

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SMT. D. H. KABARIYA ARTS, R. K. VAGHASIYA  
COMMERCE, AND U. B. BHAGAT SCIENCE MAHILA  
COLLEGE**

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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NAAC

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Graduate level courses:-

1. B.A. in English
2. B. Com. in Accounting
3. B. Sc in (a) Chemistry (b) Physics (c) Maths (d) Zoology (e) Bio chemistry (f) Bio technology (g) Micro biology

### 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:-

- Extra fine hostel buildings for residential students having all kinds of facilities like solar water heaters, laundry, mess etc.
- 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.

### **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.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional 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.

### **Institutional Weakness**

- 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.

### **Institutional Opportunity**

- 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.

### **Institutional Challenge**

- 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.

## **1.3 CRITERIA WISE SUMMARY**

### **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.

### **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.

### **Research, Innovations and 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.

### **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 wresting 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 40,193 books for Arts, Commerce and Science 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.

### **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 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.

### **Governance, Leadership 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.

### **Institutional Values and Best Practices**

- 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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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Smt. D. H. Kabariya Arts, R. K. Vaghasiya Commerce, And U. B. Bhagat Science Mahila College
Address	Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Khasara No. 526, Amreli
City	Amreli
State	Gujarat
Pin	365601
Website	<a href="http://www.sankul.net">www.sankul.net</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Nikunj Gadhwal	02792-232321	9428704140	02792-232327	academicdirector@sankul.net
Associate Professor	Hitesh Bhimani	02792-232324	9723483408	-	info@amrelisankul.org

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

**Establishment Details**

Date of establishment of the college	07-10-2002
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**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Gujarat	Saurashtra University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date
2f of UGC	
12B of UGC	

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Khasara No. 526, Amreli	Rural	27	7186.51

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts	36	Twelth Std.		260	39
UG	BCom,Commerce	36	Twelth Std.		260	260
UG	BSc,Science	36	Twelth Std.		480	447

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				18			
Recruited	1	0	0	1	0	0	0	0	10	8	0	18
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				34			
Recruited	0	0	0	0	0	0	0	0	6	28	0	34
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	5	6	0	11
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				5
Recruited	0	5	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	1	7	0	8
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	16	37	0	53

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

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	0	0	0	0	0
	Female	746	0	0	0	746
	Others	0	0	0	0	0

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

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	4	9	0	10
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	96	93	54	105
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	490	364	408	406
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>591</b>	<b>466</b>	<b>462</b>	<b>521</b>

### 3. Extended Profile

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#### 3.1 Programme

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

**Response : 3**

**Number of self-financed Programmes offered by college**

**Response : 3**

**Number of new programmes introduced in the college during the last five years**

**Response : 1**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1590	1508	1463	1327	1030

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

2016-17	2015-16	2014-15	2013-14	2012-13
440	480	460	425	325

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

2016-17	2015-16	2014-15	2013-14	2012-13
526	535	354	268	267

**Total number of outgoing / final year students**

**Response : 555**

#### 3.3 Academic

**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
49	50	46	40	35

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

2016-17	2015-16	2014-15	2013-14	2012-13
49	50	46	40	35

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

2016-17	2015-16	2014-15	2013-14	2012-13
49	50	46	40	35

**Total experience of full-time teachers**

**Response : 285**

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

**Response : 110**

### **3.4 Institution**

**Total number of classrooms and seminar halls**

**Response : 35**

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

2016-17	2015-16	2014-15	2013-14	2012-13
154.463	103.0307	161.05301	124.8345	42.94574

**Number of computers**

**Response : 120**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 293.73661**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 154.463**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

**Response:**

- Since our college is affiliated to Saurashtra University – Rajkot, we follow the curriculum prescribed by the University.
- Academic planing is completed by following:
  - Perspective plan is prepared.
  - Academic calendar is prepared.
  - Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required
  - 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.
  - The co-ordinators of various programmes are responsible for implementation of the time table, syllabus planning and completion, conduction of internal assessment part etc.

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

**Response: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

**1.2 Academic Flexibility**

**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years**

**Response:** 33.33

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

Response: 1

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

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

**Response:** 100

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

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

- 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.
- NSS units of the college also conduct activities related to environmental awareness.

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

**Response: 5**

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

Response: 5

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships**

**Response: 0**

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response: D. Any 1 of the above**

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

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

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** B. Feedback collected, analysed and action has been taken

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 60.24

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

2016-17	2015-16	2014-15	2013-14	2012-13
521	462	466	591	479

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

2016-17	2015-16	2014-15	2013-14	2012-13
880	960	920	850	650

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**applicable reservation policy during the last five years****Response:** 20.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
115	54	102	101	64

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

- The 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.
- Syllabus completion is monitored and observed constantly.
- 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.

**Advanced Learners**

- The college identifies the advanced learners through regular test results, tutorials, classroom performance in the subjects and extra co-curricular activities.
- They are provided with their needs and requirements of extra books, personal guidance, counseling, internet facility etc.
- Faculties advise them to visit library regularly and suggest them text books and reference books for their study.
- The college gives concession in fees to the students who are good in study but belong to economically weaker section.

- 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.
- The college also gives concession in fees to the students who are affected by any natural calamities.
- The students who have lost their parents are given concessions in fee from 25% to 100%.

#### 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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 2.2.2 Student - Full time teacher ratio

**Response:** 35.91

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

##### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3 Teaching- Learning Process

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

**Response:**

- The college encourages the teachers to adopt technological teaching approach to generate interest among the students and explain the concepts.
- The Teachers adopted following methods to improve students Learning: Lectue Method, Oral Question answer method, group discussion, home assignment, seminar 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.

- 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.
- Facility of BISAG video lectures is also available in career cell for students
- Interactive method of teaching is used for maximum involvements of students
- The college organizes guest lectures, group discussions, study tours, industrial visits, projects and assignments, faculty seminars etc.
- 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.
- All the teacher are requested to use the resources from N P T E L C(National programme on technology enhanced learning)

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

**Response:** 90.91

#### 2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 30.38

#### 2.3.3.1 Number of mentors

Response: 52

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

- The college encourages the teachers to adopt technological teaching approach to make teaching

learning more innovative and creative.

- 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 through exempts and experiments is applied particularly in science department.
- Class seminars and faculty seminars are arranged on different related topic to enhance creativity of students and staff.
- Subject wise guest lectures are arranged regularly to get information about the latest technologies and inventions and to update the knowledge level of students.
- Faculty development programmes are arranged regularly for staff and students.
- Subject related articles, newspaper cuttings are displayed on the departmental notice boards to enhance the subject knowledge regarding current issues.
- The library is rich with so many books of syllabus, general knowledge, competitive examinations and journals, periodicals etc. to improve creativity in students.
- Fully Computerized Digital **ETNL** Language Lab is available for students. Language labs are provided for improving the communication skill.
- E-Library classes are arranged in which facility of National Library and Information Services Infrastructure for Scholarly Content (N-LIST) is available. In which students can find out different books
- The college organizes different exhibitions and shows in the college campus.
- Seminars, workshops and exhibitions are also arranged to update the knowledge and skill of staff and students.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

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

**Response:** 3.39

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	2	2

<b>File Description</b>	<b>Document</b>
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience of full time teachers in number of years**

**Response:** 6.48

<b>File Description</b>	<b>Document</b>
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 0.41

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

#### Response:

- 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 reckonor.
- 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.
- 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.

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

#### Response:

- 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.
- The institution monitors and communicates the progress and performance of the students at the internal and university examinations through display on notice boards.
- 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.
- 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.

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

#### **Response:**

- If the student is not satisfied with the result university examination or there are grievances about the University examination, she submits an appeal to the Institute, and the forms of rechecking and re-evaluation are submitted through the college office.
- The university provides new mark sheet to the student if mistake is there otherwise it sends only the letter of no change in the mark sheet.
- If the student feels doubtful with the result of college examination, the seat checking of mark sheet is made available to the students. And if required changes are made by the respective faculty member.
- In the college examination system in the form of daily test, repeatedly exam, quarterly exam etc. marks as well answer sheet is provided to the students to be transparent related to exam grievances.

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

#### **Response:**

- The academic schedule is given in a prospectus called ready reckonor and is also issued to all the departments and students at the beginning of academic year
- 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.
- Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required. All the teachers maintain daily academic diary.
- Every teacher starts maintaining log book from the first day.
- Academic work and attendance are checked for all the days.
- 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.
- Students' attendance is taken regularly which is reviewed monthly and consolidated semester wise.

File Description	Document	
Any additional information	<a href="#">View Document</a>	
Link for Additional Information	<a href="#">View Document</a>	

## 2.6 Student Performance and Learning Outcomes

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

**Response:**

**PSOs BA:**

E1: English

E2: Literary Form makes students to perceive and analyze Lyric genre of Eng. Lit.

E3: English Literature makes aware with Shakespeare and the form: Play.

E4: Metaphysical Poetry familiarizes students with a new type of poetry that also deals with metaphysics.

E5: Comedy equips the students with skills and competence to understand and appreciate comedy.

E6: English Classics (Romantic Revival) make them understand the historical development over a period of time.

E7: Literary Criticism initiates students to venture into the field of literary criticism

E8: Indian Writing in English enkindles students' interest in the study of classics of Indian Writing in English.

E9: English Classics (Victorian Age) strengthen students understanding of the authors and their time.

E10: Literary Criticism makes students understand the basic critical ideas and terminology

E11: William Shakespeare develop critical acumen among the students for classics of literature

E12: Literary Criticism makes students understand various critics and critical concepts

E13: The English Language & Chaucer understand the History and Significance of Chaucer and his time.

E14: History of English Literature: Elizabethan Age, Neo-Classical Age to furnish student's literary sense of history of English Literature

E15: Indian Poetics develop student's interest in the classical critical tradition of Indian Poetics.

E16: Non British Masters inculcate the students an insight for comparative study.

E17: Modern Masters enable the students to understand the historicity of the works and the texts pertaining to that period

E18: Literary 'isms' and Movements familiarize students to understand the gradual growth of ideas

E19: English Language, Phonetics and Literary Terms initiate the students in the study of phonetics

E20: History of English Literature Romantic Age, Modern Age makes students to be able to appreciate the works in the historical context

E21: Literary Criticism gives a historical perspective to students about the development of critical ideas

E22: Indian Writing in English teaches students about poetic and dramatic tradition in India with reference to Indian Writing in English.

### **Sanskrit Literature:**

S1: Shakuntalopakhyan makes students aware with the past history of Mahabharata

S2: Adhunik Sanskrit Sahitya no Itihaas makes students aware with novels and modern Sanskrit Literature

S3: Ramayana Baalkand makes students aware with the past history of Ramayana

S4: Panchtantra- Mitrabhed makes them aware with ancient fables and its origin

S5: Vikramovarshiyam teach Kalidas and his time

S6: Kavyaprakash inculcate a learning of theory of Mammatta and his time.

S7: Kavyaprakash makes to learns about Alankara theory.

### **Functional English:**

F1: Introduction to Phonetics makes them aware with the studies of Phonetics

F2: Functional Grammar enkindle interest in the formal study of English Grammar

F3: Introduction to Phonetics deeper understanding of phonetics

F4: Functional Grammar widens the understanding of grammar

F5: Conversational English drill students in conversation in their day to day use

F6: Official/Business Correspondence intensify student's correspondence skills

F7: Introduction to Translation Studies makes them aware in the field of Translation

F8: Communicative and Business Writing equip the students with the knowledge of various aspects of communication.

**COs BA:**

1. From Sem I to VI, the programme of English literature is so designed that students get acquainted with different types of literary genres.
2. Beginning with the simple literary form of short-story till classical revival.
3. Every semester include a new form of literary studies.
4. It includes both prose and poetry.
5. Every work is the master piece of its time
6. Students acquire the analytical knowledge which helps them to involve into minor and major research projects.
7. A keen observation skill will be inculcated.
8. They will learn to scrutinize every work in the light rational and systematic research Survey.
9. The UG course of English Literature will make their interest grow further.

**Functional English COs:**

1. Functional English course add more and extraordinary charm to English Literature syllabus.
2. Beginning with phonetics the origin and study of speech sounds till communication.
3. How language is produce till how it is used, every aspect gets covered; "Functional" itself means working or active.
4. The English Language which we use at various places will be acquired by the students.

**Classical Language COs:**

1. Classical language – Sanskrit fauns the base of students.
2. Though ancient in form, but it provides energy to the students to peep into the part of Indian culture and heritage.
3. The revival of extinct language and its study kills the students with pride and loftiness about the majesticity of setting and brilliance of its style of writing.

**Program outcomes (POs):** Bachelor of Science in Biotechnology, Microbiology & Biochemistry is a basic educational graduation course in the field of applied science. The students completing this program are eligible for masters program in any of the desired field in applied science and also for MLT & DMLT courses.

**POs of Bsc. Chemistry, Physics & Mathematics:**

- The student will understand the importance of the Periodic Table of the Elements, how it came to be, and its role in organizing chemical information.
- The student will understand the interdisciplinary nature of chemistry and to integrate knowledge of mathematics, physics and other disciplines to a wide variety of chemical problems.
- The student will learn the laboratory skills needed to design, safely conduct and interpret chemical research.
- An ability to apply knowledge of Physical concepts and Ideas.
- An ability to design and conduct experiments, as well as to analyze and interpret data.

- An ability to identify formulates, and solve scientific problems.
- An understanding of professional and ethical responsibilities.
- An ability to apply knowledge of mathematics as a basic science in solving all real life and industry problems.
- An ability to apply mathematical skills to analyze and interpret data.
- An ability to design mathematical model of a system which directs the process to create constraint free outcome.
- An ability to create mathematical model of industry related problems and finding relevant solution.

#### **PSOS B.Sc Biotechnology:**

- BT-101: Basic understanding of biotechnology and cell biology
- BT-201: knowledge about biomolecules and their metabolism
- BT-301: Basic understanding and aspects of cellular metabolism
- BT-401: Application of biotechnology to environmental science
- BT-501: knowledge about fermentation, bioprocess and biochemical engineering
- BT-502: Understanding of genetics and molecular biology
- BT-503: Deep understanding about structure and functions of immune system
- BT-601: Learning about plant and animal biotechnology
- BT-602: Principles and techniques used for analysis in the field of biotechnology
- BT-603: Knowledge about advanced molecular techniques and bioinformatics.

#### **PSOS B.Sc Microbiology:**

- MB-101: learning basic aspects of microbiology
- MB-201: understanding of microbial chemistry and controls
- MB-301: learning microbial systematic and environmental microbiology
- MB-401: Fundamentals of applied microbiology
- MB-501: understanding immunology and medical microbiology
- MB-502: learning about prokaryotic metabolism
- MB-503: Principles of molecular biology and genetic engineering techniques
- MB-601: learning about fermentation technology and bioprocess technology
- MB-602: fundamental analytical techniques and bioinformatics
- MB-603: clinical significance and diagnostic microbiology.

#### **PSOS B.Sc biochemistry:**

- BC-101: Understanding physical and chemical aspects of biochemistry
- BC-201: learning cell biology
- BC-301: Basic understanding of biomolecules
- BC-401: Learning about biophysical and biochemical techniques
- BC-501: Understanding enzymology
- BC-502: Learning intermediary metabolism
- BC-503: learning molecular biology and recombinant DNA technology
- BC-601: Deep understanding of human physiology
- BC-602: understanding immunological aspects
- BC-603: Learning endocrinology and bioinformatics.

### **PSOs of BSc. Zoology:**

- PSO1. Understand the nature and basic concepts of cell biology, Biochemistry, Taxonomy and ecology.
- PSO2. Analyse the relationships among animals, plants and microbes
- PSO3. Perform procedures as per laboratory standards in the areas of Biochemistry, Bioinformatics, Taxonomy, Economic Zoology and Ecology
- PSO4. Understand the applications of biological sciences in Apiculture, Aquaculture, Agriculture and Medicine.

### **Course outcomes (COS) B.Sc.:**

- **Intellectual skills:**
  - Analyze and solve biology based problems
  - Plan, conduct and write-up program of original research
  - Statistical analysis of the biological data.
- **Practical skills:**
  - Plan and execute safely a series of experiments
  - Following of good laboratory practices
  - Efficient use of wet lab and dry lab to generate biologically significant data
  - Preparation of technical and research reports
  - Use of scientific literature appropriately
  - Use of computational and bioinformatics tools
  - Give technical presentations
  - Use of basic analytical techniques like electrophoresis, centrifugation, chromatography, etc
- **Transferable skills:**
  - Management of laboratory resources and time
  - Work independently or as part of team
  - Effective communication through oral presentations or using multimedia
  - Use of modern day technology for getting self up gradation in the field.

### **B.Com POs:**

1. Accounting knowledge – apply the knowledge of mathematics, social science, accounting fundamentals & accounting specialization to the solution of complex accounting & management problems.
2. Problem analysis – Identify, formulate & analyse socio – economic problems to arrive at substantiated conclusions using first principles of statistics.
3. Recognize & understand the ethical responsibilities of individuals & organizations in society.
4. Strategic & critical thinking in relation to business & commerce related issues.
5. Apply basic mathematical & statistical skills necessary for analysis of a range of problems in economics, economics, accounting, management & finance.

### **PSO Business organization & Management:**

- Explores the basic knowledge to the students about the organization management & can say management of business enterprise.

**PSO Entrepreneurship:**

- Explores what constitutes “enterprise education” in our country.
- It proposes a conceptual scheme for capturing various objective of enterprise education programme & initiatives.

**PSO Financial accounting:**

- Recognize commonly used financial statement, its components & how information from business transaction flows into these statements.
- Identify the main financial statement & their purpose.

**PSO Company law – 2013:**

- Knowledge of previous act – 1965 and changes in the provisions.
- Idea about how company can start its registration, AOA, MOA & provisions of penalties.
- Knowledge of SEBI & stock exchanges.

**PSO Statistics:**

- Interpreting & communicating the result of a statistical analysis.
- Probability & the mathematical foundation of statistics.
- Recognize the importance & value of mathematical & statistical thinking, training, & approach to problem solving.

**PSO Business Envi.:**

- Knowledge of national & international level environment.
- Process of LPG [Liberalization, Privatization & globalization.]
- Overview of India as a developing country.

**PSO Financial mag.:**

- Can measure risk & return trade off.
- Able to perform various financial functions (Investment, Financing, Liquidity & dividend decision.)
- List the primary sources of capital & incorporate their cost when making investment decisions.

**PSO Audit:**

- Knowledge of auditing principles, procedures & techniques in accordance with current legal requirements & professional standards.
- Gives an overview of the principles & practice of corporate governance.
- Find out error & frauds in business units.

**PSO Accounting3-/Financial A/c:**

- Identify the book keeping records of various field Industries

- Know the process of sale & purchase of various form of business.
- Generate the ideas of business survival from applying marketing strategies by agent or temporary partnership.

**PSO English:-**

- English is the most important subject that a student can learn in school and college.
- Without knowing proper English a child will not be able to communicate effectively with the English speaking nation.
- The syllabus enhances the knowledge pertaining to daily vocabulary and functional English.

**PSO Accounting:**

- Recognize & understand ethical issues related to the accounting profession.
- Effectively define the needs of various users of accounting data and demonstrate the ability to communicate such data effectively as well as the ability to provide Knowledgeable recommendations.
- Identifying the appropriate managerial and business issues critical to analyzing accounting data & other information used for identifying & assessing opportunities & risks & allocating resources.

**PSO Cost accounting:**

- Express the place & role of cost accounting in the modern economic environment in the modern economic environment.
- Select the costs according to their impact on business.

**PSO Business communication:**

- Development of oral & written communication skill.
- Use of communication in corporate sector.
- Business establishment through correspondence.

**Cos B. Com:**

**Accounting:**

1. Recognize & understand ethical issues related to the accounting profession.
2. Effectively define the needs of various users of accounting data and demonstrate the ability to communicate such data effectively as well as the ability to provide knowledgeable recommendations.
3. Identifying the appropriate managerial and business issues critical to analyzing accounting data & other information used for identifying & assessing opportunities & risks & allocating resources.

**Cost accounting:**

1. Express the place & role of cost accounting in the modern economic environment in the modern economic environment.
2. Select the costs according to their impact on business.

**Business communication:**

1. Development of oral & written communication skill.
2. Use of communication in corporate sector.
3. Business establishment through correspondence.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

- 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 discussion, industrial visits, planning, decision making, marketing, banking transactions awareness etc.
- To make the teaching learning methods more effective and to achieve learning outcome, teaching methods, our faculty members use modern 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.
- 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.
- 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.

### 2.6.3 Average pass percentage of Students

**Response:** 66.87

2.6.3.1 Total number of final year students who passed the university examination

Response: 327

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

Response: 489

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0

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

#### File Description

#### Document

List of research projects and funding details

[View Document](#)

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

- 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.
- The college has made strong efforts to attract researchers of eminence and interact with teachers

and students through organization of seminars, exhibitions, guest lecturers etc.

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

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

**Response:** 10

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	1	2	3	1

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

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

**Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>

**3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Any additional information

[View Document](#)

List of research papers by title, author, department, name and year of publication

[View Document](#)**3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

List books and chapters in edited volumes / books published

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

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

- The NSS and sport activities inculcate the values of brotherhood, national integrity, and development of leadership and spirit of team work among the 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.
- NSS camps are organized in rural areas to develop different values like brotherhood, equality and national integration.
- Literacy campaign is done during NSS camp.
- The institution encourages the students and faculty members to participate in the extension activities. These activities are conducted under NSS, WDC ext.
- Faculty development programmes are organized for staff and students.
- 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.
- Faculty members promote the students to participate in extension activities through organizing various programmes, events and competition in the college.
- 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 feticide are spread through rallies.
- The institution provides scholarship and fee concession for poor and needy students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 1**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response:** 26

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	5	4	5

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	<a href="#">View Document</a>

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

**Response:** 3.6

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

2016-17	2015-16	2014-15	2013-14	2012-13
39	83	20	30	66

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

### 3.5 Collaboration

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

**Response:** 33

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	7	6	6

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

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

**Response:** 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

- The college 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 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.
- The college has adequate infrastructure, upgraded laboratories, additional instruments and equipment, 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 hostel facility is provided to the students in the campus. The accommodation of deposit, shopping mall, and stationary is also provided to them.
- The availability of hygienic food, purified water, warm water, laundry, first aid etc. is also there.
- 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/ N-List, e – resource facility in the library.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

- The college has a separate sports room and play ground for the students.
- The college organizes the following 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.
- Sports equipments like volley ball, softball, basketball, hockey kit, Cricket kit etc. is available for students in sports room.
- Gymnasium is provided the with Power lifting, weight Lifting, and wrestling, judo equipments, cycling machine is available
- Coaches are assigned to look for particular game and to assist the students.
- College arranges yoga classes for students. Yoga day is celebrated every year, in which staff and students perform yoga early morning.
- The college has culture and music division which twined the students and conduct all kinds of programmes related to culture and music.
- The college organizes the following of extracurricular activities:- Debating, Dance, Drama, One act play, Essay writing, Quiz competition etc.
- The college organizes the following of cultural activities:- Youth Festival, Garaba competition, traditional Day, modern Day, Singing etc.
- The institution organizes events on personality development, women empowerment, self-defence etc.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 31.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 11

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 56.71

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

2016-17	2015-16	2014-15	2013-14	2012-13
121.71387	50.12209	48.24490	110.403	16.19529

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

Name of the ILMS software : Library Information System and INFLIBNET software of N-LIST,

Nature of automation (fully or partially): FULLY

Year of automation: 2006

Version: Inhouse developed Software is used so there is know version of Software.

- 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
- OPAC (Online public access catalogue) is provided to the students and staff members to access the library collection.
- Content Management system for E LEARNING, audio and video CDs and DVDs are provided.
- Printing, downloading facility is made available to the users as per need
- The library staff is always ready to assist the students and staff in searching books and provide information about recently added books. The library staff helps to download the reference materials

The College has a library advisory 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. Committee recommends for the purchase of new books, scientific magazines, periodicals and journals.
- Committee gives guidelines for the procurement of internet journals, hardware and software necessary for the library and decides policy for the purchase of essential furniture.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

##### Response:

Our library is enriched with more than 40000 books. Collection of some Books are as follows:

AN AUTOBIOGRAPHY OF GANDHIJI- by Gandhiji- 3 copies

INSPIRING PEOPLE:FIFTY WHO MADE A DIFFERENT, THE 1ST 4 SECONDS- Gupta,

10 MINUTE GUIDE TO MOTIVATING PEOPLE by Cook, WAR OR PEACE by Dulles, MONITORING ENVIRONMENT IN INDIA by Chadha,

SAGARPANKHI by Parikh- 7 copies,

MENTAL ABILITY TEST by Jain, CSAT SAMSYA SMADHAN V NIRNAYAN KSHAMTA by Singh,

CSAT CIVIL SERVICES PRARMBHIK EXAM APTITUDE TEST(PAPER-II) by UPKAR PRAKASHAN, CSAT LOGICAL REASONING & ANALYTICAL ABILITY by Gupta

GENERAL KNOWLEDGE CURRENT AFFAIRS AND WHO'S WHO? by Verma.

ARITHMETIC FOR COMPETITIVE EXAMINATIONS by Jain,

GENERAL KNOWLEDGE & CURRENT AFFAIRS 2017 by Verma- 3 copies

AAPNA BA by Meghani- 8 Copies,

MANVATANU ATTAR by DESAI D.H. – 5 copies.

SHRI RAMAN MAHARSHI NI TATVADRISHTI by Kotecha – 2

ADARSH KELVANINU UPNISHAD by BARVALIYA-2

MANUSMRUTI-EK SARAL ADHYAYAN by AARYASMAJ

ANERI VANGIO by Shah-10

ONE INDIAN GIRL by BHAGAT CHETAN -5

KING LEAR-3 copies, SWAMI AND FRIENDS by NARAYAN R.K., AN INSPECTOR CALLS by MACMILLAN INDIA LTD. KADAMBARI by PARSWA, A MID SUMMER KHIGHTS DREAM by VERTIY A.W. , DHUMKETU NI SHRESTTHA VARTAO by DHUMKETU- 30 copies,

BHARTIYA DARSHAN by RAVAL, MANSAI NA DIVA by MEGHANI ZAVERCHAND- 20 Copies,

PARODH THATAN PAHELAN by KAPADIA KUNDANIKA- 30 Copies, RASHMIRATHI by RAMDHARI SHIGN DINKAR Etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

**4.2.3 Does the institution have the following:**

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 2.66

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

2016-17	2015-16	2014-15	2013-14	2012-13
4.84227	1.46535	1.86641	1.58463	3.56137

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:** No

File Description	Document
Details of remote access to e-resources of the library	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 5.11

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

Response: 83

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The college provides central computing facility for the staff and students at computer lab on all working days.

Number of computers with actual configuration: 120

Administrative office computers are in LAN except laboratories

Wi-Fi facility: Not available

Internet Broadband Speed facility in Computer Labs is having speed of 10MBps.

LAN Configuration of Computer Labs is having speed of 1Gbps.

- CPUs in Computer labs are updated after 23/07/2014, with latest i5 4th Gen 2.80 GHz Processor and DDR III 4 RAMs and 500GB Hard disks.
- Some CPUs in Computer labs are updated after 12/08/2017, with latest i5 Processor 7th Gen 3 GHz and DDR IV 4x4 RAMs and 1TB Hard disks.
- The college provides computer and internet facility in the library.
- The students are allowed to use INFLIBNET, e – resource facility in the library.
- 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.
- The college provides LCD, projectors and OHP to the faculties for better teaching and learning.
- The faculty members guide the students about how to operate computers, internet, printer, scanner etc.
- The computer technicians are always available for any need based assistance
- Campus monitoring is done under CCTV surveillance.

#### 4.3.2 Student - Computer ratio

**Response:** 13.17

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture

**Capturing System (LCS)**

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure**

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

**Response:** 35.21

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

2016-17	2015-16	2014-15	2013-14	2012-13
40.80347	52.27077	18.80796	15.43411	32.15045

File Description	Document
Audited statements of accounts.	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

**Response:**

The 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 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.
- Annual and day to day maintenance and repairing of the instrument is carried out by the outside vendors and paid service bases.

- The maintenance of the laboratory equipments computers and other devices are carried out regularly by maintenance department of the institute.
- Voltage stabilizers have been 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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 8.33

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

2016-17	2015-16	2014-15	2013-14	2012-13
22	51	245	218	38

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 4.32

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

2016-17	2015-16	2014-15	2013-14	2012-13
99	48	51	54	48

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

#### 5.1.3 Number of capability enhancement and development schemes –

##### 1. For competitive examinations

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>

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

**Response:** 38.11

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

2016-17	2015-16	2014-15	2013-14	2012-13
489	496	538	508	534

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

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

**Response:** 11.62

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

2016-17	2015-16	2014-15	2013-14	2012-13
155	142	194	137	158

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the students benefitted by VET	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression**

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

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

**Response:** 9.51

5.2.2.1 Number of outgoing students progressing to higher education

Response: 50

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 36.18

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

2016-17	2015-16	2014-15	2013-14	2012-13
50	20	10	10	10

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

2016-17	2015-16	2014-15	2013-14	2012-13
177	38	30	30	30

File Description	Document
Any additional information	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

- The college has an active students' council.
- 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.
- The class representatives are appointed for each class and a general secretary and a junior general secretary for each stream.
- The college arranges elections for Students to elect GS and JGS.
- The functions of these members are to maintain discipline and healthy atmosphere of the college and to help the teachers in many ways.
- These members convey important news related to academic curriculum to their respective classes and streams.
- Log book and course completion letter is maintained by class representative. These are analyzed by these members and presented to management.
- Seminars topics are analyzed by these members and discipline is maintained during seminar work done.
- 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.
- The NSS students organize socially productive events and useful programmes.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** 140.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
195	197	124	107	79

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

Every year alumni student's function is arranged on 25th December. In which feedback of alumni students are asked to give their feedback of institute in the feedback form. The priority is given to the suggestions of alumni. The suggestions are analyzed by management committee and appropriate actions are taken accordingly, which helps the institute to improve the performance quality.

Alumni students are given chance to work in the institute as per requirement in respective departments.

The college keeps the database of the students who have passed out from the college.

The detail of staff and students like contact, address etc can also be seen in the staff and students biodata registers.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years**

**<1 Lakh**

**1 Lakh - 3 Lakhs**

**3 Lakhs - 4 Lakhs**

**4 Lakhs - 5 Lakhs**

**Response:** <1 Lakh

<b>File Description</b>	<b>Document</b>
Alumni association audited statements	<a href="#">View Document</a>

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

**Response:** 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

<b>File Description</b>	<b>Document</b>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**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.

- 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 colleges take 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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

- 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
- **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.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

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

**Response:**

- 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.

## **Quality improvement Strategies of the institution for 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 conducted 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:-**

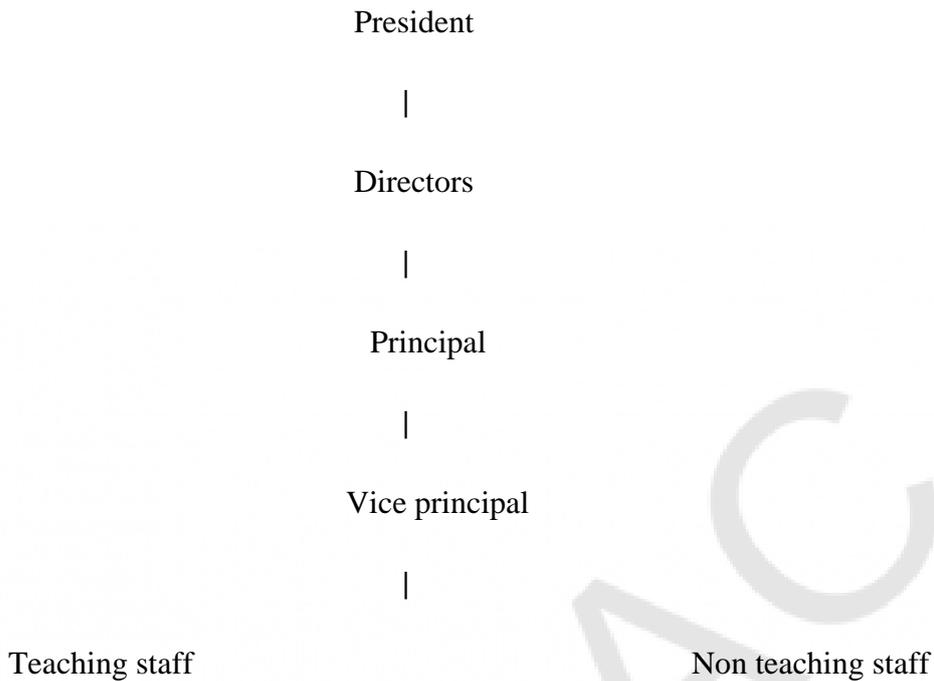
- The faculty members are recruited as per the requirement before the beginning of the year.
- Faculty development programmes are organized to upgrade the faculty members.
- The college has a mechanism to monitor the performance of the faculty members.
- The functional freedom is given to all the respective 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.

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

**Response:**



- 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.

**6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination**  
**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Screen shots of user interfaces	<a href="#">View Document</a>

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

##### **Response:**

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.

Gymkhana Facility is available in Hostel now.

Gymkhana has facility of power lifting, weight lifting and wrestling equipments. Hostel Students are allowed to use gymkhana in the morning at the time of their PT. Sports students are guided to use gym equipments properly for their effective performance.

Budget allotments will be approved for remaining proposals in upcoming years.

The work for all these projects is commenced and will be completed in nearby future.

### **6.3 Faculty Empowerment Strategies**

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

##### **Response:**

- 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.
- 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 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 teaching and non – teaching employees in whom the expenditure is shared by the management.
- The college always encourages the faculty members to clear NET/SLET and entrance for Ph.D to upgrade their qualifications.
- 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.

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

**Response:** 1.22

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	0	0

**File Description**

**Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

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

**Response:** 2.4

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	4	2	1	2

**File Description**

**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

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

**Response:** 2.86

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	1	0	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

**Response:**

- The performance appraisal of teaching staff is collected at the end of every academic quarter and evaluated by the management.
- 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 committee suggests for the improvement about the performance of teaching and non teaching staff.
- 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.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

**Response:**

- 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.
- Audit is carried out every year by appointed chartered account.
- Audit report is prepared by CA and submitted to the Institute.
- This audit reports are well maintained by the Institute.
- Institute is following transparent account policy and there were no any audit objections.
- Our account division make a record of each and every purchase entry by accounting software.
- 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 labors 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.
- Every transactions data is well maintained by account office.

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

**Response: 5**

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Annual statements of accounts	<a href="#">View Document</a>
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

- The college has a transparent system of accounting
- Reserve and endowment fund is maintained for particular college regularly by account office of the institute.
- 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 labors are given their pay in the form of cheque of account payee or deposited in salary accounts.
- Every transaction is supported by vouchers and all the collections are deposited in the bank.
- 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.

### 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

## quality assurance strategies and processes

### Response:

- The institute has recently established an internal quality assurance (IQAC) cell. IQAC is formulated to make SSR process easy.

The objectives of Establishing IQAC are:

1. IQAC is currently focusing to prepare institute for accreditation
2. To ensure quality improvement in the entire activities and programmes of the institution.
3. To ensure stakeholders participation in planning, management and development of different programmes.
4. IQAC evaluates the achievements the goals & objectives of the Institution.

The IQAC has been established in the Year 2017

Chair Person: Nikunj Gadhawala

Managing Representative: Mr. Mansukh Dhanani

Faculty Members: Ms. Devmurari Nidhiben

Mr. Pravin Madhad

Ms. Disha Savaliya

Ms. Vrunda Gorakhiya

Mr. Dipak Vyas

Administrative Staff: Ms. Pinal Vasoya

IQAC Co-Ordinator: Mr. Hitesh Bhimani

Still Other Committee members are decided to finalize.

- Quality is assured by full time planning, reviewing, implementing and improving the performance as per the guidelines of Parent University.
- Our Management of the college is keen to sustain the academic and administrative quality

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations

**and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**

The institute has recently established an internal quality assurance cell. IQAC is currently focusing to prepare institute for accreditation.

Institutional mechanisms are in place to continuously review the teaching learning process. It's structure, methodology of operations and outcomes is as followed:

**Structures:-**

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

**Methodology 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.

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.

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

**Response: 0**

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

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

**Response:**

- 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.
- 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.

- 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.

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

Apart from teaching, The College maintains close links with local community. The local community is actively engaged in different activities through NSS and sports. WDC of the college arrange several programmes and society interactive programmes.

**The students are engaged in the community development programmes to co-ordinate social outreach 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.
- Girls Common room is allotted.
- The NSS unit organizes camp in rural areas nearby villages regularly and renders all possible services to the villagers.
- Literacy campaign is done during NSS camp.
- The students participated in Blood Donation Camp, Tree Plantation, Cleanliness drive, health checkup camp, and disaster management through NSS, NCC and WDC.

- The NSS and sport activities inculcate the values of brotherhood, national integrity, and development of leadership and spirit of team work among the students.
- Faculty development programmes are organized for staff and students. Professionals like doctors, lawyers, social activists are sharing their knowledge about community services through invited lectures for our students.
- The WDC organizes events on personality development, women empowerment, self defence disaster management, legal awareness, health awareness etc.
- The NSS unit of the college was awarded as the best NSS unit by Saurashtra University – Rajkot in 2015-16.
- 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.
- The messages of women empowerment, global warming, and female foeticide are spread through rallies.

### 7.1.3 Alternate Energy initiatives such as:

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

**Response:** 82.76

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

Response: 2400

7.1.3.2 Total annual power requirement (in KWH)

Response: 2900

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 21.74

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

Response: 5

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 23

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

#### Response:

##### Solid Waste Management:

- Dustbins are placed at every department which generates waste.
- Every year, we store dead stock scrap materials and papers to recycle at the end and dispose off.
- Labours are appointed to collect waste from different bins and disposal of this waste is transported to the regional disposal place provided by municipality.
- Plastic waste is eliminated by natural method.
- Paper waste is collected from different department and transported to a paper stock dealer for recycling.
- Bio Hazardous solid waste is autoclaved and disposed separately through MC.

##### Liquid/Hazardous Waste Management:

- 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.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

- The Institute building terrace is constructed in a way that water from the rain comes out either in plant area for pouring or drained water well for harvesting purpose.
- Sometimes rain water is collected and used as distilled water by all the laboratories throughout the year in respected department.
- Institute campus has large built up area to conserve and harvest the rainwater. Step of Rainwater

harvesting is being done in the campus. As one of the activities the Roof of Girls hostel building is used as the catchment area for rain harvesting. The current system in Girls hostel consists of collection of rainwater from the top of and discharging it in the nearby existing Tank which subsequently will percolate. The water level rise is observed rise sometimes as a result of this water harvesting which exists in the campus. And water is used for other supply in hostel division.

- College building construction is done in such a way that rainwater from the top of building fall on to the ground and it being absorbed by soil. This is helpful for our boring system to recharge it.

#### **7.1.7 Green Practices**

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

#### **Response:**

- 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 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.
- The college has Stationary shop named Bhandar in which Woven bags of Sankul are used to replace plastic bags
- Sweepers are employed to keep the campus clean and to water the plants and trees regularly.
- The whole campus is full of plants and trees.
- We also avoid the practice of burring papers and plastic in the campus
- 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.
- Transportation is available for students.
- Some of our faculty members use electric bikes to save environment.
- Our Institute is having more numbers of hostel girls as compare to city girls so they use pedestrian road of campus.
- Campus uses institute non woven bags to make campus plastic free in terms of plastic bags.
- Campus is surrounded by well established RCC road to make it pedestrian friendly.

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

**Response:** 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

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

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

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

**Response:** 35

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

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	7	7	7

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

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

**Response:** 15

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

**7.1.12**

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

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

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

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

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

**Response:** No

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

**Response:** Yes

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

**Response:** 5

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

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

**Response:**

The institute organizes functions to celebrate national days like 15th of August, 26th January etc. In which students of NCC cadets perform parade. Sports drilling are organized. Students perform yoga, gymnastic etc in drilling program.

The college organizes cultural and music functions to celebrate national festivals. Martyrs' Day is celebrated. Two-minute silence is performed on Shahid/ martyrs' Day.

The institution organizes talk and guest lecturers for inculcating the moral of celebrating particular days among the students

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

#### **Response:**

- The college has a transparent system of accounting.
- Reserve and endowment fund is maintained for particular college regularly by account office of the institute.
- 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 labors are given their pay in the form of cheque of account payee or deposited in salary accounts.
- Every transaction is supported by vouchers and all the collections are deposited in the bank.
- 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.

## **7.2 Best Practices**

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

#### **Response:**

#### **Best Practices I**

#### **Title: 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.

- 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	10/01/2017	Village-Vadera	255

#### **Best Practices II**

##### **Title:- 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
1	Mr. Nikunj Gadhwala	Commerce	Maximum publication paper	2016
2.	Ms. Dipti Parmar	Science	Maximum Presentation Seminar	2016-17
3	Ms. Komal Suchak	Commerce	Maximum Presentation Seminar	2016-17

**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.

**7.3 Institutional Distinctiveness**

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

**Response:**

**Institute has the vision as follow:**

- 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.

**The college priority to translate 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.

NAAC

## 5. CONCLUSION

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### **Additional Information :**

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.

### **Concluding Remarks :**

At present, the institute has 3 degree programmes. 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.