



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
Name of the head of the Institution	Dr Jayesh N Barot
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02761259233
Mobile no.	9426362329
Registered Email	artscollegesatlasana@gmail.com
Alternate Email	drjayeshbarot@yahoo.co.in
Address	Ambaji Highway, At.&Ta. Satlasana Dist.Mehsana
City/Town	Satlasana
State/UT	Gujarat
Pincode	384330

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr Bharat S Patel
Phone no/Alternate Phone no.	02761259233
Mobile no.	9427531934
Registered Email	iqacsatlasanacollege@gmail.com
Alternate Email	acs.bharatpatel@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://rmpartscollegesatlasana.org/wp-content/AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://rmpartscollegesatlasana.org/wp-content/ACADEMIC%20CALENDER%202014-2015%20to%202019-20.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.51	2009	15-Jun-2009	14-Jun-2014
2	B	2.79	2014	10-Dec-2014	09-Dec-2019

6. Date of Establishment of IQAC	25-Jun-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Feedback taken	02-Mar-2020 10	339
Preparation of SSR for third cycle accreditation of NAAC	07-Jan-2020 1	40
University Level Music Camp	28-Dec-2019 3	71
Regular meeting of IQAC	07-Dec-2019 1	11
Finishing School	05-Sep-2019 80	43
Orientation Programme for newly admitted students	03-Jul-2019 1	200
Regular meeting of IQAC	27-Jun-2019 1	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Gujarat Council Workshop	State Government	2019 365	44224
Institution	NSS	HNGU, Patan	2019 365	76016
Institution	Finishing school	KCG, State Government	2019 365	425000
Institution	Placement	State Government	2019 365	50000
Institution	National Green Crops	Gir Foundation	2019 365	5000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Proper Planning and Utilization of various Grant. Successful organization of spoken English and Finishing School batches by KCG, Gujarat Planning and Organization of university level Camp, sport, research and publication Student Centric Activities and Quality enhancement in teaching Learning programme. Preparation of AQAR for 3rd Cycle, Preparation of Academic calendar/Diary for better academic performance	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
In the beginning of the academic year, last year's data of students' result in semester exams are collected, the analyses of the results of the previous semesters is done and details are compiled	On the basis of the analyses, weaker sections are found out and in the meeting with faculty members, the teachers are informed regarding it for necessary steps to be taken further.
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
Governing body, Shri Babulal Punamchand Shah Vidyasankul	22-Sep-2019
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	30-Jan-2020

<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>The institute has management information system in the form of Internal Quality Assurance cell as per the guidelines of NAAC UGC. Our institute is having proper and effective Management Information System (MIS). Due to proper mechanism of MIS, it becomes smooth to handle all the processes and activities. All the departments of the institute are having internet and WiFi facilities. Administration Department maintains all the records in computers. All the faculty members are given laptops to keep records and for teaching learning and research activities. Our institute is having an Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC UGC. It consists of the principal, members from the Management, college Alumni, Coordinator, heads of the departments, students representatives and other reputed people of the area. The cell aims at quality enhancement based on the suggestions of the previous NAAC peer team report. This cell is having MIS. Every year the cell outlines the goals and sets targets regarding the overall quality of the institution, which includes needful things to be done and feedback from all stakeholders. Two meetings of IQAC are regularly being held at the college wherein all the concerned issues regarding quality improvement are being discussed and solutions are arrived at. The Annual Quality Assessment Report (AQAR) is being prepared and sent to NAAC UGC by IQAC regularly. In the first meeting of IQAC, academic calendar is prepared and discussed with the members. Necessary suggestions are received and changes are done accordingly. Due to minute planning, proper implementation is done. Following are the broad divisions/modules which are operational at present:</p> <ul style="list-style-type: none"> • Implementation of academic calendar, timely evaluation of different activities • Continuous evaluation through Book Review, Assignment, students seminar and workshop, Internal exams etc. • Budget allocation for cocurricular and extra

activities • Monitoring, encouraging the students and staff involved in different activities • Meetings/discussion /decision making etc

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Smt. R. M. Prajapati Arts College, Satlasana is an affiliated with Hemchandracharya North Gujarat University, Patan and not an autonomous institution. The University frames the curriculum of all the subjects to be delivered in the affiliated institutions. University designed curriculum is accepted. Though at the time of development of new curriculum, appointed faculty of the institution gives suggestions. Curriculum is developed and improved regularly by the university Board of Studies. The faculty is made aware with the new syllabus in the meeting with Internal Quality Assurance Cell. The College Board of Studies takes steps to enhance the effectiveness of the implementation of the Curriculum by analyzing the suggestions given by the members of the committee. These suggestions are communicated to the Boards of Studies, HNGU. Thus, the content gets updated time and again. Currently, the college offers Five UG Programmes, Five PG Programmes, M.Phil and Ph. D. Programmes. In UG and PG programmes, professional ethics, Communicative Skills in Different Languages taught in the college, Promotion of Self-Learning Group Studies, Vocational Training, Transferable Life Skills, Add-on Courses and Programmes, Educational Tours and Field Work occupy a significant place under general studies. In the College Induction Programme, students are given detailed information about various subjects offered by the institution under CBCS, co-curricular activities, NSS, NCC, Sports add-on courses and soon. As a part of students supports services. At the micro level, the curriculum of teaching here aims to equip students with firstly, deeper knowledge in their core subjects, necessary skills and moral values in their personal life and meaningful participation in the society as responsible citizens of the country; secondly, pursuance of higher education and thirdly; transition from students to valuable human resources. At the micro level, the mission of the curriculum and its teaching is set to develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs. In order to achieve the realization of the above said aims and mission of effective curriculum delivery, all the teachers in general are sent for trainings like orientation programs, refresher courses, Faculty development programme, Consequently, they collect and use the appropriate and updated materials, audio visual aids, multimedia and other ICT instruments in their class room teaching. In the monitoring and evaluative process of the curriculum, weekly tests, assignments, projects, seminars and viva voce are being conducted for all the students towards their internal assessment. To sum up, as for the effective curriculum delivery, the teachers are the true critical internal role players implementing, assessing and imparting quality education to the students. The curriculum categorically identifies the outcomes of the learning, standards and competences of the students and helps build a solid foundation to support learning in their current and higher level of studies. The major goal of the college is an all round development of students for competence and productive career in a challenging and competitive world. The college has earned good

reputation for its quest for excellence.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Spoken English	00	11/07/2019	90	Employability	Skill Development
Spoken English	00	16/12/2019	90	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English/Hindi/Sanskrit/Gujarati/Sociology	15/06/2019
MA	English/Hindi/Sanskrit/Gujarati/Sociology	15/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	48	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

FEEDBACK ON SYLLABUS YEAR:2019-20 FEEDBACK PROCEDURE In the year 2019-20, the collected data through questionnaires related to feedback on syllabus from students, teachers and alumni was analysed and on the basis of that feedback reports were prepared separately and submitted to every department of the institutes. Every department suggested few required modifications in the contemporary curriculum. **FEEDBACK STRUCTURE** The questionnaires consisting ten points used for collecting data from the students, teachers and alumni prepared with the objective to know their opinions regarding the contemporary syllabus. The topics included in questionnaires are about the utility of syllabus to comprehend the subject, quality of content of syllabus, proper arrangement of units, appropriateness of the size, availability of required material, utility of it for competitive exam, relevance of it to modern time, applicability of it in real life situation, assistance of it to achieve employment, and overall impression of the syllabus. **FEEDBACK ANALYSIS** The analysis of the data collected through the question related to overall impression of the syllabus provides following information. - 17.55 students believe that the syllabus is excellent and there is no need to make any change in it. - 72.8 students believe that the syllabus can be considered very good or good but not excellent. It means, they wish to bring some changes in it particularly in the area of utility of syllabus for competitive exam, relevance of the syllabus to modern time and applicability of the syllabus in real life situation. - 7.22 students put it in the category of average. It means, for them, it is average kind of syllabus having need of improvement in all the areas of syllabus like subject comprehension, content quality, arrangement of units, appropriateness of size, relevance of it to modern life situation, assistance of it to achieve employment etc. - 2.43 students are totally dissatisfied with the syllabus and wish to change entire syllabus. For them, in all the aspect, it is useless syllabus. - In short, majority students of all the subjects are satisfied with their present syllabus. **ACTION TAKEN:** Suggested modifications by Every department are included in the letter written to university with the expectation that all these suggestions will be taken under consideration while modifying current syllabus or prepare a new syllabus by university. By using above data, the senior Faculty members of the college through active participation in various University Statutory Bodies like Board of Studies, Academic Council, Executive Council, Senate etc, try to form the syllabus in such a way so it can be useful the students to comprehend the subject properly, improve quality of content of syllabus, the units of syllabus arrange appropriately, the size of syllabus kept suitable according to years in order, enough material related to syllabus can be made easy available. Syllabus can be made in such a way so it can be useful directly preparing for competitive exam which finally lead to get employment as well prepare the students to face problems in real life

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	arts	1050	1014	1014

MA	arts	300	286	286
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2200	408	20	Nil	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	16	8	13	3	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institute has established mentoring system. The faculties are guided by the principal and give details about the mentoring system. According to the students strength, they are allotted to the mentors. The students raise their issues/problems before the mentor and the mentor tries to solve their problems with the help of related committee or approach the principal for the solution. The students raise various problems/difficulties like syllabus, faculty, learning related problems, library etc. Students also ask questions regarding internal system, exam pattern how to write long questions, how to start preparation for competitive exam and guidance related to Personality Development and Spoken English. The concerned committee coordinator gives proper information about the particular question to the students and encourage him / her for raising question. Students are guided by the members properly. They are provided detailed information about career related programmes. Proper guidance about the study material of NET / SLET and other examinations. In order to develop their personality students are encouraged to attend various expert lectures and finishing school programme regularly. Students are suggested to refer old question papers put on the website. They are inspired to refer question bank prepared by the faculty. They are also encouraged to visit library, to participate in various add-on programmes and co-curricular activities. Students are motivated to participate in various games related to physical fitness. The mentor and the principal encourage them to take part in the Saptadhara-an initiative of KCG. College Induction programme for the new comers in the first month of academic year is organized where the principal orients students about the vision, mission and the objective of the college. The HODs of all subjects give detailed information about the importance of their subjects in the present scenario. Students are encouraged to participate in skilled based as well as job oriented add on courses like Personality Development, Computer skill, communication skill etc. A special expert lecture on moral education is organized to make students aware of the importance of moral principles like honesty, humanity, courage generosity etc. Students are encouraged to take part in social activities like Blood donation camp, Save the Girl programme, AIDS awareness programme, Social and economical survey of adopted villages, Tree plantation for becoming responsible citizen of India. Students are also motivated to use NAMO wifi for downloading useful study materials and references. The coordinator of women cell motivates girls students to become conscious about their physical and mental development. They are encouraged to use sanitary pad from the sanitary pad machine. During exam, students are guided to control stress for getting good result. Students are also encouraged to use dustbin put on the corridor as a part of good habit. In order to save environment, students are motivated to plant maximum trees on tree plantation day. If students find any problems related to study, memory power, personal life, technology, faculty tries to solve them. They are inspired to help the needy students as a part of joy of giving.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2608	20	1:130

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	20	2	Nil	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Jayesh N. Barot	Principal	Organization of Thalassemia Test
2019	Dr. Shailesh K. Joshi	Assistant Professor	Organization of Thalassemia Test

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	MA Semester IV	IV/2020	25/04/2020	26/10/2020
BA	BA Semester VI	VI/2020	25/04/2020	04/01/2021

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The institute is affiliated to HNGU, Patan and hence follows all the rules and regulations laid down by the university. • In tune with the reforms made by the university, the institute has introduced the Continuous Internal Evaluation (CIE) system for internal marking at the institutional level. • During orientation, the students are given a clear idea about the syllabus and evaluation procedures. The entire internal evaluation process involves classroom evaluation, internal tests and assignments or book review. • Examination committee prepares the unit tests timetable which is display on the notice boards. • In CIE, Internal evaluation of UG and PG programmes are done on the basis of three important criteria - attendance (5 Marks), seminar/book review/ assignments (5 Marks) and two internal unit tests (20 Marks) - coming to a total of 30 Marks. The answer sheets are evaluated within the stipulated time and the faculty discusses the common mistakes made by the students and helps them how to overcome such errors. • Retest examinations are conducted for students who have not attended the internal examination as per the timetable due to unforeseen reasons. • Mark sheets of internal exams are prepared with the utmost care and are displayed to the notice board, on the college website

for verification and also grievances, if any, are addressed by the faculty. Toppers in various subjects are honoured during the Annual Day Function and given gold medals/ certificates by the donors.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Every year, in the first meeting of IQAC, academic calendar of the institute is being prepared in accordance with the University calendar. The calendar includes month wise planning of the institutional activities like Admission Process, Formation of Committees, Assessment of the Result of the Last Year, Allocation of Duties among the Non-teaching Staff, , Admission of the Students in various activities like N.S.S., NCC, , Sports, Meeting of IQAC, Induction Programme, Plantation, Meetings of Parents Association, Alumni Meeting, Formation of Students Council, Arrangement of Lectures by the Subject Experts, Selection of Sports Team, Coaching Class for competitive exam, Preservation of Environment, celebration of Independence Day, Blood Donation Camp, G.K. Test, Participate in Competitions like Essay writing, Elocution, Drawing etc, Planning of Participation in Sports University tournamens, Knowledge Week Celebration, Test of Thalessemia, Internal Examination, Evaluation and reporting by all the Committees, Celebration of International Non Violence Day. NSS Annual Camp, Youth Festival, Meeting of IQAC, Celebration of various Days, Health Camp, Employment Guidance, participation in various university level competitions, Organization of Badminton Competition (University Level), saptadhara activities, Arrange Mock interview, Placement, G.K. Test, Personality Development, Celebration of Republican Day, Publication of College Journal, Organization of university level Shibir, Celebration of Annual Day and Reporting, Feedback by the Students, Uni. semester end exams, Assessment of Yearly Accounts, Preparation of Budget for the Coming Year etc. According to the calendar, month-wise activities are done.

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 in website of the institution (to provide the weblink)

<https://rmpartscollegesatlasana.org/outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MASEM 4	MA	ARTS	120	67	55.83
BASEM 6	BA	ARTS	537	255	47.48

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://rmpartscollegesatlasana.org/wp-content/SSS-Report.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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		agency	sanctioned	during the year
Nil	0	nil	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Sanskrit	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	HINDI	1	5.73
International	HINDI	1	5.87
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Gujarati	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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NIL	NILN	Nil	Nil	Nil	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	33	11	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
70th Forest Festival	District Forest Department	20	1100
Thalassemia Test	NSS, Redcross Society, A'bad	8	834
Gandhi Gramjivan Yatra	NSS, Sadara Mahavidyalaya	5	50
Blood Donation Camp	NSS, Local Modi Community	5	140
Save Girls Educate Girls	NSS, Medical Unit, Ahmedabad	4	200
Cashless and Digital India	NSS, SBI-Satlasana	8	150
Yoga Day	Heath and Hygiene committee, Local Community, Schools	20	1000
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Thalassemia Test	1	Indian Red Cross Society	834
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
National Voters Day	NSS Block Revenue Office	National Voters Day	6	200
Subhashchandra Bose Anniversary	NSS	Subhashchandra Bose Anniversary	6	150
Fit India-Bicycle Rally	Sports Committee, NSS	Fit India-Bicycle Rally	17	60
National Youth Day	NSS	National Youth Day	7	314
Visit of Old Age Home	NSS	Visit of Old Age Home	5	50
Swachhata Abhiyan Fortnight	Health and Hygiene Committee, NSS	Swachhata Abhiyan Fortnight	20	140
Gurupurnima	Dept. of Sanskrit	Gurupurnima	20	170
Orientation of newcomers	IQAC, NSS	Orientation of newcomers	20	200
Tree Plantation	NSS	Tree Plantation	20	150
Unnat Bharat Abhiyan-DatUnnat Bharat Abhiyan- Data Entrya Entry	NSS, 5 Villages	Unnat Bharat Abhiyan-DatUnnat Bharat Abhiyan- Data Entrya Entry	2	25

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
student exchange	45	Institution	1
student exchange	3	Institution	1

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NILL	Null	Null	Null	Null	Null

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Smt H A Shah General Hospital satlasana	15/08/2019	Health card, free medical treatment and health awareness	2608
Ghadhwada vibhag kelvani mandal	15/08/2019	for using cultural hall	2608
Lions club of Satlasnaa	03/08/2019	Social activities	120
Samarth Diamond	01/08/2019	Placement and training programme	100
P K Kotawala Arts College Patan	01/01/2020	Students and Faculty exchange	Nil
C C Mahila College Visnagar	01/01/2020	Students and Faculty exchange	Nil
The K N S B L Arts College Kheralu	01/01/2020	Students and Faculty exchange	48
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8367847	858881

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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SOUL	Fully	2.0	2007
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	6110	52000	Nil	Nil	6110
Reference Books	18349	4272815	8786	152806	27135	4425621
e-Books	246	4150	313500	Nil	313746	4150
Journals	Nil	Nil	64	25328	64	25328
e-Journals	Nil	Nil	6000	Nil	6000	Nil
CD & Video	38	2876	3	Nil	41	2876
Library Automation	1	Nil	Nil	Nil	1	Nil
Weeding (hard & soft)	1	Nil	Nil	Nil	1	Nil
Others(s pecify)	1	Nil	Nil	Nil	1	Nil
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	Nil	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	85	1	1	0	2	1	5	100	0
Added	0	0	4	0	0	0	0	30	0
Total	85	1	5	0	2	1	5	130	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

130 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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NIL

Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
8367847	8367847	858881	858881

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough UGC grants and funds are allocated and then utilized for the maintenance. The custodians of the equipments frequently examine them for timely maintenance and repairs to ensure performance and accuracy. We have a committee to ensure optimum allocation and utilization of the available finance. It functions in following manner. The institution collects the suggestions and complaints from the students and staff members. The committee classifies it on the basis of requirements and then it is forwarded to the head of the institution. Senior students in the classes take care of preserving facilities in the college intact. Though college does not have a duly appointed System Administrator to oversee the maintenance of the Computer Systems, there are two people from Nonteaching staff and two from teaching staff who oversee the maintenance of computers in the college. In case of any repairs beyond the capacity of the local staff, the college has made a contract to external agency namely Sun InfoTech who looks after the maintenance of computer systems in the college. All Sports amenities are under the in charge of the Director of Physical Education. A room is kept aside for keeping Sports utilities. The management has employed a peon on its own for the upkeep of the ground, courts and sports equipments. The maintenance of the Courts and ground is done on time. Time is allotted to students for using sports facilities. Common facilities like Ground, seminar hall and running track are provided to the public and to the neighbouring institutions on prior request. Students can avail Language Lab facilities on rotation basis. The students are allowed under the supervision of Coordinator of SCOPE only. Seminar Hall is used to organize small functions like various competitions at college level, Seminar, Conference, workshop, university shibir, BISAG lecture, meetings of Alumni or Parents' Association etc. Library facilities are open to the students of not only our college but also students and researchers of other institutes and even general reading public. Maintenance and utilization of library resources are done through strictly following the library rules. A register is maintained to keep the record of all the visitors. The maximum period of loan for books is 14 days. No person shall tear out, write upon or make any mark in any book or article belonging to the library. Book bank for the students is also maintained by the librarian. A book, if damaged or lost by a member, he/she shall pay the cost of the book as compensation. Two beautiful gardens are maintained by the appointed gardener. Expenses about wormy compost, machine for grass cutting, pipe, drip irrigation etc. are paid by the institute. From time to time, special experts are called on phone when it is necessary. Allocate appropriate financial aid to the requirement. Invite tenders from different agencies. Compare it and the select tender on the basis of lowest cost qualitative work .

<https://rmpartscollegesatlasana.org/procedures-and-policies-for-maintaining/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	poor relief fund	4	3596
Financial Support from Other Sources			
a) National	MYSY	432	4320000
b) International	00	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counseling and Mentoring	01/08/2019	35	UDISHA (KCG), Institute
Finishing school	07/12/2019	43	KCG
Scope	13/02/2020	85	Language lab
Spoken English	16/01/2020	48	HNGU, Institute
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	career counseling	85	150	Nil	11
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

Government placement fair	36	Nil	Government placement fair	36	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	322	B.A., M.A.	English, Hindi, Gujarati, sociology, sanskrit	Various Institutes	PG, EDUCATION and others
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ATHLETICS	UNIVERSITY LEVEL	10
KHO-KHO	UNIVERSITY LEVEL	12
CROSS COUNTRY	UNIVERSITY LEVEL	5
BADMINTON	UNIVERSITY LEVEL	6
SUBHASHCHANDRA BOZ JYANT Knowledge Test	COLLEGE	16
SUBHASHCHANDRA BOZ JYANT - Speech Competition	COLLEGE	13
National Youth Day- G.K.TEST	COLLEGE	21
GURUPURNIMA - Singing Competition	COLLEGE	15
GURUPURNIMA - Speech Competition	COLLEGE	18
EK BHARAT SHRESHTH BHARAT - G.K. TEST	COLLEGE	26
View File		

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)

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Yes, the college is having a Student Council which comprises of 15 Committee Members including faculty, General secretary, Ladies' Representative, two representatives each from Cultural activities, Sports, NSS, NCC, three toppers in university exams from each class. The Council works under the headship of a senior faculty who encourages students for decision making. Student representatives along with the GS and LR, take decisions about arrangement of various functions and conduct the programme by themselves. Necessary guidance and support are provided by the faculty. The student representatives in various college committees for academic, cocurricular and extension activities play a vital role in the coordination and cooperation in organizing these college activities. The Council plays a major role in arranging orientation of new comers, Teachers' Day, Sports day, celebration of National festivals, Farewell Function and Annual Day Function, Picnics and Study Tours, Navaratri and Kite flying Festival Celebrations etc. Necessary fund required for the functions / programmes is provided by the college. The students also contribute on the Blind Day and on Teachers' Day. Students participate actively and discuss about their problems and requirements of the educational, infrastructural and other facilities / problems / issues. The council is also asked to give suitable time for internal examination. The library advisory committee's major role is to upgrade the library facilities and to increase the utilization of library. The Committee always welcomes the suggestions from students. The committee conducts various activities like Books Exhibitions on certain days. The Cultural committee organizes various cultural programmes like college Annual Function, cultural programmes, preparing students for participation in various competitions at University Youth festival. NSS Committee organizes all kind of social activities. NSS arranges annual NSS camp once in a year and adopts a village. At village, students actively organize public awareness programmes such as village cleanliness, Awareness rally on social issues, lectures on women empowerment, planning of Thalessemia test, Tree Plantation and environment, Celebration of Gandhi Jayanti, AIDS awareness programme, ban on female foeticide, child education, voting awareness, animal treatment camps, medical camp, street plays and cultural programmes for social awareness etc. Socioeconomic survey of the village every year. Unnat Bharat is also active campaign under NSS. Five villages of satlasana tatuka are adopted under it. Udisha committee plays an important role in orgazing various expert lectures and extra coaching as well as seminars. The Discipline committee is also active in maintaining discipline. Cleanliness committee plays a significant role in the campus premises, to make campus neat, clean and dust free. Anti Ragging Committee is supervisory and advisory committee in preserving Ragging free environment in college campus. Anti Ragging committee is involved in designing strategies and action plan for curbing the nuisance of ragging in college. So far no cases of ragging has been reported. Saptdhara committee is the heart of the college. Various activities are done under seven dharas with the help of students representatives. Under Khel kud dhara, indoor and outdoor games are organized. Natya dhara and Rang kala kaushaly dhara encourage students creativity .

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

441

5.4.3 – Alumni contribution during the year (in Rupees) :

2400

5.4.4 – Meetings/activities organized by Alumni Association :

Once in a year social activity

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The vision of our institute is to impart higher education to the local youth, especially to those girls who live in surrounding and remote rural/tribal areas and to prepare them to the context of social and economical needs. Thus, to develop overall balanced and healthy personalities of the students to contribute national development. The mission of our institute is committed to the cause of empowerment of rural youth (especially the girls) through access to qualitative higher education, enabling them to develop educationally, intellectually, socially and morally and to inculcate into them social, economic and national responsibilities. Keeping in mind the vision and mission of our institute, the Governing authorities of management take the lead in the governance and management of the institution. The President, secretary and the other managing trustees, along with the Principal support day today functioning of the Institution administration. The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. Top management of the institution provides full support and academic leadership to the faculty. The president, secretary and other members participates in the programmes, function, activities, seminars, workshop, camps etc. of the institution deliver inspiring speech and guide and encourage the faculty and students for hard work and commitment for the academic enterprise. Our management appreciates and felicitates the achievements of the faculty by honoring them in public functions. Authority and executive members of Management are always available to guide us for overall development of the Institute. They encourage and sanction funds to utilize the funds for different developmental activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates. The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a convener and few members under the chairmanship of the Principal. Official notice is issued along with the guidelines defining the roles and responsibilities of the committees. Policies and plans are constituted, monitored and evaluated by IQAC. The Principal, HODs, Administrative representative and the various committees implement the plans and policies together. The staff members participating in execution of the institutional activities are motivated and good work is appreciated by authority. The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year the conveners submit the reports of the work done to the head of the institution. The students' representatives are also nominated to carry out the co curricular and extracurricular activities. Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies. The

Iqac constitutes different committees in the beginning of each academic year. These committees are Admission Committee, Time Table Committee, Library Committee, Grievance Redressal Cell, Cultural Committee, Sports Committee, Examination Committee, Finance Committee Research Committee, Saptdhara, Career Guidance cell, Women Development Cell, NSS, NCC, Cleanliness committee etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission procedure is online strictly according to merit basis as per reservation norms of Government. The minimum percentage of marks at the entry level for each of the programmes offered by the college is 35 at H.S.C. level. The college offers only general undergraduate and postgraduate courses, so at postgraduate level the minimum percentage of marks is 35. The average percentage of enrollment is about 95-100 against sanctioned seats. About 50 of the enrolled students are from socially and economically backward categories.
Industry Interaction / Collaboration	We have signed MOU with educational institutes of our university, Hospital, Samarth Diamond, Lions Club of Satlasana etc. for organizing various social activities, students and faculty exchange programme, Issues related to health and hygiene, organizing joint seminar and workshop, conducted exams, various academic, research and employability related activities. In fact we are not having any formal interaction with any industry, but we have managed to keep in touch with some industries and have been successful in arranging some placement programmes with the private units and Government Placement Cell.
Human Resource Management	After discussing with the management, the principal provide information regarding the lack of faculty and staff to the university and the state government. As a part of it, visiting faculty for M.A., Computer operator, Junior Supervisor for internal as well as external exam, gardener, peons, sweeper and watchman are appointed on the temporary basis until the government recruit permanent faculty in the institution. Sometimes, qualified

	<p>teachers are invited on remuneration for providing guidance regarding various skill and employability.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Our management is enthusiastic in providing the best infrastructural and facilities. All the classrooms are well equipped with LCD projectors and Screen including Audio-visual system. The separate, well furnished Library is fully computerized with INFLIBNET facility and open Access system. The English language laboratory, Indoor Sports facility, Three Smart classrooms are there. Two Audio visual rooms which are connected through satellite for live telecast of programmes. College has Xerox facility generator with 40 KV, Scanner printer etc. The College website provides detailed information regarding the institution and its activities. The entire campus of the institute is under the surveillance with CC TV cameras.</p>
<p>Research and Development</p>	<p>Research Committee of the institute promotes and facilitates research activities in the College. The research facilities like Separate research library, books, ICT facility etc. have been provided to research scholars. The Research Committee encourages and provides necessary guidance to researchers in submitting research proposals, publishing research publications and seminar proposals. The institute encourages and facilitates the faculties for attending seminars/workshops and presenting their research papers. Up to today, 2 major and 13 minor research projects have been completed by the faculty. Besides, more than 10 books have been published by the institute with ISBN number. Every year, college annual magazine- Arvalli No Tahoko is also published with ISSN number. Along with the principal, six faculties are recognized as Ph.D. guides.</p>
<p>Examination and Evaluation</p>	<p>University has introduced a system for both Continuous internal evaluation (CIE) and End Semester evaluation (ESE). In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the CIE system for internal marking at the institutional level. The Institute organizes two internal exams</p>

during each semester. The entire internal evaluation process involves classroom evaluation, internal tests, Multiple choice question tests, Assignments, Seminars, Book review, Projects, etc. The data collected by the feedback committee is evaluated, analysed and corrective measures are taken.

Teaching and Learning

Institute have sufficient well qualified and experienced staff in all the subjects. The teachers are facilitated and encouraged to use AV aids to make learning process easier. Most of the teachers use ICT in teaching-learning process. All the class rooms are well equipped with LCD projector acrylic boards, lecture stands, Interactive penal board, HOP, visualizer. The faculty is provided Laptop. Wifi facility is provided in the entire campus, Students are encouraged to attend SANDHAN, a live teaching programme of state government. Weekly tests and Book review are compulsory as a part of continuous evaluation. University has introduced a system for both Continuous internal evaluation (CIE) and End Semester evaluation (ESE). In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the CIE system for internal marking at the institutional level. The Institute organizes two internal exams during each semester. The entire internal evaluation process involves classroom evaluation, internal tests, Multiple choice question tests, Assignments, Seminars, Book review, Projects, etc. The data collected by the feedback committee is evaluated, analysed and corrective measures are taken.

Curriculum Development

The University frames the curriculum of all the subjects to be delivered in the affiliated institutions. Accordingly, this institution has introduced choice based credit system with core courses, elective course, skill oriented course, foundation courses as well as job oriented course. For the effective curriculum delivery, the teachers play crucial role. At the micro level, the mission of the curriculum and its teaching is set to

develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs. For effective curriculum delivery, all the teachers are trained through orientation programs, refresher courses, Faculty development programme etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The head of the institution is always keen to fulfill the stated vision and mission. The IQAC prepares calendar of academic, curricular and extracurricular activities that can help in achieving the vision, mission and objectives of the Institution. After discussing and planning with the faculty, expert lectures, various university level camps and trainings etc. are organized. In order to improve the quality of various activities and the infrastructural facilities, analysis of the feedback from of stakeholders help a lot. The faculty is promoted to take part in Workshops, Seminars. Conferences and also encouraged to pursue and publish research articles, projects and books. The students are also encouraged to participate in workshops, seminars, camps etc.</p>
<p>Administration</p>	<p>The institution has an integrated framework for quality assurance of the academic and administrative activities. In order to have a smooth functioning of administrative department, the Principal and the senior clerk make a distribution of the work and analyze the needs. The office management was computerized under this internal quality improvement framework. The admission and examination procedure has become speedy and accurate with the computerization. Administrative process regarding the scholarship is also speedily accomplished. The faculty has been assisted for their procedures of the research projects and publications. Results are quickly declared and uploaded on the college website. To provide proper and qualitative services to the faculty and students, the administrative staff is trained and</p>

oriented. Computer training was also given to them. Constant water and electricity supply is maintained. Campus is kept neat and clean with lush green loan plants trees etc. Regular internal and external audit is done.

Finance and Accounts

The accountant maintains account which is monitored by authorities. There is a mechanism of checking, rechecking and crosschecking of accounts by the authorities. Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee take a decision. All purchases are done through tender system. In addition to this, the accountant writes the college account day by day regularly. The rupees over Rs.500/ is paid through cheque, Public Finance Management System, D.D., RTGS and other digital devices. At the end of every financial year, the written account is forwarded to internal auditor appointed by the governing body. If there is any quarry found in the written accounts, it is given back to the administrative office. After improving the quarry it is again sent to the internal auditor for finalization. The whole process is transparent. Finally, the account is sent to our concerned chartered accountant. After verifying all the bills and vouchers, C.A. has issued certificate with stamps. Besides C.A. audit, State Government A.G. audit as per state government rules and regulations is done properly.

Student Admission and Support

Admission of students is fully online. We provide link on our official website. Students fill their admission form online and automatically merit is prepaid. Student can pay their fee online. Keeping in mind the students overall development, various extension activities are done. Every year Thalessemia test in done only by paying Rs.100/ in association with India Red Cross Society. Health cards us issued in collaboration with Jivandhara Hospital. For girl students, an expert lecture on gynac problems are organized from time to time. Internet facility, Xerox facility, Ramp facility is also provided to students. Students are

encouraged to participate in various competitions organized by university Youth festival. Various Days are celebrated with great enthusiasm in order to make overall development of students. Students are also encouraged to join NSS, NCC and various add-on courses. Students are also motivated to participate in games organized by university. Students are also motivated to take part in cultural programme organized by university. Special training is also given to the selected students. All the students are awarded prizes, certificate and awards in the Prize Distribution function. Toppers in each subject is given Gold Medal. Under the Poor student Relief fund, needy students are provided assistance.

Examination

The college has introduced OMR system in multiple choice questions in effective generic subject and COC Spoken English Course. G.K. Tests are conducted through OMR. Assignment, Book Review, students' workshops and presentation are compulsory as a part of internal evaluation. In each semester, one internal exam is conducted as a part of internal evaluation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	12	Various	By Institute	19370
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	NIL	NIL	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation, FDP	7	15/06/2019	31/05/2020	365
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
staff credit society, Insurance, Medical	staff credit society, Insurance, Medical	Poor relief fund, Insurance, Book Bank, Health card

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accountant maintains accounts which are monitored by authorities. There is a mechanism of checking, rechecking and crosschecking of accounts by the authorities. Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee take a decision. All purchases are done through tender system. In addition to this, the accountant writes the college account day by day regularly. The rupees over Rs.500/ is paid through cheque, Public Finance Management System, D.D., RTGS and other digital devices. At the end of every financial year, the written account is forwarded to internal auditor appointed by the governing body. If there is any quarry found in the written accounts, it is given back to the administrative office. After improving the quarry it is again sent to the internal auditor for finalization. The whole process is transparent. Finally, the account is sent to our concerned chartered accountant. After verifying all the bills and vouchers, C.A. has issued certificate with stamps. Besides C.A. audit, State Government A.G. Audit as per state government rules and regulations is done properly

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	NIL	Yes	IQAC
Administrative	Yes	CA	Yes	INTERNAL AUDITOR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Provided Gold Medal, Prize Distribution, social activity

6.5.3 – Development programmes for support staff (at least three)

Use of ICT for faculty, Yoga and use of computers for administrative work

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Started Commerce and Science college, Newly built separate library with bigger reading facility, Solar system and regular cleanliness and maintenance campus.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Yoga and Health Awareness	21/06/2019	21/06/2019	21/06/2019	1000
2019	Induction Programme	03/07/2019	03/07/2019	03/07/2019	200
2019	Social values : Awareness and Responsibility	19/07/2019	19/07/2019	19/07/2019	200
2019	Cleanliness Move Fortnight	01/08/2019	01/08/2019	01/08/2019	140

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Empowerment	21/08/2019	21/08/2019	120	6
Woman safety training	21/07/2019	06/08/2019	104	Nil

Heath and Hygiene for woman	20/09/2019	20/09/2019	150	210
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Solar system, energy saving awareness, To save Environment programme, Tree plantation day, LED lights

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Provision for lift	No	Nil
Braille Software/facilities	No	Nil
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	5	03/08/2019	1	Cleanliness move	swachh bharat	542
2019	1	3	24/06/2019	1	T	Nil	Nil
2019	1	3	17/09/2019	1	Nil	Nil	Nil
2020	1	3	25/01/2020	1	Nil	Nil	Nil
2019	1	2	26/09/2019	1	Nil	Nil	Nil
2019	1	1	03/07/2019	1	Nil	Nil	Nil
2019	1	2	20/09/2019	1	Nil	Nil	Nil
2020	1	1	01/01/2020	30	Nil	Nil	Nil

2019	1	2	05/09/2019	30	Null	Null	Null
2019	1	2	28/12/2019	60	Null	Null	Null
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Values and Professional Ethics Code of conduct	25/06/2019	All stakeholders follow the roles of State govt./ University / UGC like bodies. Principal have power to take action for smooth administration. Stakeholders do not complain directly to the management or upper office. Staff and students have prohibited to smoke and chewing tobacco in the campus. They also help to clean the campus. They also donot use mobile except emergency. Staffs want to take higher education during the job they have to take permission of management and higher authorities compulsory. Stakeholders must follow timely change the roles by the management.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

No Data Entered/Not Applicable !!!

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

No Data Entered/Not Applicable !!!

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

NAMO WIFI and GPL are beneficial to the faculty as well as students. The purpose of an intranet is to made communication simply. Using intranet technology communication and sharing of study material is cheaper and easier
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than internet. Intranet consists of interlinked local area networks. Intranet can act as communication hub for institutional stakeholders. You can store study materials like syllabus related material, video lecture etc. It is accessible at any time within the campus area. Intranet facility in the Institutional campus area. Institute established this facility for the student benefits. In this faculty of the entire department individually uploaded their respective study material so students can easily access and download for study purpose. Faculty also upload their PPT and video lecture on it student can revise that topic any time. Due to this facility faculty can communicate with students and they motivated to prepare a study material for the students. In this student get specific materials related to their syllabus. For this facility institute established one server in the cyber room and it is controlled by one computer operator. Faculty wants to upload or upgrade their materials they give to computer operator and he uploaded in the specific manor. How to use Intranet. Timely arrange IQAC meeting and reform new committee. To implement DPR for the grant of RUSA 2.0 Component 9. To start Finishing school for skill development with collaboration with KCG. To arrange lecture series local and University level. Organize various students and faculty development programme. To made placement more efficient. To start academy for competitive examination. To encourage student to participate in NSS/ NCC/ Culture/ Sport activities. To develop college Android application. Motivate students and staff to do research activity. To motivate PG student regarding NET/ SLET examination. Enrich library by adding new reference books/ journal/periodicals /E resources. Upgrade institutional website. To reform examination pattern. To extent the work and activities of IQAC like skill development. Arrange lecture series. To arrange workshop for newly appointed teaching staff. To start faculty exchange programme. Celebrating various days. To initiate various awareness programme.

Provide the weblink of the institution

<https://rmpartscollegesatlasana.org/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Due to Corona Pandemic following actions should be taken to ensure the online study of Students

- Training of teachers Regarding making and uploading academic videos on college website.
- Training of teachers regarding MS TEAM software for online teaching.
- Making Whats app group of teacher-students of each class to communicate easily.
- Aware and train students about online teaching technology.
- Training of teachers-students regarding Online examinations.
- To play an important role to create and aware students among Corona Pandemic Social responsibility.
- To organize various co curricular extracurricular activities online for students.
- • To organize finishing School Programme of Government
- To arrange lecture series local and University level.
- Organize various student and faculty development programme.
- To made placement more nefficient. To start online series of lectures for competitive examination.
- To encourage student to participate in NSS/NCC/Culture/Sport activities.
- • Motivate students and staff to do research activity.
- To motivate PG student regarding NET/SLET examination.
- Enrich library by adding new reference books/ journal/periodicals /E resources.
- Upgrade institutional website.
- To reform examination pattern.
- To extent the work and activities of IQAC like skill development.
- Arrange lecture series.
- To arrange workshop for newly appointed teaching staff.
- Celebrating various days. To initiate various awareness programme.
- To establish permanent center for competitive exams
- To spread Gandhian Thoughts and Philosophy in the society
- To do various activities under One India, Best India