged to participate in different competitions organized by the college and university
* The college organizes different exhibitions and shows in the college campus.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from national Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

* The college has the facilities of LCD, projectors, E-learning labs, language labs, computer labs, internet connection, spacious class rooms and science labs with all kinds of facilities for effective teaching.
* All the teacher are requested to use the resources from N P T E L C (National programme on technology enhanced learning)
* Facility of BISAG video lectures is also available in career cell for students.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The following initiatives are taken to expose the students and faculties to advanced level of knowledge and skill.

* Subject wise guest lectures are arranged regularly to get information about the latest technologies and inventions and to update the knowledge level of students.
* The library is rich with so many books of syllabus, general knowledge, competitive examinations and journals, periodicals etc.
* Seminars, workshops and exhibitions are also arranged to update the knowledge and skill of staff and students.

2.3.7 Details (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services

(professional counseling/ mentoring/academic advise) provided to students?

The details regarding academic, personal and psycho- social support and   guidance services provided to students are as given below.

Academic support:
- Counseling and guiding them to select their stream and subjects at the entry point.
- Arrangement of extra lectures and reading – writing practice for slow learners.
- Arrangement of lectures for guidance for preparation of competitive exams.
- Guidance and mock practice for job related interviews.
- Providing personal guidance to those who belongs to vernacular medium.

Personal and psycho-social support:
- Financial help is provided to the needy students by offering concession in fees from the funds of donation.
- Benefit of different scholarships is provided to eligible students.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years. What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on students learning?

* LCD, PPT and projectors are used by the faculties to make teaching effective and interesting.
* Interactive method of teaching is used for maximum involvements of students.
* Illustrating though exempts and experiments is applied particularly in science department.
* Class seminars and faculty seminars are arranged on different related topics.
* Subject related articles, newspaper cuttings are displayed on the departmental notice boards to enhance the subject knowledge regarding current issues.

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2.3.9 How are library resources used to augment the teaching-learning process?

The library resources are used to augment the teaching-learning process in the following manner

* The Library Committee decides to purchase additional books for each department during every academic year.
* A book bank has been functioning in the college.
* Local, state level and national level news papers are subscribed by the college.
* Ideal reading facility is provided to the students.
* Books related to different competitive exams are purchased and kept in the library.
* The question paper sets of all the subjects of the previous university exams are made available to the students.
* Copies of syllabi prescribed by the university are also made available for reference.
* The library staff keeps the faculty and students updated regarding their latest acquisition.
* Internet facility is made available for searching information on any topic.
* The new informative topics are regularly displayed on the library notice board.
* Open access system, is followed in the library.

2.3.10 Does the institution face any challenge in completing the curriculum within the planned time –frame and calendar? If yes, elaborate on the challenges encountered and the institutional approaches to overcome these.

Generally the college does not face any problem or challenge in completing the curriculum in time as it is planned before commencement of the academic year. The time table is also declared immediately after the completion of admission process. Course completion proforma is taken from each faculty.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

* The Institute monitors and evaluates the quality of teaching learning through the principal and the management authority.

* They observe the lectures and guide for teaching learning improvements.
* Class visit system is arranged for all the faculties twice in a week and the proforma for it also has to be maintained.
* The evaluation of teaching is made through students' feedback also.
* The evaluation of learning is made through the results of internal and university exams.
* Special individual guidance is given to the students who are lagging behind.
* Faculty development programmes are arranged regularly for staff and students.

2.4   Teacher Quality

2.4.1   Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

* The recruitment of teaching faculty is done as per rules and regulations of Saurashtra University and the state government of Gujarat.
* The applications from qualified candidates are invited by giving advertisements in leading news papers.
* The selection committee constituted by the university selects the qualified candidates through interview.
* Local selection committee is also formed for selection of teacher for local appointments.

qualification	Professor		Associate Professor		Assistant Professor		Lecturer		Total
	M	F	M	F	M	F	M	F	
Ph.D.	02	00	00	00	00	00	00	00	02
M. Phil.	00	00	00	00	00	00	00	00	00
PG	00	00	00	00	00	00	2	5	07

2.4.2   How does the institution cope with the growing demand / scarcity of qualified senior faculty to teach new programmes /modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Nil

2.4.3   Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality

* Management always encourages faculty members to arrange and attend conferences, seminars and workshops.
* They are also encouraged to present their papers in conference.
* The faculties are also encouraged to prepare and appear for NET/SLET and Ph.D.
* Study leave is granted to faculties.
* To enhance teacher quality the institution provides physical facilities like internet, labs, library etc.
* The management is highly proactive in relation to faculty development.

Academic staff development programmes	Number of faculty Nominated
Refresher courses	Nil
HRD programmes	Nil
Orientation programmes	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer/winter schools, workshop, etc.	Nil

The following faculty development / training programmes are organized by the institute to enhance the teacher quality.

Various tools/topics	Faculty development/training programmes 2011-2015
Nil	Nil

* Percentage of faculty:
  • invited as resource persons in Workshops/ Seminars/ Conferences organized by external professional agencies:

  Nil

  • Participated in external Workshops/ Seminars/ Conferences organized by national/ international professional bodies: …00…%

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- Presented papers in Workshops/Seminars/ Conferences conducted or recognized by professional agencies: ……%

2.4.4 **What policies /systems are in place to recharge teachers? (e.g. providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

∗ The college permits the faculties to use science laboratories and library for rearch work.
∗ Study leaves are granted to them when the demands come.
∗ They are permitted to attend the faculty development programmes of other universities.

2.4.5 **Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

Nil

2.4.6 **Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

The teachers are evaluated on the basis of feedback of students.

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 **How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

∗ The academic committee brings awareness in the staff members about the evaluation process during the staff meetings.
∗ The stakeholders of the institution are informed about the evaluation process by general instructions mentioned in the prospectus called ready recknor.

* Similarly, the students are given detailed explanation of the evaluation process of internal marks and the university examination by our faculty members.
* The students are explicitly made aware of the eligibility conditions required to appear for the final examinations.
* They are informed about all the criteria of the internal assessment like home assignment, internal, test, projects, attendance etc.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

* The institution being affiliated to the Saurashtra University follows all the norms laid down by the university
* The university has introduced credit based syllabus system for all streams and subjects.
* Saurashtra University has adapted semester system with the pattern of 70 marks for external exam and 30 marks of internal assessment for all the courses.
* The college has adopted additional evaluation system in the form of daily test, repeatedly exam, quarterly exam etc. which directly affect the internal marks for all courses.
* The institute has also started to consider the percentage of attendance for internal assessment.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

* The institution ensures effective implementation of the evaluation reforms of the university and the college itself under the close supervision of exam committee.
* Examination cell is formed to ensure smooth functioning of examination process.
* Meeting of faculty members with the principal, vice principal and the members of examination cell helps in understanding the evaluation process and thereby its implementation.
* At the beginning of every year, academic calendar is prepared to follow the rules of total teaching days and schedule of examination.

∗ The college permits the staff to participate in evaluation process, various examination duties etc. as it is mandatory.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

∗ The summative assessment of the student is based on Internal Marks and Semester end examination marks and their performance in oral/practical and presentation of some subjects.
∗ The attendance of the students also affect on the internal marks.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightage assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

∗ The institution monitors and communicates the progress and performance of the students at the internal and university examinations through display on notice boards.
∗ The institute welcomes the rankers with silver coins at the end of every academic year.
∗ The institute also awards the students who have performed well in sports, music, art, culture and other competitions.

Programme	2012-13	2013-14	2014-15	2015-16	2016-17
Ty B.Ed.	98%	97%	100%	100%	100%

2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

∗ The sired graduate attributes specified by the college in terms of acquisition of the skills and knowledge such as
∗ Communication skill in English
∗ Reading – writing skill in English
∗ Ethical values
∗ Etiquettes and manner
∗ Respects and gratitude
∗ Through this self employability good characters are increased.

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∗ Computer literary among rural students.
∗ Presentation, written tests, oral feedback etc. are taken subject wise to judge the achievements of learning objectives and success and effective implementation of planning made at the beginning of the year.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

∗ If there are grievances about the University examination, the forms of rechecking and re-evaluation are submitted through the college office.
∗ The university provides new morksheet to the student if mistake is there otherwise it sends only the letter of no change.
∗ If am student feels doubtful with the result of college examination, the seat checking of morksheet is made available to the students.

2.6 Student Performance and Learning outcomes

2.6.1. Does the college have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these.

∗ The college has clearly stated learning outcomes that are specified in mission and objectives statements.
∗ The students and staff are made aware of these through the acquisition of skill and knowledge about communication, reading-writing, presentation, group dispassion, industrial visits, planning, decision making, marketing, banking transactions awareness etc.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme? Provide an analysis of the student's results/ achievement (programme/course wise for the last four years) and explain the differences if any and pattern of achievement across the programmes/ courses offered.

No

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of intended learning outcomes through the following:

* Preparing academic calendar, time table and teaching plan in the beginning of the course.
* To make the teaching learning methods none effective and to achieve learning outcome, teaching methods, our faculty members use modem teaching methods, aids and technology gradually to replace the traditional methods.
* The communication, reading and writing skill are assessed through exercises given in the classrooms. Competitive skills are developed more and more through participation of students in the different events.
* The group discussion, presentation, planning and decision making skill are assessed through seminar, workshop.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (students' placement, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

* The Institution is situated in a rural area having major socially and economically weaker sections of the society with agricultural back ground and lack of industrial development so the following initiatives are taken up by the institution.
* Socially relevant camps are organized through NSS platform of the institution.
* The students are explained about how to get quality jobs having good performances in the courses throughout the course duration regularly in the career class.
* Guidance and visits of some industrialists are provided.

2.6.5 How does the institution collect and analyze data on student performance learning outcomes and use it for planning and overcoming barriers of learning?

* The faculty members categorize students as weaker, average and advance learners by assisting them on the bases of group discussion, class performance and term tests.
* In order to improve the performance of the student's, college organizes remedial class for the weaker students, special coaching

classes for the average students and special guidance for the advance learners.

* College organizes field studies, industrial visits, project, seminar, coaching classes for civil services, etc.
* Social awareness programmes are also organized by the departments and provides consultancy services.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

* The achievements of learning outcomes are monitored by keeping a record of internal evaluation and university examination results of the students.
* The weaker students are given remedial coaching.
* The students are encouraged for participation in various curricular and co – curricular activities inside as well as outside the college.
* Discussion is made on the result analysis in the management and staff meeting in the beginning of every academic session.
* Corrective measures are taken to improve the learning outcomes.

2.6.7 Do the institution and individual teacher use assessment / evaluation outcomes as an indicator for evaluating students' performance, achievement of learning objectives and planning? If 'yes', provide details on the process and cite a few examples.

* Yes, the institution and individual teachers use assessment /evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning.
* The institute arranges meetings with staff to use assessment / evaluation outcomes as an indicator.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

* The students are evaluated based on their performance in academics, skill learning, quality and quantity of work.
* The faculty members understand the strength and weakness of students from their overall performance.
* The faculty members are well qualified and experienced.
* They mould the students by giving them real exposure of the field.
* The students have been receiving prizes for their performances in varies academic events.
* Due to non – granted status of the college, it is challenging to find out qualified faculties.

CRITERION: III

RESEARCH, CONSULTANCY AND EXTENSION

3.1   Promotion of Research

3.1.1 Does the institution have recognized research center(s) of the affiliating university or any other agency/organization?

No

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so what is its composition? Mention a few recommendations made by the committee for implementation   and their impact.

Yes, the institution has a following Research Committee.

1. Dr. Prafulkumar H. Pathak
2. Dr. Bharat K. Parmar
3. Ms. Saroj M. Dudhrejiya
4. Mr Chandan J. Bhandral
5. Miss Punam K. Agravat
6. Ms. Ila P. Gadhiya
7. Ms. Pinal P. Mehta
8. Ms. Zohra D. Virani
9. Mr. Prekash J. Madhad

Recommendations of the committee:

1. To create research compartment with all kinds of facility.
2. To develop and create environment for research and culture in the institute.
3. To organize research methodology workshops for students and faculty.
4. To send faculty for seminars, workshops and conferences etc.
5. To update library with soft ware.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The following measures are taken by the institution.

51

a) Autonomy to the principal investigator.
- As the institute doesn't carry any major research project, it doesn't appoint the principal investigator.

b) Timely availability or release of resources.
- The laboratories and library facilities are timely available for research work.

c) Adequate infrastructure and human resource.
- The college has adequate infrastructure and human resources.
- Laboratories have safety measures, apparatus and equipments.
- Controlled power supply is available to the laboratories.

d) Time off, reduced teaching load, special leave etc. to teachers.
- There is no such provision of time off and reduced teaching load but in addition to that study leaves and daily leaves are sanctioned to carry out field work or reference work.
- Duty leaves are given to faculties to attend conferences, seminars, workshops etc.

e) Support in terms of technology and information needs.
- The college has provided library, laboratories, computers, internet, printer and scanner for research work.
- The college is equipped with information and technology that the researchers can use.

f) Any other.
- The institution takes reviews about the work at regular intervals.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among the students?

∗ Allotments of research based projects and seminars.
∗ Arranging science exhibitions, quiz competitions, speech on commerce etc.
∗ Organizing conferences, seminars, workshops, scientific lectures etc.
∗ Arrangement of regular study tours, industrial visits, field visits etc.

3.1.5 Give details of the faculty involvement in active research (guiding students for research, leading research projects engaged in individual/collaborative research activity etc.)

Nil

3.1.6 **Give details of workshops / training programmes / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

Sr. No	Type of archive	Dept.	Collaboration	Level	Duration
1					

3.1.7 **Provide details of prioritized research areas and the expertise available with the institution.**

Nil

3.1.8 **Enumerate the efforts of the Institution in attracting researchers of eminence to visit campus and interact with teachers and students.**

∗ The college has made strong efforts to attract researchers of eminence and interact with teachers and students through organization of seminars, science exhibitions, guest lecturers etc.

3.1.9 **What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Nil

3.1.10 **Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

∗ The college has provided a platform for interaction between experts, research scholars and students by conducting seminars, science exhibition etc.
∗ Students are encouraged to do short term research so that they can pursue career in research.

3.2.1   What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

* The management allocates funds for research and development as and when required.
* Management supports their faculties to contribute their research work in the conferences.
* The management also sanction suitable fund for organizing seminars, conferences, exhibitions etc.

3.2.2   Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed of the facility in the last four years.

No

3.2.3   What are the financial provisions made available to support student research projects by students?

Nil

3.2.4   How do the various departments /units /staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Nil

3.2.5   How does the institution ensure optimal use of various equipments and research facilities of the institution by its staff and students?

* Every department of the college has requisite basic research facilities such as infrastructure, laboratories with chemicals and instruments.
* The staff and students are provided with internet and computer facilities.
* Other research facilities such as research related readings, e – journals, reference books etc. are available in the college library.

3.2.6 **Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If yes, give details.**

No

3.2.7 **Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

Nil

3.3   Research Facilities

3.3.1 **What are the research facilities available to the students and research scholars within the campus?**

* The following major facilities are available in the college to facilitate research.
* Well equipped library with internet connection.
* The facility of computer, printer, scanner etc. is available for staff and students.
* Research journals and reference books are available.
* Adequate infrastructure and human resources.
* Additional facilities are provided whenever demanded by the researchers.

3.3.2 **What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

* The strategic research planning is carried out jointly by the principal and the research committee.
* Allotment of funds for purchase of e – resources and print journals.
* Well equipped laboratories are provided.
* Additional facilities like computers, equipments.
* Installation of inverters for uninterrupted power supply.
* Timely upgradation of laboratories.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments/facilities created during the last four years.

No

3.3.4 What are the research facilities made available to the students and scholars outside the campus/other research laboratories?

Nil

3.3.5 Provide details on the library/information resource center or any other   facilities available specifically for the researchers.

The college has a well – established library. The facilities available in the library are.

- INFLIB – NET
- Internet facility
- Reference books.
- Journals, magazines, news papers etc.
- Computer and printer.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college? For e.g. laboratories, library, instruments, computers, new technology, etc.

Nil

3.4   Research publication and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of …

Nil

3.4.2 Does the institute publish or partner in publication of research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

∗ Yes, the institution publishes a multi disciplinary research journal named 'vidya sankul'.

Its editorial board is as following:

- Mr. Vasantbhai Gajera.
- Mr. Manubhai Kakadiya.
- Mr. Mansukhbhai Vaghasiya.
- Mr. Chaturbhai kalasariya.
- Mr. Dhanjibhai Dhaduk.
- Mr. Limbabhai jodhani.
- Mr. Manubhai Davariya.
  The publication listing is **ISSN: 2350 -0107**

3.4.3 Give details of publications by the faculty and students.

∗ Publications per faculty : Nil

∗ Number of papers published by faculty and students in peer reviewed journals.

Sr. no	Name of Faculty	Title of Research Paper	Name of Journal
1			
2			
3			

∗ Number of publications listed in International database : Nil

∗ Monographs: Nil

∗ Chapter in Books: Nil

∗ Books Edited: Nil

∗ Books with ISBN/ISSN numbers with numbers with details of publishers: Nil

∗ Citation Index: Nil

∗ SNIP: Nil

∗ SJR: Nil

∗ Impact factor: Nil

∗ H-index: Nil

3.4.4   Provide details (if any) of

∗ Research awards received by the faculties.
  Nil

∗ Recognition received by the faculty form reputed professional bodies and agencies, nationally and internationally
  Nil

∗ Incentives given to the faculty for receiving state, national and international recognitions for research contributions
  Nil

3.5   Consultancy

3.5.1   Give details of the systems and strategies for establishing institute industry interface.

∗ Arrangement of industrial visits for the students through which college tries to establish college industry interface.

* The college invites business persons and industrialists to motivate the students through talks.
* He faculty members enhance the employability skill of the students through group discussion, face to face interaction and civil service coaching.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

* The consultancy services of the college are encouraged by the parent society, principal and the management committee to find out the society needed consultancy services.
* Publicize through notice board and personal contact.

3.5.3 How does the institution encourage the staff to utilize their expertise and the available facilities for consultancy services?

* The institute encourages the staff in such a way that they can explain the students to cover maximum activities during NSS camp and such other activities to help the rural people as the institute is located in rural area.

3.5.4 List of the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

* Consultancy services provided by the college are:-

  * Eye check up camp.
  * Detection of blood groups.
  * Drinking water analysis for potability.

Revenue generated during the last four years: Nil

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

* The college provided consultancy services on the base of social help, all support is given by the institute.

3.6 Extension activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution–neighbourhood - community network and students engagement, contributing to good citizenship, service orientation and holistic development of students?

∗ The students are engaged in the community development programmes through the following activities.

- Field work and social activities through NSS camp in the villages.
- NSS students participate in tree plantation programme, cleanliness campaign etc.
- Rallies and programmes are carried out for awareness of AIDS, tobacco, traffic, environment etc.

3.6.2 What is the institutional mechanism to track students' involvement in various social movements/ activities which promote citizenship roles?

The college offers extension programmes in addition to those supported by the university. The following activities are carried out which promote citizenship role.

- The college motivates the students all the way to be a good citizen.
- The students are awarded by certificates or medals for such activities.
- Tree plantation programmes are arranged.
- The messages of women empowerment, global warming, and female foeticide are spread through rallies.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

∗ The college always considers feedback from the stakeholders.
∗ They are invited to observe the different activities and the overall performance of the college.
∗ The suggestions and grievances of the students are collected regularly.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Provide the budgetary details for the last four years, list the major extension and outreach programs and their impact on the overall development of students.

The college conducts the following activities to co-ordinate social outreach.

- NSS camps are organized in rural areas to develop different values like brotherhood, equality and national integration.
- Faculty development programmes are organized for staff and students.
- Literacy campaign is done during NSS camp.

Budgetary details for last four year.

Year	NSS	Sports	Other activities	Total
2013 -14				
2014 -15				
2015 -16				
2016 -17				
Total				

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other national/international agencies?

∗ The institution encourages the students and faculty members to participate in the extension activities.
∗ The activities are conducted under NSS, WDC ext.
∗ Faculty members promote the students to participate in extension activities through organizing various programmes, events and competition in the college.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under privilege and vulnerable sections of the society.

∗ The NSS unit organizes camp in nearby villages regularly and renders all possible services to the villagers.
∗ The institution provides scholarship and fee concession for poor and needy students.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skill inculcated.

∗ The extension activities enhance social commitment together with personal, civic and academic learning of the students.

∗ Guest lectures are arranged to inspire the students to initiate the research work.
∗ The NSS and sport activities inculcate the values of brotherhood, national integrity, and development of leadership and spirit of team work among the students.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Give detail on the initiatives of the institution that encourage community participation in its activities.

∗ The college maintains close links with local community.
∗ The local community is actively engaged in different activities through NSS and sports.
∗ Professionals like doctors, lawyers, social activists are sharing their knowledge about community services through invited lectures for our students.

3.6.9 Give details on the constructive relationship forged (if any) with other institution of the locality for working on various outreach and extension activities

∗ Bloch chasma Ghar – Rajkot helped for eye check up camp.
∗ Red Cross society – Amreli helped for Blood donation camp.

3.6.10 Give details of the awards received by the institution for extension activities and contribution to the social / community development during the last four years.

∗ The NSS unit of the college was awarded as the best NSS unit by Saurashtra University – Rajkot in 2015-16.

3.7   Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarship etc.

Nil

3.7.2 Provide details on the MOU's / collaborative arrangements (if any) with institutions of national importance / other universities / industries/ corporate (corporate entities) etc. and how they have contributed to the development of the institution

Nil

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation / up gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories /library / new technology / placement services etc.

Nil

3.7.4 Highlight the names of eminent scientists / participants who contributed to the events. Provide details of national and international conferences organized by the college during the last four years.

Name of eminent scientist	Designation	Level	Date

3.7.5 How many of the linkages / collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and / or facilitated.

a) **Curriculum development /enrichment**
   Our faculty members give their suggestions to enrich the curriculum formed by our parent university.

b) **Internship/ on the job training:-**
   Nil

c) **Summer placement:-**
   Nil

d) Faculty exchange and professional development:-
The college provides duty leaves to our faculties to attend seminars, conferences, workshops etc.

e) Research:-
Nil

f) Consultancy:-
College provides consultancy services on the bases of social help to the nearby rural regions.

g) Extension:-
The college provides extension services for better facilities to them.

h) Publication:-
A research journal named Vidya Sankul having ISSN: 2350-0107 is published quarterly by the institute.

i) Student placement:-
The college runs career class to make aware the students about their jobs and career.

j) Twinning programmes
Nil

k) Introduction to new courses:-
Nil

l) Student exchange:-
Nil

m) Any other
Nil

3.7.6 Detail on the systematic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

∗ State and national level seminars and workshops are organized to provide opportunity to exchange new thoughts and share the latest knowledge by the eminent experts.

Any other relevant information regarding research, consultancy and extension which the college would like to include.

Nil

CRITERION: IV
INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical facilities

4.1.1   What is the policy of the institution for creation and enhancement of infrastructure that facilitate the effective teaching and learning?

* The college has adequate infrastructural facilities as a catalyst for ensuring academic excellence.
* The college has long term planning for expansion of facilities to meet future development.
* The committee, after identifying the needs, put its proposal before the management.
* The fund is properly utilized for this purpose.
* The large campus having buildings, play ground, laboratories, library is an example of need fulfillment.
* Organic nature of the campus helps the students to concentrate on their study.

4.1.2   Detail the facilities available for -

a) Curricular and co-curricular activities - classrooms, technology enabled learning spaces, tutorial spaces, seminar halls, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.

* The following facilities are available in the college.

No	Activities	Details
1	Classrooms	9 classrooms with proper sitting arrangements. Each classroom is equipped with CCTV camera.
2	Technology enabled learning	The institution has IT/CS laboratories with technology for all division, computer labs with internet facility, LCD projectors with perfect learning space
3	Seminar hall	A seminar hall and an auditorium is there having audio visual system.
4	Tutorial space	Four additional rooms are available for tutorial.
5	Library	The college has Library with sufficient books and other materials.

6	Botanical garden	There is no specific such garden but the whole campus is filled with lots of plants and trees.
7	Animal House	No.
8	Specialized facilities and equipments for teaching learning and research.	Computer labs and printers, scanner, LCD etc.
9	Language laboratory	Software with hearing aid.

In addition to this, the college has central library, canteen, principal office, account office, salary office, administrative office, staff room, CCTV and natural, beautiful and pollution free campus.

∗ The college also provides the facility for the following extracurricular activities.

b)Extracurricular activities - sports, outdoor, and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, public speaking, communication skill development, yoga, health and hygiene etc.

Sr. No.	Activities	Details
1	Indoor and outdoor games	Institution has a very big play ground having all facilities for outdoor games. It has also the facility for indoor games like carrom, chess, weight lifting badminton, take vendo, vrushu, sky marshal art, TT, wrestling, power lifting etc.
2	Gymnasium	Indoor gymnasium is available.
3	Auditorium	Availe.
4	NSS	NSS room is Available.
5	NCC	Facility available.
6	Cultural activities	Individual hall is provided for cultural performances. The cultural committee organizes all kinds of musical and traditional events.
7	Public speaking	Practice sessions are conducted.

8	Communication skill development	Seminars are arranged
9	Yoga	Yes
10	Health and hygiene	Small and clean canteens, RO purified water.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the detail of amount spent during the last four years (enclose the master plan of the institution or campus and indicate the existing physical infrastructure and the future planned expansion if any)

* The college has adequate infrastructure, computer Labs and software etc.
* The committee including the principal places suggestions regarding additional infrastructure facility as and when needed to the management committee.
* The management committee also monitors every aspect constantly to plan and ensure the available infrastructure whether is in line with its academic growth and is optimally utilized.
* The institution has provided the precious campus and facility which helps to keep college environment healthy and productive.
* The college schedule is in two sessions.
* In the morning session Science division is there.
* In the afternoon session Arts and Commerce division is there.
* The timetable for theory and practical is drawn in such a way that the classrooms and laboratories are made available to all the classes for effective teaching learning process.
* The co and extracurricular activities are also conducted as per schedule given by respective committees.
* The students are provided full advantage of library also.

The following amount is spent by the college during the last four year.

Year	2013-14	2014-15	2015-16	2016-17
Amount	2845347.05	4057819.98	3080340.27	---

4.1.4   How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

* Physically disabled students admitted in the college are very less.
* They are provided direct library facilities without standing in a queue.
* At the time of examination, their seat numbers are provided on the ground floor to them.

4.1.5   Give details on the residential facilities and various provisions available within them?

* Hostel Facility – Accommodation Available:
  • Yes, the hostel facility is provided to the students in the campus. The accommodation of deposit, shopping mall, beauty parlour and stationary is also provided to them.
  • The availability of hygienic food, purified water, warm water, laundry, first aid etc. is also there.

* Recreational facilities, gymnasium, Yoga, etc.
  • These facilities are also provided to the students.

* Computer facility including access to internet in hostel.
  • There is no facility of computers and internet in the hostel.

* Facilities for medical emergencies:-
  • The primary health facility is available in the hosted with visiting doctor. In case of any emergency, the students are referent to the nearest hospital in the ambulance of the institute.

* Library facility in hostel:-
  • There is no separate library in the hostel but the college committee has put the proposal for the hotel library to the management.

* Internet and Wi-Fi facility:-
  • No

* Recreational facility - common room with audio visual equipments.
  • No

* Available residential facility for the staff
  • There is a facility of quarters only for ladies staff as it is a girls' institution.

∗ Occupancy of constant supply of safe drinking water:-
  • Yes, purified water is supplied everywhere in the whole campus area for drinking.

∗ Security:-
  • As it's a residential institution for girls, the security is provided for twenty four hours continuously.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

∗ The college has arrangements for first aid and medical care for the students as well as for the staff inside the campus. In case of any serious medical emergency, help is provided by shifting them to nearby hospital.

4.1.7 Give details of the common facilities available on the campus-Spaces for special units like IQAC, grievance redressal unit, women's cell, counselling and career guidance, placement unit, health center, canteen, recreational spaces for staff and students, safe drinking water facilities, auditorium etc.

No	Common facilities	Spaces for special units
1	IQAC	No
2	Redressal unit	Yes
3	Women's cell	Yes
4	Counselling and career guidance	Yes
5	Placement unit	Yes
6	Health center	Yes
7	Canteen	Yes
8	Recreation space for staff and students	Yes
9	Safe drinking water facility	Yes
10	Auditorium	Yes

4.2   Library as a Learning Resource

4.2.1 Does the library have an advisory committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student / user friendly?

Yes, The college has a library advisory committee. The composition of library advisory committee is as follows:

Sr. No	Name of the Members	Designation
1	Mr. Mansukhbhai Dhanani	Director
2	Dr. Prafulkumar H. Pthak	Principal
3	Dr. Bharat K. Parmar	Co - ordinator
4	Ms. Saroj M. Dudhrejiya	Member
5	Mr Chandan J. Bhandral	Member
6	Miss Punam K. Agravat	Member
7	Mr. Rasik Sagathiya	Librarian

∗ **Major responsibilities of the committee**

- The committee ensures the optimal use of library facility by the staff and students.
- It monitors the allocation and utilization of budget for the purchase of books and journals.
- It ensures the availability of the latest syllabi in the library.
- Recommends for the purchase of new books, scientific magazines, periodicals and journals.
- It gives guidelines for the procurement of internet journals, hardware and software necessary for the library.
- Decides policy for the purchase of essential furniture.
- Analyzes the feedback received from the stakeholders.

4.2.2 Provide the details of the following:

Total area of the library (in sq. mts)

Sr. No	Particulars	Dimensions(sq.mts)	Area(sq.mts)
1	Library	3.15 X 3.06	104.23

∗ Total seating space:-

- On working days:-   10:00 to 18:00
- On holidays:-   10:00 to 18:00(excluding Sunday)
- Before examination days:-   10:00 to 18:00
- During examination days:-   10:00 to 18:00
- During vacation:-   10:00 to 18:00

∗ Layout of the library:-

- The library has computers with internet connectivity for accessing e – journals. It subscribes journals and periodicals of national level. It has separate reading zones cater to the faculty and students.

4.2.3 How does the library ensures purchase and use of current titles, prints and E Journals and the reading materials? Specify the amount spent on procuring new books, journals and E resources during the last four years.

Faculty members provide the list of required books as per the syllabi and copies of the texts, reference books and journals needed for study and teaching. This is forwarded to the management committee. The librarian refers the details and contacts the suppliers or agencies. As per budgetary provision, the books and other reading material are purchased.

Library Holdings	2013-2014		2014-2015		2015-2016		2016-2017	
	Nos.	Total Cost	Nos.	Total Cost	Nos.	Total Cost	Nos.	Total Cost
Texts books	100	15000	105	11655	210	41750	425	50800
Journals periodicals	9	2185	10	2470	15	4705	15	4705
E-resources	---	---	---	---	---	---	---	---
Any other (News papers etc.)	2	1599	2	1800	2	1850	2	2135

4.2.4 Provide the details on the ICT and other tools deployed to provide maximum access to the library collection.

∗ OPAC (Online public access catalogue):
Yes, it is provided to the students and staff members to access the library   collection.

∗ Electronic Resource Management Package for E- Journals:
Yes, the facility of INFLIB NET is provided.

∗ Federated Searching tools to search articles in multiple databases:
  Nil

∗ Library Website:
  Nil

∗ In house remote access to e public access:
  Yes, the facility is available.

∗ Total number of computers for public access:
   03 computers.

∗ Total number of printers for public access:
   02 Printer.

∗ Internet Bandwidth speed:
  10 mbps.
∗ Institutional Repository:

Sr. No.	Particular	Quantity
1	Cupboards	10
2	Book shelves (steel racks)	00
3	Periodical stand	01
4	Display board	01
5	Notice board	01

∗ Content Management system for E LEARNING:
  Yes, audio and video CDs and DVDs are provided.
∗ Participation in Resource sharing network / consortia like (INFLIBNET):
  Yes, INFLIB NET is provided.

4.2.5   Provide details on the following Items:

∗ Average number of walk-ins:
  45 students per day

∗ Average number of books issued and returned:

∗ Ratio of library books to students enrolled:

73

∗ Average number of books added during last three years:
4304

∗ Average number of login to OPAC:
10

∗ Average number of login to e-resources:
10

∗ Average number of e-resources downloaded and printed per month:
100 pages

∗ Number of information literacy trainings organized:
Nil

∗ Details of weeding out of books and the other materials:
Yes

4.2.6   Give details of specialized services provided by the library:

∗ Manuscripts:
Nil

∗ Reference:
Yes

∗ Reprography:
Yes

∗ ILL (library loan service):
Yes

∗ Information deployment and notifications:
Yes

∗ Download:
Yes, the download facility is made available to the users as per need.

∗ Printing:
   Yes, the facility is made available for both staff and students.

∗ Reading List/Bibliography compilation:
   Yes

∗ In house Remote access to E resource:
   Yes, the internet facility is made available to the users.

∗ User orientation and awareness:
   Yes

∗ Assistance in searching databases:
   Yes

∗ INFLIBNET/IUC facility:
   Yes

4.2.7   Enumerate on support provided by the library staff to the students and teachers of college.

The library staff provides the following type of support to the students and teachers.

∗ Subscribed journal, periodicals and magazines are displayed on the stand.
∗ Syllabi and question paper sets of previous examination are provided to the students and teachers.
∗ The library staff is always ready to assist the students and staff in finding books and provide information about recently added books.
∗ The library staff helps to download the reference materials.
∗ The faculty members are issued books as per their needs without any restriction.
∗ The books are issued to the students on first come first served bases.

4.2.8   What are the special facilities offered by the library to the visually, physically challenged persons? Give details.

The college doesn't have any visually or physically challenged person currently. Yet, the library staff understands to pay the duty for this kind of persons.

4.2.9 **Does the library get the feedback from the users? If yes how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for the further improvement of the library services?)**

Nil

4.3 I. T. Infrastructure

4.3.1 **Give Detail on the computing facility available (Hardware and Software) at the institution.**

CONFIGURATION OF PC USED BY STUDENTS

B.Ed. - Lab No -

No	PC. No	Processor	Memory (Ram)	Hard disk	DVD/CD	Printers
1						
2						
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60					

No	Staff Room	PC No.	Processor	Memory (Ram)	Hard disk	DVD /CD	Printers
61							
62							

CONFIGURATION OF PC USED BY STAFF

No	Staff Room	PC No.	Processor	Memory (Ram)	Hard disk	DVD /CD	Printers
1							

∗ Number of computers with actual configuration:
120

∗ Computer Student Ratio:

∗ Stand Alone Facility:
No

∗ LAN Facility:
Yes, Only Office computers are in LAN except laboratories

∗ Licensed software:
Yes

∗ Number of nodes/ computers with internet facility:
Yes

∗ Wi-Fi facility:
No

∗ Any other:
Nil

4.3.2 Detail on the computer and the Internet facility made available to the faculty and students on the campus and off the campus?

∗ The college provides central computing facility for the staff and students at computer lab on all working days.
∗ The college provides computer and internet facility in the library.
∗ The students are allowed to use INFLIBNET, e – resource facility in the library.

4.3.3 What are the institutional plans and strategies for developing and upgrading the I. T. infrastructure and associated facilities?

* The college intends to upgrade IT infrastructure and associated facilities by purchasing new hardware as well as software for different departments, administrative offices, computer labs and library.
* The college continuously upgrades the PCs with latest configuration available in the market.
* ICT based equipments and computers are purchased as per the requirements.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (year wise for last four years)

Year	Budget expenditure
2012-13	
2013-14	
2014-15	
2015-16	

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

* The college provides projectors and OHP to the faculties for better teaching and learning.

* Facility of computers and printers are provided in the computer labs.

* The faculty members guide the students about how to operate computers, internet, printer, scanner etc.

4.3.6 Elaborate giving suitable example on how the learning activities and technologies deployed (access to on line teaching – learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution placing the students at the center of teaching- learning process and render the role of the teacher.

* The faculty members are encouraged for the training on computer aided teaching skill.
* The college has well equipped computer labs and LCD projectors for computer aided teaching and learning.

∗ The computer faculties and technicians are always available for any need based assistance in the use of ICT.

4.3.7 Does the institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so what are the services availed of?

∗ No, the college doesn't avail of the national knowledge network connectivity direct or through the affiliating university.

4.4   Maintenance and campus facilities

4.4.1 How does the institution ensure optimal allocation, utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statement by providing details of budget allocated during last four years.)

∗ The college ensures for the optimal utilization of the budget allocated for the maintenance and upkeep of the infrastructure by holding meetings of various committees based on equipments, furniture, labs, classrooms etc. the LMC committee monitors the activities and fulfills the basic needs.

∗ The details of the budget allocated during the last four years.

Sr. no	Particular	2012-13	2013-14	2014-15	2015-16
1	Building	---	---	---	---
2	Furniture	---	---	---	---
3	Equipment	---	---	---	---
4	Computers	---	---	---	---
5	Vehicle	---	---	---	---
6	another	---	---	---	---

4.4.2 What are the institutional mechanisms for maintenance and upkeep of infrastructure facilities and equipment of college?

∗ The college utilizes the fund for the development of infrastructure, maintenance, furniture and equipments and their repairing.
∗ The principal of each faculty prepares report and put it before the management committee.
∗ The committee approves the report and allocates the funds after verifying the actual needs.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

∗ Annual and day to day maintenance and repairing of the instruments is carried out by the outside vendors on the paid service bases.
∗ The maintenance of the laboratory equipments, computers and other devices are also carried out regularly.

4.4.4 What are major steps taken for location upkeep and maintenance of sensitive equipments (voltage fluctuation, constant supply of water etc.)?

∗ Voltage stabilizers have ben installed for the safety and smooth functioning of sensitive equipments.
∗ The college has appointed electrical and plumbing technicians for the overall maintenance of electrical and water supply systems.
∗ The college has generator facility for alternate power source.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

No

CRITERION: V
STUDENT SUPPORT & PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If' yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

* Yes, the college has been publishing its updated prospectus annually.
* It contains detail of the college and other related information like courses, facilities, admission criteria, eligibility criteria, procedures and fees, examination system, important contact number, list of management members, list of staff member with qualification, awards and prizes for rank holder students, college rules, college results and other information.
* The information provided is in accordance with the rules and regulations of Saurashtra University, Rajkot (Gujarat).

5.1.2 Specify the type, number and amount of institutional scholarships/ free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Details of scholarship/free ship are cited below:

Category	2013-2014		2014-2015		2015-2016		2016-2017	
	No of students	Amount	No of students	Amount	No of students	Amount	No of students	Amount
SC	03	46440	14	325900	04	112520	08	260140
ST	---	---	---	---	---	---	---	---
OBC	15	102290	---	---	---	---	02	69795
SEBC			22	64600	01	34150		
Handicapped	---	---	---	---	---	---	---	---
Sponsored	03	34700	---	---	03	15000	---	---

Amount of free ship is directly deposited in the students' bank accounts.

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Programme	2013– 14	2014 – 15	2015 – 16	2016 – 17

B.Ed.				

5.1.4 What are the specific support services/facilities available for?

* Students belong to SC/ST/OBC/ and the economically weaker sections are identified during the process of admission. The college maintains the records of these students to offer them scholarship and other benefits. The scholarships received from the government are deposited in their bank accounts without any delay.

* **Students with physical disabilities:-**
  • The physically disabled students admitted to the college are nil till today yet the college staff is ready to assist and provide them with all kinds of facilities as per their needs. The college gives top priority to them in all the academic activities.

* **Overseas students:-**
  • No overseas student is admitted in the college till today.

* **Students to participate in various competitions / national and international:-**
  • The college has an enthusiastic and dynamic sports director looking for practice and participation of students in sports activities.
  • The college invites experts to improve the skill of the students in different areas so that they can excel at local, state and national level.
  • The students are given TA and DA and granted DL whenever they participate in such competitions.

* **Medical assistance to students:-**
  • The college provides fist aid facility for the staff and students for health related minor events.
  • Thelesasmia check up camp is arranged for new admitted students every year.

* **Organizing coaching classes for competitive exams:-**
  • The students are informed and guided about the competitive exams such as GPSC, UPSC, Railway and bank related exams.
  • The career cell staff helps them in all the way.
  • The students who are ready for exam are provided the facility of internet and library also.

* **Skill development (spoken English, computer literacy, etc):-**
  • The management and staff always motivate the students to develop communication skill in terms of English also.

- Regular computer labs are provided to all the students for the access to the computer.

∗ **Support for slow learners:**
  - The college conducts remedial coaching for slow learners.
  - The faculty members provide assignments and extra lectures to them.
  - Practice sessions of reading – writing are also conducted to upgrade them.

∗ **Exposures of students to other institution of higher learning / corporate / business houses etc:-**
  - The college arranges study tours and industrial visits regularly to provide exposure to manufacturing process and help them to develop business skill.
  - Guest lectures and seminars are arranged to develop their skill.

  ∗ **Publication of student magazine:-**
  Nil

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

∗ Study tours and field visits of various places, departments and industries are arranged by the college to develop entrepreneurial skill among the students.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz Competitions, debate and discussions, cultural activities etc.

∗ The students of our college participate in various literary and cultural events.
∗ They activity prepare for inter collegiate, inter-university and state and national events.
∗ The college invites experts to improve the performance of students.
∗ The faculty members encourage the students to participate in cultural programmes and other competitions like dancing, painting, modeling, debate, poster making etc.
∗ They celebrate impotent national and international days and events.

* The NSS students organize socially productive events and useful programmes.

* **Additional academic support, flexibility in examination:**
  - Faculty members conduct extra coaching classes for the students.
  - Daily tests, repeatedly exam rounds and quarterly exams are taken regularly.

* **Special dietary requirements, sports uniform and materials:**
  - The college fulfills the dietary requirements of the students during practice and tournaments.
  - The college provides sports materials, uniforms TA and DA to participants.

* **Another:-**
  Best students in sports and games are awarded through college.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIRNET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL/ GMAT / Central/ state services, Defense, Civil Services, etc.

* The carrier guidance cell of our college conducts regular classes for GPSC, UPSC and such other competitive examinations.
* The college organizes guest lecturers to guide the students.
* Various reference books are available for students in the library.

The detailed information about this student is listed below:

Name of Competitive Exam	No of Students Appeared	No of Students qualified
NET	---	---
SET	---	---
Central	---	---

5.1.8 What type of counseling services are made available to the students? (academic, personal, career, psycho-social etc.)

* The career cell of the college provides career guidance to the students.

∗ The members of career cell assist them to update the knowledge and skill of the students.
∗ Take care needs of the students.
∗ Acquainting them through seminars and expositions by experts.
∗ Career options are also displayed on students' notice board.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

∗ Yes, the college has a career guidance cell.
∗ This cell helps the students for their career choice and job opportunities and developing their skills.
∗ The cell regularly arranges mock tests and interviews to update their knowledge and skills.
∗ No campus interview has been arranged yet.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported during the last four years.

∗ Yes, the college has students' grievances redrassal cell.
∗ The cell functions under the guidance of the principal and committee members.
∗ During the last four years so many grievances have been reported and the college has solved them immediately.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

∗ The college has a women development cell and anti ranging committee.
∗ These cell and committee organize lectures to explain the students about sexual harassment.
∗ Campus monitoring is done under CCTV surveillance.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

∗ Yes, there is an anti raging committee in the college.
∗ The members of this committee create awareness among the students about anti raging law.

* The anti ragging directions are displayed on the notice board in the beginning of every academic session regularly.
* No ragging complaint has been reported yet.

5.1.13 Enumerate the welfare schemes made available to students by the Institution?

* Guest lectures are arranged for health, skill and knowledge awareness for the students.
* Frequent medical checkup and Thelesasmia teats are arranged.
* Book bank facility is available for the students in the library.
* The needy students are benefited in terms of scholarships.
* The rate of college fee and hostel fee is very less for all the students.
* The college has deposit section for the residential students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and Infrastructure development?

* No, the college doesn't have alumni association.

5.2   Students Progression

5.2.1   Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

Students Progression	2012-13 (%)	2013-14 (%)	2014-15 (%)	2015-16 (%)
UG to PG	---	---	---	---
PG to M. Phil	---	---	---	---
PG to PhD	---	---	---	---
Employed	---	---	---	---
Campus Selection	---	---	---	---
Other than campus	---	---	---	---

5.2.2.   Provide details of the programme wise pass percentage and completion rate for the last four year (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the colleges of the affiliating university within the city/district.

Sr. no	Programme	2013-14 (%)	2014-15 (%)	2015-16 (%)	2016-17 (%)
1	B.Ed.	97%	100%	100%	100%

5.2.3 How does the institution facilitate student progression to higher level of education and /or towards employment?

∗ We have stated the PG courses for Arts, Commerce, science streams.

∗ The career cell guides for the job opportunities.

∗ Indoor counseling is conducted to motivate the students who desire to pursue the higher education by our faculty members.

∗ Our faculty members guide the students for interview skills and employment opportunities and ensure the progression of students to higher level of education or employment.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

∗ Special counseling is done by our faculty members for the weaker students.

∗ Socially and economically weaker students are supported by the management committee of the college.

∗ The students who are weaker seem to fail in the exams are provided extra coaching classes and reading – writing practice.

5.3   Student participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

∗ The college has a separate sports room and play ground for the students.

∗ The college has the following rang of indoor and outdoor Sports:-
Power lifting, Weight lifting, Wrestling, Badminton, Kabbadi, Kho – Kho, Volley ball, Judo, Archery, Carrom, Chess, Boxing, Rope pulling, Athletics, Cross country etc.

∗ The college has the following range of extracurricular activities:-
Debating, Dance, Drama, One act play, Essay writing, Quiz competition etc.

∗ The college has the following range of cultural activities:-
Youth Festival, Garaba competition, traditional Day, modern Day, Singing etc.

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State /Zonal / National / International, etc. for the previous four years.

SUMMARY OF MEDALS ACHIEVED BY OUR STUDENTS

2012-13

Sr. No	LEVEL	TOTAL	MEDALS			TITLE
			GOLD	SILVER	BRONZE	
1	NATIONAL	---	---	---	---	---
2	INTER UNIVERSITY	---	---	---	---	---
3	STATE	---	---	---	---	---
4	UNIVERSITY	---	---	---	---	---

2013-14

Sr. No	LEVEL	TOTAL	MEDALS			TITLE
			GOLD	SILVER	BRONZE	
1	NATIONAL	---	---	---	---	---
2	INTER UNIVERSITY	---	---	---	---	---
3	STATE	---	---	---	---	---
4	UNIVERSITY	---	---	---	---	---

2014-15

Sr. No	LEVEL	TOTAL	MEDALS			TITLE
			GOLD	SILVER	BRONZE	
1	NATIONAL					
2	INTER UNIVERSITY					
3	STATE					
4	UNIVERSITY					

2015-16

Sr. No	LEVEL	TOTAL	MEDALS			TITLE
			GOLD	SILVER	BRONZE	
1	NATIONAL					
2	STATE					
3	UNIVERSITY					

University Level:-

Sr. No	Name of the Players	Class	Name of the Competition	Rank No.	Year
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2					
3					
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64				

State level competition (2010-11)

Sr. No	Name of the Players	Class	Name of the Competition	Rank No.
1	Nil	Nil	Nil	Nil

State level competition (2011-12)

Sr. No	Name of the Players	Name of the Competition	Rank No.
1	Nil	Nil	Nil

Inter college competition (2011-12)

Sr. No	Name of the Players	Name of the Competition	Rank No.
1	Nil	Nil	Nil

Inter University level competition (2011-2012)

Sr. No	Name of the Players	Name of the Competition	Rank No.
1	Nil	Nil	Nil

National level inter University competition (2011-2012)

Sr. No	Name of the Players	Name of the Competition	Rank No.
01	Nil	Nil	Nil

National level competition (2011-12)

Sr. No	Name of the Players	Name of the Competition	Rank No.
01	Nil	Nil	Nil

State level competition (2011-12)

Sr. No	Name of the Players	Name of the Competition	Rank No.
01	Nil	Nil	Nil

National level competition (2013-14)

Sr. No	Name of the Players	Name of the Competition	Rank No
01	Nil	Nil	Nil

National (All India Inter University) (2013-14)

Sr. No	Name of the Players	Name of the Competition	Rank No
01	Nil	Nil	Nil

State level competition (2013-14)

Sr. No	Name of the Players	Name of the Competition	Rank No

Sr. No			
01	Nil	Nil	Nil

Inter collegiate competition (2013-14)

Sr. No	Name of the Players	Name of the Competition	Rank No
01	Nil	Nil	Nil

National level competition (2015-16)

Sr. No	Name of the Players	Name of the Competition	Rank No
01	Nil	Nil	Nil

All India Inter University Selected (2015-16)

Sr. No	Name of the Players
01	Nil

Inter collegiate (2015-16)

Sr. No	Name of the Players	Name of the Competition	Rank No
1	Nil	Nil	Nil

State level competition (2015-16)

Sr. No	Name of the Players	Name of the Competition	Rank No
1	Nil	Nil	Nil

CULTURAL ACTIVITIES
2014-15

Sr. No	EVENTS	PRIZE	ORGANIZING AUTHORITY
1			

2015-16

Sr. No	EVENTS	PRIZE	ORGANIZING AUTHORITY
1			

5.3.3 How does the college seek and uses data and feedback from its graduates and employers to improve the performance and quality of the institutional provisions?

 ∗ The college takes feedback from the students.
 ∗ A suggestion box is also made available for the students and parents.
 ∗ The suggestions of employers are also taken during each and every staff meeting.
 ∗ The analysis of these feedback and suggestions helps the college to improve the performance and quality.
 ∗ College also maintains a visitors' book.
 ∗ The priority is given to the suggestions of alumni.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications / materials brought out by the students during the previous four academic sessions.

 Nil

5.3.5 Does the college have a students' council or any similar body? Give details on its selection, constitution, activities and funding.

 ∗ No, the college doesn't have any students' council.
 ∗ But the college appoints two class representatives for each class and a general secretary and a junior general secretary for each stream.
 ∗ The functions of these members are to maintain discipline and healthy atmosphere of the college and to help the teachers in many ways.

5.3.6 Give details of various academic and administrative bodies that have students' representatives on them.

94

* The college appoints the students representatives to help in various activities like academic, sports, culture, NSS, NCC, WDC but they are not the members of any committee.

5.3.7 **How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

* The college keeps the database of the students who have passed out from the college and are doing job outside.
* The detail of staff and students like contact, address etc can also be seen in the staff and students biodata registers.

Any other relevant information regarding Students Support and Progression which the college would like to include

* The college tries to support the students to prepare them as a strong citizens of India through the medium of education by keeping too minimum rate of fees for both college and hostel with the best academic actives and residential practices.

CRITERION: VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1   Institutional Vision & Leadership

6.1.1   State the vision & mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the need of the society, the students it seeks to serve, institutions traditions and value orientations, vision for the future, etc?

Vision:-

To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

Mission:-

Mission of the college is to develop the students with higher knowledge, lifelong learning skills and groom them into responsible citizens; "Social transformation through Dynamic education" is the prime motto of the institute.

Objectives:-

To provide the facility of higher education for overall development of the students from economically and educationally weaker sections of Saurashtra region of Gujarat who face the challenges of the competitive world.

6.1.2   What is the role of top management, Principal & faculty in design & implantation of its quality policy and plans?

* The principal and faculty members design the quality policy and plans in the meeting with the academic director.
* The academic director also discusses the quality policy and plans in the meeting with the top management.
* The top management, the principal and the faculty member strictly follow the rules and regulations of the affiliating university while implementing the policy and plan.
* Regular meeting are conducted before the starting of each term.

* The top management, principal and faculty members always play supportive role for the better future of their students.
* To offer meaningful academic programmes by continuous update of the curriculum, pedagogy and research methodology to suit the changing needs.
* To respond the current social issues with academic acumens.
* Most of the students of our college are from rural and educationally weaker areas. They are from economically weaker sections of the society. The college takes care of their education and provide excellent educational facilities to them. The vision and mission of the college is in tune with the education policies of the nation.

The college translates its vision in to activities like:-
* Providing quality education to the students of rural and educationally weaker sections of the society.
* Formation of various cells and committees for the academic growth of the students.
* To create vibrant atmosphere in the college for the all over development of students.
* The college has supportive administration and ideal infrastructure.
* The faculty members motivate the students for their academic excellence.

6.1.3 What is the involvement of the leadership in ensuring?

* **The policy statement and action plans for fulfillment stated mission:-**
  * The presidents and the management committee are completely involved along with the principal to formulate the policy and action plans for the development of the college.

* **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:-**
  * In the beginning of academic year, the plan is decided for both the semesters, events' schedule is also prepared and the provision for funds regarding purchase of library books, lab equipments and gymkhana equipment is made.

* **Interaction with stakeholders:-**
  * Periodically, direct interactive meeting are conducted with the students and their needs are considered for improvement. The suggestions from parents and alumni are also considered for the improvement of the college.

∗ **Proper support for policy and planning through need analysis, research inputs and consultations with stakeholders.**
- Suggestions from parents, past students are considered for improvement of infrastructure and quality in education.

∗ **Reinforcing the culture of excellence:-**
- Culture of excellence is created through various platforms i.e. NSS activities, cultural activities, gymkhana and sports activities and festivals. Also the students are sent to participate in state and university level events. The students who get ranks are awarded by the college also.

∗ **Champion organizational change:-**
- Social commitment is made through different festivals and the platform of NSS to create competitive spirit among the students and the best speakers are also invited. Attitude of excellence is also imbibed on the students through the social activities which are also a part of curriculum.

6.1.4   What are the procedures adopted by the institution to monitor & evaluate policies and plans of the institution for effective implementation and improvement from time to time?

∗ The management monitors and evaluates the policies and plans of the institution with the help of system follow up mechanism. According to the system follow up report, the academic director deals with the principal and the principal implements and monitors the decisions with the help of various coordinators.

6.1.5   Give details of the academic leadership provided to the faculty by   the top management?

∗ The president, management committee and the principal together formulate the policies regarding the development and improvement of the college facility. The staff members are encouraged to participate and attend various seminars, workshops and conferences.
∗ The role and responsibilities of the staff are communicated to them.
∗ Regular staff meetings are held in the chairmanship of the president of the institute.

6.1.6   How does the college groom leadership at various levels?

∗ The college appoints class representatives who are the toppers in their level in each stream who help in monitoring students' discipline, attendance, regular teaching work and other coordinating activities.

* All the heads of departments groom for the development of the department. Academic calendar helps them in designing various activities time to time.
* The coordinators of various committees hold the responsibility to organize the events and this also helps them in grooming leadership.

6.1.7   How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

* The principal with the support of the management and faculty members creates educational environment in the campus.
* Heads of all the streams allocates the work load, time table, conduction of tests, seminars etc. under the guidelines given by the principal and the university.
* All the departments have budgetary provisions and freedom for their proper functioning.
* Administrative powers and responsibilities are delegated to faculty members on the bases of their competence and commitment.
* The faculty members create positive and motivating environment in the campus.

6.1.8   Does the college promote a culture of participative management? If yes indicate the participative management.

* The management has established LMC including teaching and non teaching staff for smooth and effective functioning of the college.
* The principal organizes regular staff meeting for institutional development.
* Regular feedbacks from the students are taken.
* LMC considers the issues forwarded by the principal and takes the decisions.
* The principal also represents the issues regarding the students in LMC.

6.2   Strategy Development and Deployment.

**6.2.1   Does the Institution have a formally stated quality? How is it developed, driven, deployed and reviewed?**

* Yes, the institution has a formally stated quality policy.
* It is developed according to the stated vision, mission and objectives of the institution.
* LMC and other committees develop the policies as per requirements.

* All academic matters are monitored by different head of departments.
* The stated policies are reviewed periodically by the management.

6.2.2 Does the Institution have a perspective plan for development? If so give the aspects considered for inclusion in the plan.

* Yes, the college has well defined perspective plan for development.
* The plan consist of different aspects for the proper functionary of the college such as teaching and learning, research and development, academic development, infrastructure development etc.
* To implement this plan in a meaningful manner, adequate measures are taken by the college.
* The college involves the students in different social activities to impart the values among them.

6.2.3 Describe the internals organizational structure and decision making processes.

President
|
Directors
|
Principal
|
Vice principal
|

Teaching staff   Non teaching staff
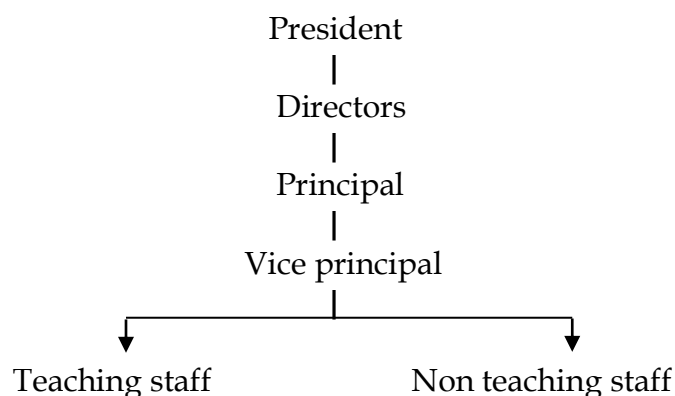
* The management of the college is the policy making body.
* The principal is the official link between the management and the college.
* The plan is discussed and developed for academic and infra structural development every year.
* The principal and other officials monitor this plan for efficient implementation.

6.2.4 Give the broad description of the quality improvement strategies of the institution for each of the following

* **Teaching & Learning:-**

Teaching: -
The college promotes faculty members to upgrade their qualification, to attend seminars, workshops and conferences and present paper to acquire better knowledge as well as teaching skills. They are provided

with all essential facilities like LCD, like LCD, projectors, audio, models, charts etc. for better teaching.

 Learning:-
- Attendance is made compulsory for all the students strictly according to the affiliating university norms.
- Daily tests and periodic exams are conduced to evaluate their learning capability.
- The work like projects and assignments are given to them.
- The feedbacks from students are taken for every term and analyzed for further improvement.

∗ **Research and development:-**
- The faculty members are suggested to refer some research journals of selected area of research and encouraged to participate in conferences and seminars and workshops.
- They are provided with all equipments and internet connection for research work.

∗ **Community engagement**
- The college encourages students to take part in NSS, sports and other extension activities.
- Through these activities our students, faculty members and management are engaged in different community activities like blood donation camp, NSS camp for the awareness about social issues, national integrity, environmental problems etc.

∗ **Human Resource Management:-**
- The college runs in two shifts i.e. morning and afternoon so the time table is prepared according to the courses and sessions.
- The faculty members are recruited as per the requirement before the beginning of the year.
- Faculty development programmes are organized to upgrade the faculty members.
- The college has a mechanism to monitor the performance of the faculty members.
- The functional freedom is given to all the respective departments.
- The non – teaching staff perform their role for the proper functioning of the college.

∗ **Industry Interaction:-**
- The college organizes industrial visits and study tours of the students to provide exposure of manufacturing process to them.
- The college also organizes guest lecturers of industrialists for the students.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contact etc.) is available for the top management and the stakeholders, to review the activities of the institution?

* The principal calls the regular meetings of teaching and non teaching staff for overall development of the college.
* The feedback is taken from class representatives, students, parents, staff members and through suggestion box.
* The suggestions from feedback are conveyed to top management.
* The adequate information is available for the management by holding periodical meetings to review the overall progress of the institution.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional process?

* The management encourages and supports involvement of the staff for the improvement of the effectiveness and efficiency of the institutional processes.
* The management provides total autonomy regarding teaching, learning evaluation and research activities to the faculty members.
* Management offers infrastructural facilities for the organization of several events like national conferences, seminars, workshops etc.
* They facilitate the faculty, non teaching staff and students for their special achievements.
* They also provide assistance for attending and presenting papers in the conferences and organizes staff gathering for recreation of the staff.

6.2.7 Enumerate the resolutions made by the management council in the last year and the status of implementation of such resolutions.

* Management council made some resolutions regarding a separate building for library, a swimming pool for hostel students and a separate facility of gymkhana was proposed. The work for all these projects is commenced and will be completed in nearby future.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

* Yes, the parent university has a provision of granting autonomy, but our college has not applied for autonomy yet.

6.2.9   How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyses the nature of grievances for promoting better stakeholder relationship?

* The college has created women development cell as it is a girls' college.
* The college has also grievance redrassal cell for teachers and students.
* The principal addresses the grievances or complaints after the discussion with both of above cells.

6.2.10   During the last four years, had there been any instance of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

Nil

6.2.11   Does the Institution have a mechanism for analyzing student feedback on institutional performance? If yes, what was the outcome and response of the institution to such an effort?

* The college has a mechanism of obtaining the feedback from the students to improve the quality and performance of the institutional provisions.
* The information obtained through the feedback is analyzed and considered by the college.

* **Outcomes of feedback are as follows:-**
  * Infrastructural improvements.
  * Improvement of academic skills of the students.
  * Remedial classes for weaker students.
  * Career guidance for the exams of civil services.

6.3   Faculty Empowerment Strategies.

6.3.1   What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

* The faculty members are encouraged to attend the orientation and refresher programmes for the enrichment of subject knowledge.
* The college arranges faculty development programmes for teaching and non teaching staff to enhance their professional capabilities.
* The faculty members are encouraged to participate and arrange seminar, workshops and conferences.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

* Faculties are awarded by choosing the best teacher among them.
* The faculty members are encouraged to attend the training programmes organized by the affiliating university for syllabus change etc.
* The college always encourages the faculty members to clear NET/SLET and entrance for Ph.D to upgrade their qualifications.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

* The performance appraisal of teaching staff is collected at the end of every academic quarter and evaluated by the principal.
* Performance of the non-teaching staff is evaluated by the heads of the department and the principal.
* The principal conveys both satisfactory and non satisfactory report to the management.
* Management suggests for the improvement about the performance of teaching and non teaching staff.

6.3.4 What is the outcome of the review of the performance appraisal reports by management and the major decisions taken? How are they communicated to the appropriate stakeholders?

* Appropriate action is taken by the management by reviewing the performance appraisal reports of the employees.
* The principal communicates to the concern employee whose performance is below average.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

* The college provides duty leaves to the staff members in certain circumstances.
* The teaching and non – teaching employees are benefited with EPF (Employees provident fund).
* A one day tour is organized separately for both teaching and non – teaching employees in which the expenditure is shared by the management.

6.3.6   What are the measures taken by the Institution for attracting and retaining eminent faculty?

* The college invites the eminent faculties with respect and honor.
* Satisfactory salary grades and other remuneration are provided according to their performance.
* Annul and additional increment is provided to retain experienced and eminent faculties.

6.4   Financial Management and Resource Mobilization

6.4.1   What is the institutional mechanism to monitor effective and efficient use of available financial resources?

* The college has a transparent system of accounting.
* The budgetary provision is there for whole through the financial year.
* The principal is free to place any budgetary requirements during the whole financial year at any time before the LMC.
* The utilization of budgetary fund is monitored by the LMC.
* The salary of each and every employee is deposited in their salary accounts.
* The labours are given their pay in the form of cheque of account payee.
* Every transaction is supported by vouchers and all the collections are deposited in the bank.

6.4.2   What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

* The college has an internal audit mechanism.
* The internal audit is carried out by chartered accountant appointed by the parent management and is approved in the LMC.
* There were no any audit objections.

6.4.3   What are the major sources of institutional receipt / funding and how is the defeat managed? Provided audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/ corpus available with institution if any.

* Fee is collected from the students as per parent university norms.
* Financial help is provided by public leaders and parent management. There is no deficit in these last four years.

6.4.4 Give details on the efforts made by the institution securing additional funding and the utilization of the same. (If any)

Nil

6.5   Internal Quality Assurance System (IQAS)

6.5.1   Internal quality Assurance Cell (IQAC)

a) **Has the institution established an internal quality assurance cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

No, the institute hasn't established an internal quality assurance cell yet.

b) **How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?**

Not applicable.

c) **Does the IQAC have external members in its committee? If so, mention any significant contribution made by them.**

Not applicable.

d) **How do students and alumni contribute to the effective functioning of the IQAC?**

Not applicable.

e) **How does the IQAC communicate and engage staff from different constituents of the institution?**

Not applicable.

6.5.2   Does the institution have integrated framework for quality assurance of the academic and administrative activities? If yes give details on its operationalisation.

∗ Yes, the college has an integrated frame work for quality assurance of academic and administrative activities.

* All the heads of departments plan and implement the academic activities.
* The principal of the college permits the plans for putting into action.
* The principal takes reviews and provides suggestions in the meetings during each academic session.

6.5.3 Does the institute provide training to its staff for effective implementation of the quality assurance procedure? If yes give details enumerating its impact.

* The college conducts extension lectures on quality improvement of academic and administrative activities.
* The staff members are encouraged to attend the outdoor training for improvement also.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If yes how are the outcomes used to improve the institutional activities.

* Yes, the principal and senior faculty members conduct the academic audit of all the departments which includes teaching learning process, academic extension, research and extracurricular activities.
* The suggestions are communicated to particular department through principal for improvements of their departmental activities.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies / regulatory authorities?

* The college makes the compliances as per the needs and requirements of the parent university.
* Quality is assured by full time planning, reviewing, implementing and improving the performance as per the guidelines of Parent University.
* The management of the college is keen to sustain the academic and administrative quality.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Structures:-
• The college has generated mechanism for checking the teaching – learning process.
• It involves direct interaction with students and feedback.

Mythology of operation is:-
- Teaching plans
- Review of percentage of syllabus completion is taken
- Checking of Syllabus completion
- Internal assessment is conducted
- Attendance of students is regularly checked.

Outcome:-
- Improved quality and progress is reflected in result and internal marks.

6.5.7 How does the institution communicate its quality assurance policies mechanisms and outcome to the various internal and external stakeholders?

∗ The college communicates its quality assurance policies, mechanisms and outcomes to its stakeholders by the following means.

- Institution prospectus
- News papers
- Notice board
- Press release
- College website
- Staff meeting, parents meeting & students meeting.

CRITERION: VII
INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness

7.1.1   Does the institute conduct a green Audit of its campus and facilities?

* Yes,
* The college takes the following measures to keep the campus green and clean.
* The students are explained not to throw plastic and other garbage here and there.
* Sweepers are employed to keep the campus clean and to water the plants and trees regularly.
* Chewing of tobacco, smoking or other such habits are strictly prohibited in the campus.
* The students are explained about the conservation of environment in the lectures of related subject.
* The president also insists on taking care of plants and trees as he is a lover of nature.

7.1.2   What are the initiatives taken by the college to make the campus eco friendly?

* **Energy Conservation:-**

  • Care is taken to save electricity by taking proper maintenance of the wiring and electrical equipments.
  • The staff and students are constantly explained to save water and electricity.
  • To conserve energy, we use led bulbs and other eco friendly products with star rating in power saving.
  • All the constructed buildings have adequate ventilation of natural light and air so in the day time maximum energy can be saved.
  • The lights, fans, labs equipments, computers and other apparatus are switched off carefully and immediately when they are not in use.

* **Use of Renewable Energy:-**

  • Solar water heaters are installed in all hostel buildings.

- Every year, we store dead stock scrap materials and papers to recycle at the end and dispose off.

∗ **Water harvesting**

- Rain water is collected and used as distilled water by all the laboratories throughout the year.

∗ **Check dam construction**

Nil

∗ **Efforts for carbon neutrality:**

- The college is placed in rural area so the campus and premises of our college are full of nature and pollution free.
- The whole campus is full of plants and trees.
- We also avoid the practice of burring papers and plastic in the campus.

∗ **Plantation:**

- Plantation activity carried out regularly to create clean and green campus.
- Our NSS unit also include tree plantation in its events.
- The college is aware about the eco friendly environment in the context of global warming problem.

∗ **Hazardous Waste Management:**

- Plastic waste is eliminated by natural method.
- Acids, alkalis and other chemicals are drained with plenty of water so that they get diluted and can't cause harm in the laboratory.

∗ **E-Waste Management:**

- Reuse of most of the electronic equipments and other materials whenever possible.
- After the end of lifetime, computers and their accessories are sold as scrap to local vendors in a proper way.
- E – Waste is dumped in the college campus in proper way.

7.2   *Innovations:*

7.2.1   Give detail of innovations introduced during the last four years which   have impact on the functioning of the college.

* We have the facility of internet connectivity in the campus.
* In our college, we have E – learning labs and language labs to upgrade the E – knowledge of our students.
* We have been organizing national seminars on different topics and subjects.
* We organize eye check camp, blood donation camp etc. during NSS camp.
* Career cell arranges guest lecturers of some experts in the field of competitive exams.
* We encourage our students to participate in the Job fairs.
* Study tours and industrial visits are arranged to develop the skill and knowledge of students.
* Rain water is harvested and used as distilled water in all laboratories.
* Demonstrations and students seminars are arranged as per syllabus.
* The college library has plenty of books and journals and internet facility for staff and students.
* The whole campus is under the surveillance of CCTV cameras.

7.3   BEST PRACTICES:

7.3.1   Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institution of the core activities of the college.

* The college has introduced the following best practices that are carried out throughout the year.
* Compulsory uniform and I card for college students.
* Dress code for the college staff.
* Attendance through biometric card for the staff.
* Daily test is conducted for all the students.
* Regular prayer and national song are sung.
* Campus monitoring by the staff and CCTV cameras.
* Annual audit report for all the departments.
* Regular feedback from the students.
* Acceptance of staff suggestions throughout the year.
* The orientation for the fresher in the beginning.

∗ Regular study tours and industrial visits.
∗ Regular tour for entertainment once in a year.
∗ Celebration of teacher's day, traditional day, culture day etc.
∗ Arrangement scientific exhibitions of college levels.
∗ Arrangement of NSS camps in the village.

Best Practices I

Eye check up

∗ **Introduction:-**

• Eye plays an important role in the life of any living being. So the aim of arranging the eye check up camp was to create awareness among the rural people and the students about the eyes. As it is a very sensitive organ of human body, we have to take much care of it.

∗ **Goal:-**

• To fulfill social commitments by helping the rural people having weak eyesight.
• To create awareness among the society about problems of eyesight.
• To foster students about their responsibilities towards the society.

∗ **The context:-**

• It was found that some people have weaker eyesight in the villages during the camp of our NSS unit.
• Simultaneously, we came across the head of Vision Eye Care, Rajkot and decided to conduct an eye check up camp in those villages through the platform of on NSS unit. It was really challenging for us but with great support, we did this.

∗ **The practice:**

• The practice of eye check up was conducted through Vision Eye Care, Rajkot.
• A convenient day and place were decided.
• Accordingly, pamphlets were prepared indicating date, venue and timing of the camp and were distributed by the NSS volunteers in the villages.

- The Sarpanch and the members of the gram panchayat were contacted and informed about the camp.
- On the day of the camp, necessary arrangements were made by the staff and NSS unit.
- The patients were checked, found out their deficiency and advised to take further care.

∗ **Constrains:**

- Publicity through personal and public contacts.
- Distribution of pamphlets in the village.
- To explain the students about their eye problems.

∗ **Problems encountered and resources required:-**

- Camp venue was the village so it became some-what difficult for us to arrange things like dark room, trained team etc.
- We had to face frequent failure of electric supply.

∗ **Evidence of success:**

Sr. no.	DATE	VENUE OF THE CAMP	NO. OF EYE CHECKER
1			

Best Practices II

Best teacher award

∗ **Goal:-**

- To identify the devoted teachers.
- To encourage them and other teachers by putting them as a model.
- To throw the light on the duty paid by these teachers.

∗ **The Content:-**

- The best teachers are awarded by the state and central government every year so taking clue from this thought we created such concept at local level.

∗ **The practice:-**

- To identify best performers in the field of teaching for better development of the college.
- We considered all kinds of aspects of their field and collected data of each teacher.
- We selected most appropriate teachers for this award.
- We invited the teachers on felicitation programme arranged by the college.
- We felicitate them by awarding with asset of books, a shawl, a bag and a set of metal dinner set.
- Motivational speech was given by the academic director in the end.

∗ **Evidence of Success:**

Sr. No.	Name of the teacher	Stream	Fields of performance	Year of appreciation

∗ **Problems Encountered and Resource Required:**

- The time is needed to conduct survey.
- Deciding criteria for eligibility is tough.
- Collection of the data of their performances.
- Availability of human resource.
- Efficiency required for continue practice.

7

<u>Evaluative report of the Departments</u>

<u>B.B.A.</u>

1. Name of the department :-

- B.Ed.

2. Year of establishment:-

- 2002

3. Names of programmes offered (UG, PG, M. Phil., Ph.D., Integrated Masters: Integrated Ph.D., etc.)

- UG: B.Ed.

4. Names of Interdisciplinary courses and departments /units involved.

Nil

5. Annual / semester /choice based credit system (programme wise).

- Semester system & CBCS pattern of affiliating University.

6. Participation of the department in the courses offered by other department.

Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

Nil

8. Details of courses / programmes discontinued (if any) with reasons.

Nil

9. Number of teaching posts.

Post	Sanctioned	Filled
Professors	---	---
Associate Professors	---	---
Assistant Professors	---	---
Lecturer	09	09

10. Faculty profile with name, qualification, designation, (D.Sc. / D.Litt. / Ph.D. / M. Phil. etc.)

Sr. no	Name	Qualification	Designation	Experience	Specialization
1	Dr. Prafulkumar H. Pthak	M.A. M.Ed. Ph.D.	Principal	16 Years	
2	Dr. Bharat K. Parmar	M.A. M.Ed. Ph.D.	Lecturer	11 Years	
3	Ms. Saroj M. Dudhrejiya	M.A. M.Ed.	Lecturer	6 Years	
4	Mr Chandan J. Bhandral	M.Sc. M.Ed.	Lecturer	4 Years	
5	Miss Punam K. Agravat	M.Com. M.Ed.	Lecturer	3 Years	
6	Ms. Ila P. Gadhiya	M.Com. M.Ed.	Lecturer	3 Years	
7	Ms. Pinal P. Mehta	M.Sc. M.Ed.	Lecturer	3 Years	
8	Ms. Zohra D. Virani	M.A., B.Ed., M.Ed.	Lecturer	4 Years	
9	Mr. Prekash J. Madhad	M.A. M.Ed.	Lecturer	6 Years	

11. List of senior visiting faculty.

Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty.

Nil

13. Student teacher ratio (Programmes wise).

Sr. No	Course	Students	Teacher	Ratio
1	B.Ed.	35	09	

14. Number of academic support staff (technical) and administrative staff: sanctioned, filled.

Sr. No	Type of staff	Sanctioned	Filled	Actual
1	Technical			
2	Administrative			

15. Qualifications of teaching faculty with D.Sc. /D. Lit. / Ph.D. / M. Phil. / PG.

PG:

16. Number of faculty with ongoing projects from a) national b) international funding agencies and grants received.

Nil

17. Departments' projects funded by DST-FIST, UGC, DBT, ICSSR, etc. and total grants received.

Nil

18. Research Centre / facility recognized by the University.

Nil

19. Publications:

a) Publication per faculty.

Sr. no	Name of Faculty	Title of Research paper	Name of Journal
01			
02			

b) Books with details of publication.

Nil

20. Areas of consultancy and income generated.

Nil

21. Faculty as members in:
a) National committees
b) International Committees
c) Editorial Boards….

Nil

22. Students' projects.

a) Percentage of students who have done in – house projects including inter-departmental programme.

Nil

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories / Industry /other agencies.

Nil

23. Awards / Recognitions received by faculty and students.

Sr. no	Name	Rank	Year	Oraganization
01				

24. List of eminent academicians and scientists / visitors to the department.

Nil

25. Seminars / Conferences / Workshop organized & the source of funding.

a) National

Nil

b) International: -

Nil

26. **Students' profile programme / course wise:**

B.B.A.

(2013 - 2014) M = Male F = Female

Name of the Program	Applications received	Selected	Enrolled		Pass percentage
			M	F	
FY B.Ed.	67	67		67	

(2014 - 2015) M = Male F = Female

Name of the Program	Applications received	Selected	Enrolled		Pass percentage
			M	F	
FY B.Ed.	85	85	---	85	

(2015 - 2016) M = Male F = Female

Name of the Program	Applications received	Selected	Enrolled		Pass percentage
			M	F	
FY B.Ed.	36	36	---	36	
SY B.Ed.	00	00	---	00	

(2016 - 2017) M = Male F = Female

Name of the Program	Applications received	Selected	Enrolled		Pass percentage
			M	F	
FY B.Ed.	48	48	---	48	
SY B.Ed.	35	35	---	35	

27. Diversity of Students

2012 – 13, 2013 – 14, 2014 -15
0

Name of the Program	% of students from the state	% of students from other State	% of students from abroad
FY B.Ed.			
SY B.Ed.			

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Nil

29. Students' progression.

Student progression	against % enrolled
UG to PG	---
PG to M. Phil	
PG to Ph.D.	
Ph.D. to Post-Doctoral	---
Employed	
• Campus selection	---
• Other than campus recruitment	---
Entrepreneurs / self – employment	---

30. Details of Infrastructural facilities.
a) Library.
  • Centralized library facility.

b) Internet facility for Staff & Students.
  • Yes, the facility is provided.

c) Class rooms with ICT facility.
  Nil

d) Laboratories.
• Language lab is provided

31. Number of students receiving financial assistance from college, university, government or other agencies.

2013-2014

Course	SC	ST	OBC	Other
FY B.Ed.	03	00	15	49

2014 - 2015

Course	SC	ST	OBC	Other
FY B.Ed.	14	00	19	52

2015 – 2016

Course	SC	ST	OBC	Other
FY B.Ed.	04	00	13	19
SY B.Ed.	00	00	00	00

2016 - 2017

Course	SC	ST	OBC	Other
FY B.Ed.	04	00	12	32
SY B.Ed.	04	00	14	17

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:

Name of the guest	Designation	Date

33. Teaching methods adopted to improve students leaning.

- Lecture method
- Oral question answer method
- Group discussion, home assignment, seminar

34. **Participation in Institutional Social Responsibility (ISR) and Extension activities.**

- Apart from teaching, the students participated in Blood Donation Camp, Tree Plantation, and Cleanliness drive through NSS.
- Worked as Presiding Officer in Govt. elections.

35. **SWOC analysis of the department and Future plans.**

Strength:
- The department has well qualified & devoted faculties and staff.
- Faculties are provided all kinds of facility & always encouraged to initiate the work of research & publication.
- Regular lectures are conducted and the syllabus is always completed within the time limit.
- Evaluation of the students is done through various tests throughout the semester.
- Results of daily tests, percentage of attendance, assignments etc. directly affect the internal marks of the students.
- Extra coaching is given free of cost to the academically weaker students.
- Study tour is arranged every year to make the vision of students broad.

Weakness:
- Weaker financial and educational background of students.
- Well established competitive exam preparation cell is not there.
- Majority of students do not get ready to accept job.

Opportunities:
- Higher studies in English offer good opportunities of service in private as well as government sectors.
- Enhance the interest of students in all the sectors.

Challenges:
- To create linguistic approach among the students.
- Most of the students are from rural area with low profile and poor in English.
- Most of the basic concepts of the students are not clear hence they require more effort to teach.
- Sluggish response of the students towards studies.
- Most of the students are not used to innovative methods for subject learning.

Future Plan:

- To take more efforts/programs to increase the departmental result.
- To enhance the students interest in innovative learning.
- More extra classes/ activities will be conducted to clear the basic concept of the students.
- To conduct seminars and workshops in the department.
- To organize national conference in the college.

8

Annexure

Annexure - I

<u>Annexure - II</u>

Annexure - III

Annexure - IV

Annexure - V

Annexure - VI

Annexure -VII

Annexure – VII

Annexure – IX

9

Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provide in this SSR during the peer team visit.

Signature:-

Name: - Mr. Mansukhbhai M. Dhanani

Seal:-

Place: Amreli

Date:

10

CERTIFICATE OF COMPLIANCE

This is to certify that Shree Leuva Patel Trust B.B.A. Mahila College fulfills all norms.

1. Stipulated by the affiliating university (Saurashtra University)
2. The affiliation and recognition is valid as on date.

In case of affiliation/ recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Signature:-

Name: - Mr. Mansukhbhai M. Dhanani

Seal:-

Place: Amreli

Date: