SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SMT R M PRAJAPATI ARTS COLLEGE SATLASANA

AMBAJI HIGHWAY, SATLASANA TA SATLASANA DIST MEHSANA
384330
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Smt. R. M. Prajapati Arts College is located at **Satlasana** in Mehsana district of Gujarat State. Our college was established in 1996 with the name "Smt. R. M. Prajapati Arts College". In 2003, a new building of college was built up with the help of a donor 'Shri Babulal Punamchand Shah' as a consequence, the name of the trust was changed and now it is recognized as **'Shri Babulal Punamchand Shah Vidhya Shankul'.** Our college is affiliated to Hemchandracharya North Gujarat University, Patan. Our college has been awarded **College with Potential for Excellence by UGC in 2012**. The college opted for first accreditation in **2009** and was awarded **"B" Grade with 2.51 CGPA** and the second accreditation in **2014 with "B" Grade - 2.79 CGPA.**

Vision

To impart higher education to the local youths, especially to those girls who live in and around remote rural / tribal areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute in the development of the nation.

Mission

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop educationally intellectually, socially, and morally to inculcate in them the values of social, economic and national responsibilities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Our College has been awarded **College with Potential for Excellence** by UGC in 2012.
- The college has **received 3 star with a CGPA of 2.09 out of 5** in **Category of Colleges** by GSIRF in 2019
- The college has **recevied 3 star with a CGPA of 3 out of 5** in **Category of Colleges** by GSIRF in 2021
- The institute has got 200th rank under **Unnat Bharat Abhiyan**
- The institute has got ISO 9001:2015 certificate
- Enviroment friendly neat and clean campus
- The college has offered 10 add-on courses
- Highly qualified faculty
- Special coaching for competitive exam
- Provision for career counseling and value based education.
- Continuous evaluation is done as a part of internal examination.
- Health card is issued and free of cost primary health treatment is provided.
- Poor Student Relief fund is established.

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- Well equipped audio - visual class room.
- Three Smart classrooms
- Newly constructed Library is equipped with SOLE software and open access system
- Gymansium
- Research center
- Indoor Sports facility
- Healthy co-ordination between management and staff.
- Girls room with Senitary Pad machine
- Active Anti-ragging Cell and Grievance Redressal Committee.
- Guidance of IQAC in academic and research matters.
- Excellent student support system.
- Gender Equity / Gender Sensitization Prgorammes
- Emphasis on holistic development of students.

Institutional Weakness

- Lack of encouragement from uneducated and poor parents to their children for higher education
- Lack of positive attitude towards English and Technology among students
- Students and faculty exchanage programme still in initial stage.
- Lack of industry and other job related firms in the context of placement
- Due to only Arts faculty, placement fair and campus interview is not organized.

Institutional Opportunity

- Under Finishing School Programmes, life and empoloyability skill are provided
- There is a scope for Socio - economic research in thes rural area which would be directly or indirectly useful in preparing the national level rural development policy.
- Serving first generation rural learners.
- Creating a platform for self employment by promoting various job related add - on courses.
- To train students to face the challenges in their life
- Extension activity as a part of personality development
- College infrastructural facilities like library, indoors sports facilities,gymnasium, play ground, garden and neat and clean campus etc are shared with the general public to mould a physically fit generation under **Fit India** campaign

Institutional Challenge

- To mould the first generation learners to face the global challenge.
- To prepare students for highly competitive exam because of lack of Basic English knowledge.
- Inculcate Positive Attitude Towards English and ICT among Staff and Students
- To encourage students to understand their social responsibility through college out reach programme.
- Limited institutes, industries or companies ready to organize placement fair
- Delay in sanctioning of administrative posts.
- Preparing the Students for National and Global Competitions

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Our college is affiliated to Hemchandracharya North Gujarat University, Patan. So, the institution scrupulously follows the Curriculum and Academic Calender prescribed by the university.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 and five PG Programmes. 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 so on. In the monitoring and evaluative process of the curriculum, weekly tests, Book review, assignments, project work, seminars and viva voce are being conducted for all the students towards their internal assessment. Students are exposed to the latest evelopments in their respective fields through Guest Lectures and seminars. Before the commencement of each semester, the faculty members frame Lesson plans as per the Academic Calendar and these plans are implemented in accordance with the academic Diaries. Feedback is also collected from the students for getting response on Curricular and Co-curricular Activities. Thus, the major goal of the college is a holistic development of students for competence and productive career in a challenging and competitive world.

Teaching-learning and Evaluation

The IQAC focuses on the quality of teaching - learning and through it, new techniques in teaching process and structural reforms are suggested and introduced. Our admission process is transparent and very clear. We also maintain reservation policy of state government. Students are given prospectus at the time of admission which contains detailed information about various subjects offered by the institution under CBCS system and co-curricular activities. In the **College Induction Programme** also, students are informed with college activities - academic as well as co - curricular. Rankers in each subject and co-curricular activities are awarded with Gold medal, shield and certificates. 80% faculty has been awarded Ph.D. Along with three digital class rooms, all the class rooms are well equipped with LCD projector, acrylic boards, lecture stands, Interactive penal board, HOP, visualizer. The faculty is provided Laptop. LCD Projector, Laptop, CDs are used for the teaching and learning process. Students are encouraged to attend SANDHAN, a live teaching programme of State government. The NAMO and UMA wi-fi campus keeps the teachers and students active through the working hours. Most of the faculty teach students by using power point presentation (PPT). Many workshops and seminars based on research and competitive exam are organized from time to time. Weekly tests, Book review, project work, assignment, term paper, presentation, class room seminar are compulsory for the students as a part of continuous evaluation. Under students and faculty exchange programme, various activities and programme are organized on syllabus and employability. Students are paid proper attention if they have any grievances regarding examination results and other issues. Grivences are solved by showing answer papers to the students. Under Finishing School Programme registred students are given special guiadance related to life and employability skills. The IQAC evaluates the performance of each department through the Quartely

Performance Report.

Research, Innovations and Extension

The institution promoted research and invotation during the last 12 years. The college has already a local Research Committee comprising of five members from various subjects under the co-ordinatorship of Dr.B.K.Prajapati. The college has established Research center, with well equipment and necessary research related books. The Committee also encourages faculty to participate in various seminars, conferences and workshops. The college has organized 18 national / state level seminar and conference during last five years. Selected research articles are published in the book form with ISBN number by the institute. Out of total 22 permanent faculty members, **18 are Ph.D. and 08 faculty members have successfully cleard NET / SLET exam.** The faculty is encouraged to do research and book publication work. As a result, 13 minor research projects have already completed. Besides, more than **46** books, **75** chapter in edited books and **132** research papers / articles. have been published with ISBN number / UGC approved / Peer reviewed journals.

Under Extension programme, the College has organized many programmes like Blood Donation Camp, Thalessemia Awareness Programme, HIV Aids Awareness Programme, Human Rights workshop, woman empowerment week etc. Under **Unnat Bharat Abhiyan**, five villages are selected for social - economical survey. As a result, the report is submitted to MHRD. A special coaching and guidance regarding various Competitive examinations are also provided under Career Counseling Cell, UGC sponsored Entry in Service programme, Udisha and Gyandhara. Students are encourged to participate in extension activities and university level youth festival. They have received ranks in drama and other competition. Students participated in university organized various indoor and outdoor games. Our college has been got university chaimpianship in Badminton. NSS and NCC play major role in overall development of the students. We also received number of prizes, awards and certificate of appreciation under extension programme. Thelassemmia test is compulsory for all the students. Solar system is installed on the library building to save energy. In this way, our instution has been playing a big role in the society through her research, innovation and Extension activities.

Infrastructure and Learning Resources

Infrastructural Facilities

Our management always focused on providing the best infrastructure and facilities as per global standards. The infrastructure facilities of the institution are designed to meet the requirements of the various stakeholders. The institute has a neat and clean campus with 5 acres of land. The institute has separate buildings like Library building, Girls Hostel, Indoor Sports Hall etc. The College has total ----------- Sq. Mt. built up area. The college has adequate number of ICT enabled classrooms, three digital class rooms, counseling room, girls room, well-equipped staff room, Digital Education and Learning Laboratory (DELL), NAMO and UMA Wi-Fi CampusFacility, Dynamic Website, Facebook Page, Android App, Indoor Gymnasium, research center etc. The college has a canteen facility, adequate number of washrooms, NCC office, NSS office and Mineral Water Facility. The entire campus is under CCTV surveillance. The college has xerox facility with duplicator, generator with 40KV, scanner printer, etc. Common facilities like Ground and seminar hall are provided to the public and to the neighbouring institutions on prior request. A wheel chair is available and separate ramp has been built for differently abled persons.

Library as a Learning Resource

The college has fully computerized newly constructed library with INFLIBNET facility and open access system. The library is an outsanding learning resource with a stock of --------------- titles .... books .... periodicals .... CDs and .... manuscript. It has sections for Book Bank and career guidance with internet facilities. On the first floor, a big reading room with capacity of 200 students is available.

The library has automated, using integrated library management software SOUL 2.0. The college is a member of INFLIBNET N-List consortia for many years and provides access to thousands of e-resources. The college provides old paper sets of University as well as College exams Dissemination of new arrivals. There is a well-organized mechanism for Maintenance of Campus Infrastructure.

Student Support and Progression

Strong student-support mechanisms are developed to strengthen the curricular and extracurricular capabilities of students. The College offers an ideal environment for students, to excel in academics and to imbibe cultural, moral and social values.

We divide student support services into four catagories like academic, co-curricular, career guidance and placement, scholorship and other financial supports. The academic support and career guidance consist of Choice Based Credit System, Book review, project work, assigment, weekly test, term papers, Internal evaluation exams, Seminars and workshops, Add-On Programmes, Guidance for competitive examinations under Udisha, Entry In Services and Career Counseling Cell, Spoken English under COP Spoken English Programme, life and employbility skill under Finishing School Programme, SCOPE examinations etc.

SC, ST, OBC, EBC and PH students benefited by scholarships provided by the Government. Capability enhancement and development schemes: Under the Poor Boys Relief Fund, needy students are given scholarship. Economical poor students are also provided reading and study material under Entery In Service programme. With a view to paying atentions to the complaint of the students, various committees like students council, Students Grievance Redressal cell and Woman cell have been forme. Students are also motivated to participate in indoor and out door games. They are also motivated in university level youth festival. Special training is also given to the selected students by professional trainer for better preformance. Every year Thalessemia test in done only by paying Rs.150/- in association with Indian Red Cross Society. For girls students, an expert lecturer on Gynac Problems is organized from time to time. Students are encouraged to participate in various co-curricular activities and saptdhara programme, an initiative of Govt of Gujarat. About -------------- of students go to higher studies, ------- % in various jobs, and the rest of the farming and selfemployment -------- students have qualified for State-level SLET, TET, TAT, etc. competitive examination for government services.

The Alumni are a strong support to the institution Our Alumni Association is always ready to look after the overall development of the institution through financial and non financial means. Alumni meetings are heald to review the progress of the students.

Governance, Leadership and Management

Keeping in mind the Vision and Mission of the institution, the IQAC designed the quality policy and plans of the institute carefully. IQAC consists of Management, Principal, faculty members, students, Alumni and educationalists. The policies and plans of the institute are constituted, monitored and evaluated by IQAC. All

decisions, related to policy matters and planning are taken by the Governing body.They take the leadership role in the effective implementation of the teaching - learning and the student support programmes.The Principal, Management and IQAC assess the performance of teachers based on the evaluation and feedbacks from the stakeholders and corrective measures are suggested. During the begnning of every acadamic year, the president and the management committee holds the meeting with the principals and the staff to frame the policies and action plan for the year. The plans and policies are implemented by appointing various committees.The co-ordinators of various committees are given freedom to plan and implement their activities. The management is always encouraged Principal and staff to take part in various activities related to society. Faculty is given TA, DA, registration fee, duty leave by the management for attending seminars , conferences and workshops. The IQAC takes initiative in planning and implementing the quality improvement strategies of the college. The college has a mechanism for internal and external audit. The management appointed internal auditor for transperent audit. The Woman cell, the Anti-Ragging committee and Students Grievance Redressal cell are the three committees which provide anxiety free enviornment in the college campus. To groom leadership at the student level, the students' representatives are also encouraged and nominated to handle the co-curricular and extracurricular activities. It plays a pivotal role in ensuring and amplifying the quality of the teaching-learning, assessment and evaluation, research and planning and organizes seminars, workshops, exhibitions and quiz competitions.

Institutional Values and Best Practices

Keeping in mind environmental and climate change issues, our instutute has been taken major initiatives like solar system, rain water harvesting, solid, liquid and e-waste recycling etc. Celebration of environment awareness programmes, cleanliness campaign and Unnat Bharat are the activities through which we try to prepare our students to face challenges of life. Divyang students are given first priority in admission process, library book issue and co-curricular actitivites. In order to establish the concept of Karuna and Jivdaya, Special Chabutra for Birds has made in the college campus. Equity and access in availability, special attention to the weaker sections and representation of women in all aspects ensure the promotion of social justice.

The post accreditation initiatives include 03 Digital Classrooms, Finishing School Programe for enhancing life and employability skill, Student Induction Programme, Social and Economical Survey in the selected five villages under Unnat Bharat Abhiyan, Mentoring and Counselling Sessions, Organizing National and State level Seminar, Conferences and Workshop in every subject, a national seminar on 150th Birth anniversary of Mahatma Gandhai life and message of Dr.Babasaheb Ambedakar, Celebrating National Festivals like Subhashchandra Boz Birth Anniversary, Celebrating International Yoga Day every year, Celebrating Karuna Abhiyan by distributing food and shelter for birds, Use of ICT in large measures, Library Reading sessions, weekly test after the completion of every unit, unit test after the completion of every semester are some of the new initiatives of the College . Higher Education Department organized Placement fair, Special camp in the flood affected village Ujjayanvada, Special coaching about various competitive examination, seminar on personality development and interview skill, Blood donation and Thelessemia test are some of the major initiative taken by the institute as a part of best practices.

The Two Best Practices are :

1. Guidance for competitive Examination

2. Add - on -courses

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2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SMT R M PRAJAPATI ARTS COLLEGE SATLASANA
Address	AMBAJI HIGHWAY, SATLASANA TA SATLASANA DIST MEHSANA
City	Satlasana
State	Gujarat
Pin	384330
Website	www.rmpartscollegesatlasana.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jayesh N Barot	02761-253540	9426362329	02761-259233	artscollegesatlasana@gmail.com
IQAC / CIQA coordinator	Bharatbhai S Patel	-	9427531934	-	acs.bharatpatel@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1996

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

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	17-10-2008	[View Document](#)
12B of UGC	17-10-2008	[View Document](#)

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

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

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	13-05-2011
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AMBAJI HIGHWAY, SATLASANA TA SATLASANA DIST MEHSANA	Rural	5	2741.58

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English	36	HSC OR EQUVALENT	Gujarati	120	118
UG	BA,Sociology	36	HSC OR EQUVALENT	Gujarati	360	353
UG	BA,Sanskrit	36	HSC OR EQUVALENT	Gujarati	103	99
UG	BA,Hindi	36	HSC OR EQUVALENT	Gujarati	115	109
UG	BA,Gujarati	36	HSC OR EQUVALENT	Gujarati	280	274
PG	MA,English	24	BA OR EQUVALENT	Gujarati	60	57
PG	MA,Sociology	24	BA OR EQUVALENT	Gujarati	130	130
PG	MA,Sanskrit	24	BA OR EQUVALENT	Gujarati	60	14
PG	MA,Hindi	24	BA OR EQUVALENT	Gujarati	60	12
PG	MA,Gujarati	24	BA OR EQUVALENT	Gujarati	60	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				14				8
Recruited	0	0	0	0	13	1	0	14	4	4	0	8
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	10	0	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	5	0	0	5
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	9	1	0	4	4	0	18
M.Phil.	0	0	0	2	1	0	4	4	0	11
PG	0	0	0	13	1	0	4	4	0	22

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	921	0	0	0	921
	Female	858	0	0	0	858
	Others	0	0	0	0	0
PG	Male	175	0	0	0	175
	Female	318	1	0	0	319
	Others	0	0	0	0	0
UG	Male	1435	0	0	0	1435
	Female	1003	0	0	0	1003
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	143	112	94	100
	Female	103	109	92	99
	Others	0	0	0	0
ST	Male	162	151	139	105
	Female	71	73	65	65
	Others	0	0	0	0
OBC	Male	768	630	556	557
	Female	437	414	462	534
	Others	0	0	0	0
General	Male	179	170	147	142
	Female	150	144	138	128
	Others	0	0	0	0
Others	Male	104	109	89	88
	Female	13	9	13	24
	Others	0	0	0	0
Total		2130	1921	1795	1842

Extended Profile

1 Program

1.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
254	254	254	254	254

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2109	2075	2279	2583	2447

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
1665	1610	1758	2028	1947

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
594	388	428	536	588

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	14

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	24	26	24	28

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

4.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
5722970	6939139	10534301	6845924	5814129

4.3

Number of Computers

Response: 81

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:

Response :

The college, affiliated to Hemchandracharya North Gujarat University, Patan, ensures effective curriculum delivery through a well planned and documented process. The initiatives taken up for efective curriculum delivery are as under:

Teaching Plan :

In the departmental meeting of the HODs with the teachers, they distribute copies of the departmental and individual time - tables to the faculties. The faculties prepare micro teaching plan and follow it properly. Each department conducts continuous assessment which includes weekly test, Unit test, assignments, seminars, Book review, group discussions, presentaion, quiz etc.

Academic Diary :

For the effective implementation of curriculum, the teacher works out on the syllabus to be taught and writes units and chapters in the academic diary which he / she plans to teach in the class. The academic diary has the record of daily teaching with all the details. The diary is verified and signed by the Head of Department and Principal.

Industrial Tours / Field Visits :

For effective curriculum delivery, the college organizes academic tours and field visits for the benefit of students. It is organized for the students of all classes to get practical knowledge of the course content.

Inviting Experts :

Each department invites and arranges guest lectures of experts. The lectures are based on curriculum. We invite prestigeous persons of related subject for the series of lecture.

Add-on Cefrtificate Programmes :

The college runs Add-on Certificate programmes for better understanding of their respective subjects. These programmes help students understand the subject in a better way. All the departments in the college organize remedial classes for slow and weak learners. For advanced learners additional support and guidance is provided by the faculties.

Feedbacks :

The college takes feedback on college activities and its functioning from the students, Parents and Alumni in manual format. Their suggestions are taken into consideration and accordingly woked on it. The students and teachers review the syllabus through feedback. These feedbacks are analysed and discussed with the staff too.

Infrastructure :

The college has 13 class rooms with LCD Projecter of which three are smart classrooms. There is a seminar halls with up-to-date audio visual devices, a rich library with reading space for 200 students, rest room for girls, a very large play ground, Indoor Game Hall, Sports Gym, Girls Hostel, two beautful gradens, canteen and many other infrastructural facilities.

ICT Based Educational Tools :

The curriculum is delivered effectively through ICT based educational tools, such as OHP, LCD Projectors, Digital boards, Speakers, Language Lab, Online teaching through Microsoft Team, Online tests through Google forms, college app, CDs, DVDs, Cassettes, OMR, NAMO Wi-fi connection, Internet, N-List etc. Nearly all the teachers on the staff use ICT for effective curriculum delivery teaching in the classrooms. By making teaching learning very effective, the faculty use Smart Classrooms, Interactive panel board and up-date technology.

File Description	Document
Upload Additional information	[View Document](#)
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1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Academic Calendar :

The Institution strictly adheres to the academic calendar. The IQAC, headed by the Principal, along with all the HODs prepares its Academic Calendar in line with the University Academic Calendar. As per academic calender, we have formed various committees for the better implimentation of activities during every acadimic year. Students' representation has given weightage in the preparation of calender. College plans all the programmes - from **Induction Programme** to the Annual Day celebration and Gold medal / Prize Distrubution function as per calender. The schedule of various academic activities of the college, Continuous Assessment, meetings with stake holders as well as internal and Univerisity examination is published in it. In the departmental meeting of the HODs with the teachers, they distribute copies of the departmental and individual time - tables to the faculties. The faculties prepare micro teaching plan and follow it properly. Each department conducts continuous assessment which includes weekly test, assignments, seminars, Book review, group discussions, presentaion, quiz etc. At the time of preparing

academic calander, suggestions from alumni, parents, managments and educationalists are taken in to condsideration.

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

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 10

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

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

Response: 34

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	06	05	07	09

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

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

Response: 11.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
277	254	244	235	293

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

1.3 Curriculum Enrichment

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

Response:

07-08-2021 04:43:40

The Insitution integrates the cross cutting issues like Gender Sensitization, Environment and Sustainability, Human Values and professional Ethics in the curriculum for the holistic development of the students in fields of life. They enable the students to develop interdisciplinary thinking and collaborative learning. The teachers sense an opportunity to update the students on the needs of the country and the problems of the living through these issues. The inclusion of cross - cutting issues in curriculum helps us develop healthy mind in students, and thereby creating a healthy nation. The following are the representative activities displaying such cross - cutting issues.

Human Values and Professional Ethics :

- We always keep in our mind the line **Service to humanity is service to God.** Following this line honestly, every year our college organize **Blood Donation Camp** in colloboration with Lions Club of Satlasana and **Thalessemia Test** in collobration with Indian Red Cross Society, Ahmedabad.
- Morevoer, the college NSS played a very important philanthropic role during rampant rains in **Ujjanvada Village**, Banaskantha district of Gujarat and provided the affected with all the requirements to restore their lives to normal.
- Swami Vivekananda Center is established in order to celebrate 150 Birth Anniversary of Swami Vivekananda. We purchased more than 150 books on the life and message of Swami Vivekanand.
- Various programmes on the Birth Anniversary or Death Anniversary of our freedom fighters and social reformers are organized on regular bases. During 2019, **150th Birth Anniversary of Mahatma Gandhi** was celebrated by organizing National level Seminar on **Impact of Gandhian Philosophy on life and literature**.

Environment and Sustainability :

- The efforts of college to sustain environment can be witnessed in a lot of greenery on the campus.
- The motto of our campus: **Neat Campus, Clean Campus, Safe Campus** reflects the awareness about values of natural environment.
- Ours is a Green Audited institute.
- The institute has installed Solar system to save Electricity and protect environment.
- A tree plantation programme, celebration of Ozon day, World Environment day and World Water day are organized every year by NSS and NCC units of our college.
- Volunteers of NSS unit exhibit a noticeable commitment during their one week camp in any neighbouring village by their cleanliness drive, No plastic Move etc.

Gender :

- The college has a Women cell which carries out the activities with female students at centre. Training of self-defense in collbration with 181 Abhyam and various add-on courses like Sewing and Embroidery are imparted, mostly free - of - charge, to the girl students.
- Expert lectures by medicos are organized regularly on the problems regarding the female gender and consciousness.
- Syllabus having concern with Gender Equality
- A sanitary pad vending machine and used pads destroyer machine
- The college has Anti-Sexual Harassment Cell for the safety of girls.
- We celebrate International Women Day by organizing various programme related to status and carrer of women.

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

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

Response: 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	0	0	0	0

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

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

Response: 9.44

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

Response: 199

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

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

Response: B. Any 3 of the above

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

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

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

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

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 98.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
867	771	752	900	960

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

2018-19	2017-18	2016-17	2015-16	2014-15
900	780	780	900	960

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

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

Response: 59.35

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

2018-19	2017-18	2016-17	2015-16	2014-15
979	979	1082	1174	1124

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Our Institute is situated in a rural as well as semi-tribal area. In each class, heterogeneous groups of students are admitted. As early as possible, we identify slow and advanced learners by conducting the first internal test. We also take help of various activities for the identification of Slow and Advanced learners like:

- Past Academic history/Parents feedback
- Performance in assignments
- Online Quiz
- Counselling
- Orientation programme
- Student's involvement in academic and curricular and extra curricular activities
- Faculty feedback
- Involvement in the classroom activities

On the basis of various activities/tests, the institution is having a system in order to take extra care of the students who are weaker than the average students and guide better students through study materials. The system was implemented soon with the guidance of IQAC and supports of all the departments. The college has made it a tradition to hold an entrance test. Different departments make sheets on the bases of that test. This test helps the respective department to find out the level of these students. On the bases of these mark sheets, the departments divide them into two groups of **Advanced learners and Slow learners**. Then onwards, apart from regular teaching, these two groups are treated with different strategy. The slow learners are taken special care so that they can be brought to the level of mainstream student. The departments frame the time table in such a way that this group of slow learners get **two lectures extra every week**. Their presence in the class is always on priority. They are regularly given some easy task as homework and activities at home. Their results are monitored regularly. The teachers try to be helpful to the slow learners whenever they need help. The teachers provide them that **study material** which is easier for them to follow. Apart from formal teaching, teachers of the department of sociology try to know about their **social and economic background** and thereby understand their problems. This is a way to develop a positive rapport between such slow learners so that positive attitude can be inculcated among them. On the other hand, the advanced learners are guided by their teachers for extra reading through use of library and e-materials. They are inspired to read certain topics of study before they are taught in the class and then encouraged for discussion while teaching. They are also motivated to secure rank and distinction in University examination. The advance learners are given extended library facilities and if they needed then extra library tickets are also given to them. These advanced learners are also encouraged to participate in seminars, conferences, workshops and University Shibirs held at other colleges in the state. The numerous intellectual and cultural programmes within and outside the campus provide a platform of exposure to develop their innate talent. They are also motivated to prepare for competitive examinations like GPSC, UPSC and other competitive exams.

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

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

Response: 100:1

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

2.3 Teaching- Learning Process

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

Response:

Response :

The institute considers students at the centre of everything. They are the real stakeholders of the institute. All the academic, co-curricular and extra-curricular activities are held in view for their overall development. The faculty is also committed to provide qualitative and value-based education to the students. Students' enthusiasm, involvement and willingness make learning more students centric, inter active, experiential and participatory. By forming various committee and cell like women cell, placement cell, Career and counselling, Udisha, Finishing School Programme our college tries to give proper counselling to the issue related to teaching learning and problem solving.

- The learning is made more participative by organizing various activities such as Weekly test, project work, field visit, group discussion, class room seminar, question answer method, quiz, Scope exam for proficiency in English, writing articles in college annual magazine, Online tests through Google forms in many subjects.
- The college women cell is always active to encourage girls students to participate in various programmes like International Women Day, Human rights awareness programme, Beti Bachavo Beti Padhavo programme etc.
- Under Udisha and Career and counselling cell, various inter college seminars and workshops are organized to provide proper guidance to the students of competitive examination.
- Our Placement cell is always ready to guide students about job opportunities in different fields.
- Students are encouraged to participate in various subject workshops, seminars and shibirs to enhance learning experience.
- During their academic term, the students are given project works in which they are encouraged and provided a proper guidelines.
- Remedial coaching is provided for weak and slow students.
- Various departments conduct a number of activities like seminars, debate and elocution on current issues, group discussion, and science quiz. Such activities develop stage courage, skills of expression, thinking power among the students.

- The institution envisages the all-round development of every student. To contribute progress in learning, the institution exercises a student-centric approach.
- Group discussion, quiz, poetry recitation are organized every year.
- Educational tours/field visits etc are arranged every year.
- The students are motivated to participate in Youth festival, Sports meet, Khel Maha Kumbh, Youth Leadership Camp, Pre- RD parade etc. for the development of their personality and for enhancing learning experiences.
- Audio Visual room, Seminar rooms, LCD projectors, Cameras etc, for students' use in preparation enabled college for students to access information.
- The library department also organizes Book exhibition for all every year.
- Well - equipped language lab and computer labs are the hubs of experiential learning.
- The college also organizes extra - curricular activities, sports and cultural events which help to make learning more effective and develop overall personality of the students.
- The institute also organizes university level workshops on Reading Skill Development, Creative Writing Skill Development etc. of the students.
- the students are given medals and certificates of appreciations for their perfomance during the celebration of Prize Distribution Function and Annual Day Celebration

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

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

Response:

- The faculties are encouraged to train themselves in ICT in addition to the traditional chalk and talk method. The students are an important part of the entire educational system and therefore, for a better understanding of the subject, teachers practice various teaching-learning methods.
- In order to make teaching - learning process very effective and enjoyable, the institute provide free of cost Laptop to all the faculty members.
- Three digital smart class rooms are very useful for the teachers for effective teaching - learning process.
- Teachers use innovative teaching methods such as use of ICT, PPT presentation, use of charts, posters, models, screening educational movies, syllabus based movies and short documentary films etc for effective teaching - learning process.
- The Institution encourages the faculty to have a maximum use of ICT. Such innovative practice has a wide impact on student learning as they develop skills like presentations, communication, creative reading, time management and overall personality development. Not only that but it also enables the teacher to spend more time with individual students and allows students to carry out more work that is independent.
- Many of the teachers use to write reference material for their subject. The teachers are continuously appraised in their own teaching abilities by the institution on the basis of students' feedback.
- Our faculties have also participated in live teaching Programme named **SANDHAN** initiated by

State Government and many video lectures of our teachers have been uploaded on **YouTube** by Government. These videos are also available on the **college website.**

- An easy access to free NAMO and UMA wi-fi facility makes teaching and learning process quite innovative and creative.
- The institute became instrumental in distribution of tablets to the new entrants by the government. This provides them easy excess to the vast world of knowledge.
- The college Library provides, N - List facility through which one can access e-books, e-journals any material required for syllabus content.
- Teaching through PPT in combination with internet has made teaching and learning enjoyable.
- College App gives details information regarding about admission process, exam details, results etc.
- Every department prepares what's up group of students for updating information related to links for online lectures, seminar, quiz, study materials and various exams.
- The institute is also having display bords / digital notices bords at various places to display important notices related to admission process, examination dates and programmes, scholarship schemes for the students by the government under various schemes, tentative schedule of the activities of the institute etc.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 141:1

2.3.3.1 Number of mentors

Response: 15

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

2.4 Teacher Profile and Quality

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

Response: 78.65

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	
Any additional information	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 70.95

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	16	14	14	9

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

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

Response: 1

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

Response: 21

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

2.5 Evaluation Process and Reforms

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

Response:

- In order to ensure rigour and transparency in the internal assessment, the examination committee is formed internally.
- The mechanism of internal assessment of our college has to be very transparent and robust in terms of frequency and mode. The planning of the approximate dates of examination is declared to the faculties and the students during the initial month of the semester through Academic Calendar. The Heads of different departments, on the instruction of the Principal and Examination Committee, issue responsibility of drawing question papers to their respective faculties.
- The systems of internal assessment notifications are communicated to the students well in time and they are also made aware of the evaluation pattern at the beginning of the semester during the welcome ceremony.
- The setting of question paper remains as per the university examination pattern. The respective faculty evaluates the test papers promptly and answer papers are submitted to college factotum with in time.
- This process is kept confidential not only from the students but also from other faculty members as well. Even the faculties submit their papers in sealed covers which are directly submitted to the printing unit after at random selection. As a part of internal assessment, Weekly test is conducted for the students of third year. Students are evaluated by submitting assignments, term papers and book reviews.
- The internal examinations are conducted in a very healthy and transparent way. The chart of invigilators is displayed in the staff room one day before examination. The faculties of the college perform the duty of invigilators. Examination committee, consisting of senior faculty members, performs the duty of both senior supervisor and local squad to control malpractices. All the classes and lobbies are always under surveillance of the watchful eyes of CCTV cameras. Students are shown there answer sheet on demand. But the evaluation of the Internal test papers and assignments/ Unit tests/ seminars etc. is done so objectively that there are rare cases of grievances regarding evaluation within the institution.
- In addition to this, institute provides a facility of a separate room at the ground floor for the students who are Physically challenged or having some temporary problem in going to the examination room. A special invigilator is appointed for that class too. Even the students who remain absent on grounds like health reasons, participation in NSS, NCC, Sports or University level representation in cultural activities and Youth fastival are given a chance of re-test. Thus the mechanism of internal assessment is transparent and robust in terms of frequency and variety.
- The institute gives freedom to the departments to choose the method of continuous

internal evaluation to bring the variety in the methods of internal examination and evaluation which include:

- Multiple choice question tests with OMR sheet
- Assignments
- Seminars
- Book review
- Project work
- Presentation

- Group Discussion

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

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

Response:

Response:

Examination is always an important scale to measure the potential of a student. An affiliated institute is supposed to abide by the rules of examination set by the university.

The internal and external exam related grievances of the students are discussed and carried out under the guidance of University and College level **Examination Grievance Redressal Cell**. Students who have any grievance related to the university examinations, they approach Examination Section of Hemchandracharya North Gujarat University and file their application for the same. Their applications are paid proper attention and are answered within a stipulated time. If the students have grievances related to results of their university exam, they have to fill up a form within 15 days of declaration of the result with fixed fee. Their applications are worked upon by a special cell with Examination Controller as the leader of the cell. If the student belongs to final year of degree exam, he can apply for rechecking or reassessment of his answer sheet. A student belonging to Semester I to IV gets the facility of rechecking only. This grievance redressal is done in quite a transparent manner. If the result of reassessment differs from the original one by more than 15%, the effect of difference is sanctioned to the student. Moreover, the students who are caught by the invigilator or university squad for control of malpractices in examination are given a chance to present their case before the **Pariksha Shuddhi Samiti of the university** within 15 days. The committee neutrally decides the level of the students' malpractice and declares the punishment accordingly.

At college level, as far as the grievances related to internal evaluation are concerned, students can approach the Examination Committee who attend to the problem and reach a solution. The faculties submit the results after assessment within given time limit. The internal result sheets are displayed on the notice-boards for the students. There is a transparent mechanism of reassessment of the answer sheet on demand. The evaluation of the internal test papers and assignments/ Unit tests/ seminars etc. is done with extreme sincerity. A student can see his answer sheet and discuss the issues with concerned faculty. The concerned subject faculty will clarify internal examination related issues and questions raised by the students. If required, the matters are discussed with respective HoDs and exam committee Coordinator. They follow a transparent method of attending to the issues within the limits of university rules.

Moreover, the institute provides a facility of a separate room at the ground floor for the students who are physically challenged or having some temporary problem in going to the examination room. A special invigilator is appointed for that class too. Even the students who remain absent on grounds like health

issues, participation in NCC, Sports, NSS or University level representation in cultural or any other activities are given a chance of re-test. Thus the mechanism of internal assessment is transparent and robust in terms of frequency and variety.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Response: Our College offers Undergraduate as well as Postgraduate programmes under the Faculties of Arts, many certificate courses, short-term courses and value added courses. The College regularly aspires to attain the specific outcomes through teaching learning process, co-curricular activities and extra-curricular activities. All the programmes offered by the college are made aware to students and staff through various means like College Website, College Prospectus & pamphlets in the local newspapers etc.

- At the beginning of every academic year, college arranges **Induction Programme or Orientation Programme** for the students of B.A.sem.1 where students are informed about courses, programmes, NSS, NCC, co-curricular activities and Saptdhara to be conducted during the academic year.
- At the Induction Programme of new entrants in the college the Principal, HOD and co-ordinators of various committees talks about the programme outcomes, course ourcomes and co-curricular activities.
- Moreover vision, mission, objectives of the college focus on Programme Outcomes.
- Classroom seminars, Book reviews, OMR test, assignments, academic tours, Unit tests, weekly test, add-on courses are the other tools to understand and learn the benefits of the programme opted by the students.
- Every Year, lectures by Experts are arranged regularly. Lectures by Subject Experts also fulfil the purpose.
- Action plan of each department is prepared at the beginning of the academic year and conveyed to the students

The programme objectives at the end of UG and PG run by the College are as follows:

B.A. Programme :

- To enrich the knowledge and experiences so as to handle the challenges of life
- To familiarize the students with the knowledge of human rights and duties enshrined in the Constitution of India.
- To develop life and employability skills
- To shape the students so as to add cultured and civilized member to the society

- To Provide basic knowledge of various languages like English, Hindi, Sanskrit, Gujarati and subject such as Sociology etc.
- Try our best to ensure employability through communicative approach and personality improvement
- To provide an opportunity to have a lifelong pursuit of knowledge in combination with untiring efforts and positive attitude

M.A. Programme :

- Understand how the studies in Humanities have led to various social, economical, political changes over last few centuries.
- Recognize the untrodden areas of research in the subject.
- Acquire a deep knowledge in the subject of study.
- Predict the future course of the developments in the subject and its impact on the life of common man.
- Develop pleasure, knowledge & satisfaction as the goals of education.
- Dissolve differences & inequalities due to caste, creed and religion, social status etc

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

Response:
The institute monitors and ensures the achievement of Programme Outcomes and Course Outcomes in traditional methods. The college has a mechanism to calculate the attainment of Programme and Course Outcomes at the end of every year. At the end of the analysis of the attainment, the suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the faculty and even the university. Throughout the semester, the faculties while teaching see to it that a successful bridge is established between the faculty and the students. Here it should be noted that the average result of our institute for the last five years is either higher to the average result of the moher university or similar to the average result of our university. A tuning between the faculty and the students can lead to the attainment of outcomes of Programmes and Courses offered by the institute. There are two methods of assessment of outcomes of programme/course by the institute.

Direct Method

In direct assessment, the course outcome is assessed through internal examinations and final

examination at the end of the semester. The questions for the internal examinations are framed in line with course outcomes and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and COs. The overall Course Outcome is calculated by taking average of percentage attainment of internal assessment and final examination. Various Co-curricular activities such as seminars, workshops, book review, projects, assignments etc. are also useful for the attainment of course/ programme outcomes.

Indirect Method :

The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course. This feedback serves as the genuine opinion of the teachers and institutional mechanism. The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the Course Outcome of the respective subject. The college has the following mechanism to analyse data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:

Result analysis

Remedial Coaching

Student Counselling

Identification of weak learners

Identification of advanced learners

Mentoring the slow-advance learners

Personal Counselling

Feedback mechanism of syllabus from students and teachers as well and action-taken report.

Advantages
The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with Course Outcome of the respective subject.

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

2.6.3 Average pass percentage of Students during last five years

Response: 65.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
468	270	247	352	454

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

2018-19	2017-18	2016-17	2015-16	2014-15
581	622	576	530	491

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response:

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 630000

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

2018-19	2017-18	2016-17	2015-16	2014-15
90000	0	0	90000	450000

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

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

Response: 28.57

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

Response: 6

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

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

Response: 44

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	9

3.1.3.2 **Number of departments offering academic programes**

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

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

Response:

Institution has created an ecosystem for innovations and other initiatives for creation and transfer of knowledge. The institution has always been positive and genuine in creating an academic atmosphere that is encouraging, creative, innovative and progressive to all the stakeholders. The entire teaching learning process, the utmost purpose has been to create a bunch of students and teachers who excel in whatever they are engaged and to promote flavour for research and development. The Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the College. The following initiatives have been taken for creation and transfer of knowledge in the institution.

- All the faculty members have been encouraged to participate in Orientation Programmes, Refresher Courses and Faculty Development Programme organised by KCG, UGC and other institutes which in turn benefits the students.
- Separate research library have been established under CPE so that the students and teachers do their research work easily and successfully.
- The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.
- The teachers are encouraged to apply for recognized research Scholar of affiliated University.
- It also helps departments in submitting seminar proposals and motivates the teachers to pursue Ph. D. studies.
- The institute also encourages the faculties for publishing research papers.
- They are provided with immense opportunities to submit innovative research papers, publish them

as chapters, books and in journals with ISBN and ISSN respectively.

- Faculty members have published many Books and research papers in university approved professional journals during the last five years. The college publishes annual research journal titled "**Arvalli No Tahuko**". Through all these activities, the college has set up a system for transfer of knowledge not only to the students but also to the society.
- The institution has achieved noticeable milestones in the field of research. 22 out of total 18 regular faculties are Ph.D. holders,
- 13 faculties have successfully finished minor research projects granted by the UGC / CPE during these five years.
- The institution is serious in the matter of Energy Conservation. So, Solar system has installed on the Library building.
- The institute organizes department wise workshops on How to do research for the students and teachers

In order to facilitate smooth progress and implementation of research scheme/project, following steps are taken by the institute:

- Due independence and facilities are given to the teacher plunged into research work.
- Due efforts we made to make available all the research work.
- Resources like reference books, computer, internet etc. are provided for research work.
- Separate research section in newly constructed library is developed to access back volume of research journal and thesis.
- In order to make use of e-library, all the faculty members are provided with personal account in INFLIBNET.
- In the institutional functions, the faculty members who have obtained Ph.D degree and research guide ship and published book with ISBN etc. are honoured.

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

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

Response: 18

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	5	1	5

File Description	Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

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

Response: 0.8

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

Response: 04

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

Response: 05

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

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

Response: 6.58

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

2018-19	2017-18	2016-17	2015-16	2014-15
31	33	27	22	16

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

3.3.3 Number of books and chapters in edited volumes/books published and papers published in

national/ international conference proceedings per teacher during last five years

Response: 6.58

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

2018-19	2017-18	2016-17	2015-16	2014-15
49	31	9	22	18

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

Response:

Institution promotes Institution–Neighbourhood – Community network through the functioning of various college committees and organisations like NCC, NSS, Unnat Bharat, College Women Cell, Red Ribbon Club, Indian Red Cross Society, Lions Club, Smt H.A.Shah General Hospital, Samarth Diamond etc. The institute emphasizes on students involvement contributing to good citizenship, community service and holistic development of the students, Various programmes are conducted during last five years.

- NSS unit of our institute carried out a remarkable extension activity in supplying relief to the flood affected areas in **Ujjainvada Village** of neighbouring district Banaskantha during monsoon of 2017-18. NSS Programme Officers, the faculties and students not only donated from their pockets but also became instrumental in collecting donations in various forms like food, tents, clothes, medicines, utensils etc.and supplying them to the needy to bring their lives on track.
- The NSS Unit of our institute camped for a week in a village Ujjainvada after this natural calamity of flood and played a remarkable role in bringing life back to its routine.
- **Blood Donation camps** are jointly organized by NSS and NCC unit in colloboration with Lions Club of Satlasana and Blood Bank Mahesana. During 2017-18, on the Centenial year of International Lions club, they made a record contribution of nearly 100 units of blood.
- **Thalessamia Prevention and Sickle Cell Programme** are counducted every year by NSS unit in colloboration with Indian Red Cross Society, Ahmedabad. During last five year more than **3000** students have been tested by paying only Rs.150/-. Those who are found Thalessamia Minor are given proper counseling.

- Under **Unnat Bharat Abhiyan**, 05 villages of Satlasana taluka are adopted by college NSS unit. Under this Abhiyan, Various extension activities like social, economical, cultural, educational survey of adopted villages are done regularly. One Day camp, National votters awareness programme, Tobacco Prevantion rally, Swachchhta Abhiyan, Health Awareness Programme, Beti Bachavo and Beti Padhavo Campain, Save the water day are often organized in this villages.
- **Women cell** of the college carries out the activities with female students at centre. Training of self-defense is conducted in colloboration with 181 Abhyam. Expert lectures by medicos are organized regularly on the problems regarding the female gender and consciousness.
- During the extreme heat of summer, Our NSS unit has organized a **Karuna Abhiyan.** As a part of it, Birds shelter and water pots are distributed to every student of the college. Under 'Save the Bird' abhiyan, the students celebrate Kite Flying Festival by collecting waste string of kites.
- In colloboration with Lions club of Satlasna and college NSS unit, we distrubute clothes, saris and sweets among the people of trible village Kantivas of Banaskantha District under **Food for Hunger Programme.**
- Physically Handicapped students are treated with sympathy and are provided necessary facilities
- Medical camps for animals are arranged in the surrounding villages during the special camp of NSS
- Freedom Fighters and retired armymen are honoured by the institute

File Description	Document
Upload any additional information	[View Document]

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

Response: 19

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	7	3	4	2

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

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

with industry, community and NGOs)

Response: 74

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

2018-19	2017-18	2016-17	2015-16	2014-15
20	11	16	14	13

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

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

Response: 155.31

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4316	3310	2792	3045	4208

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

3.5 Collaboration

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

Response: 228

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

2018-19	2017-18	2016-17	2015-16	2014-15
73	47	61	29	18

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

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

Response: 10

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**

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	0	1	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Response:

The institution has adequate infrastructure and physical facilities to fulfil the requirements of the students. Our institute aims at creating an environment of excellence in teaching - learning through technologically advanced tools. The facilities are as under:

- Total Campus area of Institution is 5 acres
- Total built up area of our institution is 5262.38 Sq. mtr. approximately. The building is spread in two storeys.
- The ground floor consists of administrative block, Staff Room, Girls room, Three Smart Class rooms, remaining class rooms with LCD projector and sound system, IQAC room, and examination room. The first floor has, NSS &Career counselling room, Language Lab, Exam Room, Research center, Computer Lab and 05 class rooms.
- There is an Air Conditioned Seminar Hall with a capacity of 200 seats.
- The Institution has fully computerised separate Library building with **33356** books in total, **12543** titles and other reading material such as encyclopaedias, bound volumes etc. On the first floor of the library, the reading room facility is available for 200 students. The Institution has provided **N-List facility** for all the students and teachers. They use this facility for their research or for studies. The institution has purchased **SOUL software** from INFLIBNET for library. OPAC system is also made available in the library. Library is the main source for the students preparing for competitive examination because it provides reading materials, magazines and news papers for reading.
- The Institute has 81 computers, 16 LCD Projectors, Speakers, sound system, interactive panel boards, audio video aids, microphones, scanners, printers, Duplicators, 03 Xerox machines, pen drives, UPS, USB, Web Camera, Digital camera and CCTV cameras.
- The Institution has provided NAMO Wi-Fi facility and free internet access to all.
- The institution authorities have got 3 units of RO Plants installed in the college. They provide purified drinking water to students and staff.
- The Institution has purchased a generator of 40 KV to deal with the rare problem of power cuts.
- The Institution authorities got 10 fire extinguishers installed in the building.
- In this way the institute with a huge campus, two storeys building, enough class rooms , administrative block, staffroom, separate language lab, computer lab ,research centre, library building consisting special N-List facility for all students and teachers as well as institute is having needed instruments for digital learning such as lcd projector, speaker, sound system, audio video aids, microphones, UPS, USB, and web cameraprovide adequate infrastructure and physical facilities for teaching and learning .
- The institute has installed Solar System of 10 Kg watts on the library building for saving the energy consumption
- The premises of the institute is covered with two beautiful gardens having herbal plants and trees also
- Under RUSA, 3 classrooms and a hall are under construction

- The facilities like Canteen, Parking for the staff and the students etc. are also there in the premises
- The separate Library building is also having reading hall with the capacity of 200 seats. The teachers are also provided seperate space for research and reading in the library.

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

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

Response:

Response:
Our institution has adequate facilities for cultural activities, sports, indoor and outdoor games etc. The success of our institution is because of following facilities:
Cultural Activities

The institute is having facilities like Auditorium hall with stage, sound system, musical instruments, costumes etc. for facilitating the cultural activities. The Saptdhara and Cultural Committee focus on polishing the skills of students, under the guidance of the faculty in charge. Cultural committee and Saptdhara of our institute is always active to organize various cultural programmes in collaboration with women cell. Under Saptdhara, an initiative of KCG organizes various cultural activities under Natyadhara, Geetsangit-Nrutyadhara and Kalakaushalydhara throughout the year on various occasions. Many of our students participate at University youth festival and represent the university at zonal level every year and achieve first, second, third rank number of times. The institution organizes Annual Day and Traditional Dress Day every Year.

Sports

The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports Day every year. Necessary playgrounds, equipment, kits and sportswear are all provided with. Both students and faculty use the indoor gymnasium. The College participated in almost all university-level sports competitions and performed well. The college facilitated the sportspersons who have selected for the inter-university team Under Sports
Indoor Games
The Indoor Sport Hall facility is there in our campus . Three grounds for playing Badminton for girls and boys, table tennis, chess, carrom in indoor sport hall with stadium is there in our institute.
Outdoor Games
The college provides facilities for outdoor games such as Cricket, Athletics, Kabbadi, Kho-Kho, Handball, Volley-ball etc on its ground.

Yoga

The institute has a proper ground facility for Yoga practice. Since the UNO declared 21st June as the International Yoga Day, the college has been organising one week practice sessions of Yoga for faculties prior to 21st June every year.

Self-Defence

Self-defence helps one to prepare for unexpected situation and also helps develop increased mental and physical health. The institute organized a sevendays' workshop for self-defence for girls in colloboration with Abhayam 181 and local police station.

Health and Hygiene

Good personal hygiene is important for both health and social reasons.
1. The Institute is always conscious about the health of the students in general and sports persons in particular. The college has signed MoU with Smt H A Shah General Hospital for emergency requirement of treatment. The hospital provides prompt and free treatment to our students. Health cards are also issued by the hospital to the college students.
2. First aid is an important tool in quickly responding to accidents to ensure that injuries can be efficiently and promptly dealt with before a trained medical professional arrives to administer more specialised treatment. The institute has a facility of first-aid treatment to the needy.
3. The institute has installed Sanitary Pad Dispensing and Disposing Machine in Girls Room through financial assistance of Alumni Association.

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

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

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

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
5722970	6939139	10534301	6845924	5814129

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

4.2 Library as a Learning Resource

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

Response:

Response :

The intitute has a library committee to take care of the isues related to library.

Sr No	Name	Position
1	Dr.Jayesh N Barot	Principal as Chairman
2	Dr.B.K.Chaudhari	Librarian as Convener

The details of the library are as follows:

Total area of the library	400 squre metres
Total seating capacity	200

Working Hours	7.30am to 1.00pm
Working Hourse during examinations	9.00 am to 5.00pm
e-resources	10 computer systems with internet and N-list facility.
Digital Library facility	Round the Clock

The College Library Committee plays a vital role in deciding the infrastructural requirements of the library, particularly with regard to purchase of books, maganizes, Periodicals, journals, software and providing access of online journals to the Departments.

The following are the details of ILMS.

The College has a good collection of books. A good number of books and journals are added every year. The General Library subscribes Periodicals, Magazines and Research Journals and Newspapers. The Library has online access to INFLIBNET e-Resources which provides online Journals and e-books. The library has automated, using integrated library management software SOUL 2.0. It provides a very user-friendly atmosphere in the library. The college is a member of INFLIBNET N-List consortia for many years and provides access to thousands of e-resources. It provides web-based services including access to e-books, e-journals, and research databases.

- ILMS software: Soul Software
- OPAC: using Web OPAC 2.0 Software
- Electronic Resource Management package for e-journals for N-List
- Federated searching tools to search articles in multiple databases
- Library Website: www.rmpartscollegesatlasana.org
- Library automation : SOUL software
- Total number of computers for students' access : 10
- Total numbers of printers for public access : 2
- Internet band width/ speed 40 mbps
- Institutional Repository
- Participation in Resource sharing networks/consortia (like Inflibnet)
- A well-furnished fully automated library
- Separate reading facility for faculty and 200 students at a time
- A wide repository of books, journals, CDs, educational videos, films, newspapers, rare books, e-resources, previous years' question papers etc.
- Provision of specialized services like Inter-Library Loan Service (ILL), Information Deployment and Notification, Photocopying facility, e-Library Solution Search, Reservation of books, INFLIBNET, N-LIST Programme, **Book Bank** Scheme and Extension activities
- Special sections of books earmarked for BPL, NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counselling Guidance
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and book search
- Newspaper clipping service focusing on information regarding the various activities in the college
- Link search facility is provided to the students in the library link of the College website.
- Regular activities like book exhibitions, book donation campaign, reading competitions during the year
- Binding of Old Journals and volumes.
- The college provides old paper sets of University as well as College exams
- Dissemination of new arrivals and activities through college application, notice-board, display in

stand and college website.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 282859.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
126672	414557	94752	231372	546944

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

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

Response: 1.64

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

Response: 35

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has successfully oriented the campus and office activities towards integrating IT into everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user-friendly, efficient and transparent. Here it should be noted that with the passing of time the IT facilities of the institute have also been updated. In the beginning, we have Computers having Pentium III processors. With the passing of time, they were updated to Pentium IV Processors, then to Intel i3 Processors and now to Intel i5 Processors. Similarly, previously there was Windows 2003 Server, which was converted to Windows 2008 and then Windows 2008 RZ server. The Window Operating System was also having the version of Windows 98 which is at present Windows 10. The Printers are also changed from Dot Matrix to Laser. Similarly Internet facility started with Dial-up connection with 512 kbps speed which is now 30 mbps speed (Namo Wi-Fi). The Classroom facilities are also changed with the passing of time. Initially only black boards were there in the class room, then came the White Boards, then Smart Interactive Panel Board and now there are Wi-Fi enabled Smart Classrooms are there. Now a days the students are also using on-line e-resources for the latest upgradation in their respective subjects.

Details about IT facilities

- Internet Subscription : NAMO & UMA Wi-Fi available

- LAN and Wired Inter Connectivity : Available in the campus
- Photo Copiers : 03
- Duplicator : 01
- Wi-Fi service : Available to the faculty and students in the whole college campus.
- Digital Library facility both for students and staff
- Digital visualization for classrooms to enhance teaching and learning.
- 13 class rooms with LCD Projectors 03 class smart class rooms.
- Most of the faculty members are provided with Laptops for teaching-learning and research activities
- Membership with INFLIBNET N-list to access e-resources
- The Computer facility of total 81 computers gets upgraded by adding the number of computers in accordance with the increasing number of students.
- The college has a Language Lab which receives annual updation in the form of maintenance of computers and addition of novel video lessons.
- The Student Service Centre in library has 10 computers with internet connectivity which are accessible to students on their requirements.
- One computer, LCD TV & LCD Projector are available in the staff room which has good Wi-Fi connectivity.
- Two panel boards are available in the two classrooms.
- OMR Reader helps is to asses students answer sheet in a transparent way.
- OHP facility.
- The College has Seminar Hall with IT facilities.
- The College has a well-equipped fully automated Library with computers for accessing digital materials through INFLIBNET and browsing the internet.
- The IQAC of the College has computer with internet connectivity to facilitate Documentation and Communication Management System.
- The IQAC is equipped with a printer-scanner cum photocopier.
- The office of the College is fully automated under LAN and Internet connectivity.

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

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

Response: 26:1

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

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
5722970	6939139	10534301	6845924	5814129

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

Response:
The Management of our institution takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with the Principal, IQAC and Campus Development committee. The Principal and the Governing Body monitor the quality of maintenance of infrastructure and equipments. The custodians of the equipments frequently examine them for timely maintenance and repairs to ensure performance and accuracy.

Library
Library facilities are open to the students of not only our college but also students and researchers of other institutes and even outside members. Maintenance and utilization of library resources are

done through strictly following the library rulesThe library is automated regularly through software SOUL 2.0 Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care. IT infrastructure is maintained regularly. OPAC system for book search has been devised and regularly updated.. A register is maintained to keep the record of all the readers. The maximum period of loan for books is 14 days. A book, if damaged or lost by a member, he/she shall pay the cost of the book as compensation.

Sports

All Sports facilities are under the in charge of the Director of Physical Education.Physical Director and Sports Committee monitor the maintenance of Sports Facilities The maintenance of the Indoor games sports Hall and playground are 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 candidates preparing for competitive exam like PSI, Police, Army, Forest etc.

ICT and Internet

The college has a comprehensive IT policy regarding service, data, and network security. The college has a mechanism of adopting free software and anti-piracy protocol Computer Instructor addresses internet broadband connectivity and Wi-Fi problems. The use of Internet facilities is distributed secured and monitored by Cyber Roam Software. In order to minimize e-waste, computers are serviced and reused as far as possible. The Dynamic College Website, College Android App, INTRANET facility are maintained by appointed Computer Instructor.

In case of any repairs beyond the capacity of the local computer operator, the college has made a contract to external agency namely Unique Tech who looks after the maintenance of computer systems in the college.

Class Rooms

The Principal, the IQAC and faculties of Campus Development Committe oversee the maintenance of the classroom equipments. Senior students and students representative of each committee take care of preserving facilities in the college intact. The college building is lent to the external agencies and Government for Exams on request.

Language Lab

SCOPE exams are conducted two time in a year. So, students can avail Language Lab facilities on rotation basis. The students are allowed under the supervision of language teachers only.

Seminar Hall (BISAG)

Seminar Hall is used to organize small functions like various competitions at college level, meetings of Alumni or Parents' Association etc. This hall is availed for screening of films based on educational topics or texts too. Sabar Electronic look afters the maintenance of BISAG connectivity.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 86.94

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

2018-19	2017-18	2016-17	2015-16	2014-15
2242	1863	1992	1941	1861

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

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

Response: 0.51

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	8	27	17	6

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

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

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

Response: A. All of the above

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

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

Response: 24.96

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

2018-19	2017-18	2016-17	2015-16	2014-15
247	594	709	725	619

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

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

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

07-08-2021 04:43:57

Response: A. All of the above

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

5.2 Student Progression

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

Response: 9.56

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

2018-19	2017-18	2016-17	2015-16	2014-15
62	52	53	43	21

File Description	Document
Upload any additional information	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

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

Response: 30.98

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

Response: 184

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

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 8.59

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

2018-19	2017-18	2016-17	2015-16	2014-15
34	8	2	8	7

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

2018-19	2017-18	2016-17	2015-16	2014-15
134	118	214	199	120

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 34

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	6	8	3	7

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

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

Response:

The institute provides proper platform to the students for their representation and engagement in various administrative, co-curricular and extra-curricular committees.

Student Council:

In order to give students representation in various committees, student council is formed as per rules and regulations. In student council, the toppers of different semesters in university exam are selected as General Secretory, Ladies Representative and other members of the council. In Sports, Cultural, NSS, NCC, exam etc. committees, the student representatives play very active role.

Students Representation in Women Cell, Udisha, Sapta-dhara, SC/ST Cell and Anti-regging Committee:

The girl students of the institute are appointed as the members in different committees. They play very vital role in the meetings. Under various committees, they are given proper guidance by the faculty. They are encouraged and appreciated by the institute. They are given opportunities during the functions of the institute like announcer, organizer, co-ordinator, stage performer etc. The students are also given an opportunity to share their views and experiences during the functions.

Guidance for Competitive exam:
Along with regular academic teaching, the institute also offers coaching and guidance for state / national level competitive exams. The students are given responsibility to conduct tests, to prepare the schedule of the programme and also to organize the programme.

Career Counselling :

Our institute is having career-counselling cell in association with Government of Gujarat 'UDISHA' project. In Career Counselling, the students participation plays an important role. On the basis of the feedback by the students, experts are invited to give lectures. The students handle the entire programme from welcome to farewell of the guest. Career counselling cell of the college organizes various activities like seminars, invited lectures, conferences, and workshops. The main aim of career counselling is to help students choose a field that is in tune with their skills and their job expectations. Thus, with the help of career counselling, most candidates end up choosing the right career, and perform their level best, which ultimately helps them succeed.

Soft Skill development:

Society for Creation of Opportunity through Proficiency in English (SCOPE):

SCOPE-an initiative of KCG is one of the best platforms to build English language proficiency among the students and thereby to create employment opportunities for them. Our institute is a registered centre for SCOPE in Gujarat State. SCOPE programme is centred on three main challenges of education - Access, Equity and Quality. Cambridge English Language Assessment, part of the University of Cambridge, UK is the Assessment and Certification partners of SCOPE. Every year, the students of our institute participate/pass exams of SCOPE. The students are given responsibility of maintaining the ELL room.

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

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

Response: 224.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
317	200	156	300	148

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

5.4 Alumni Engagement

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

Response:

The institute is having very active Alumni association working under the Co-Ordinator ship of Dr. R.S. Prajapati. This Alumni Association is not registered organisation but having same rules and regulations. Alumni are playing a crucial role in overall development of the institute by providing financial support, active interest in various activities, facilitating various programmes as well as valuable suggestions. Every year, Alumni Association organize get to gather program for which the alumni are invited through personal contacts, Facebook page and institutional website. Ongoing activities and new future plans are discussed openly and their valuable suggestions are taken. Our college has made it a tradition of registering all the outgoing students of the college in Alumni Association. The alumni gathering normally takes place twice a year. Though, here it should be noted that most of the alumni are working at various places of the state so, physically many of them do not remain present in the meeting. They visit the institute at their suitable time and take very active interest in institutional activities. They also share their experiences of visiting other institutes and give their valuable suggestions to implement new initiatives taken by other institutes. Very often they talk with the Principal and faculty regarding new courses/programmes to be started in the college related to career and job opportunity in the current trends.

Besides annual gathering, alumni are invited in different programs of the institute like Annual Day, Induction Programme, Sports and Cultural Activities, NSS programs, Swachh Bharat Abhiyan, Save the girl child, Hygiene awareness for girls, etc. It was one of the topics of discussion in the meeting of Alumni and as a result Sanitary Pad Machine with Destroyer is donated by Alumni association worth of Rs.35000/- to the institute. These machines have been put in the Girls' Room. Parents of one of our alumni has deposited Rs.15000/- for their daughter 'Late Tinaben Rabari ' and the interest of that amount is utilized for the students who get excellency in our college. Many of our alumni are presently working in different sectors like Police, Teacher, Army, Revenue, Health, Bank, Post, Transport etc.

In this way, the non-registered College Alumni Association contribures significantly in the development of the institution through financial assistant, visit of the institute, participation in the meetings, active participation in other activities like tree plantation, cultural programmes, cleanliness campaign, blood donation camp, sport related activities, AIDS awareness programme etc. The alumni also provide guidance

and motivation to the new commers for the selection of subject, participation in NCC, NSS, saptadhara etc.

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

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

Response: E. <1 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Response:

- **Vision :-**

To impart higher education to the local youths, especially to those girls who live in and around remote rural / tribal areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute in the development of the nation.

- **Mission :-**

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop educationally intellectually, socially, and morally to inculcate in them the values of social, economic and national responsibilities.

Quality Policy:

Smt R. M. Prajapati Arts College, Satlasana was instiatuted in this remote part of North Gujarat. 25 years ago with the noble aim of serving the basic educational needs for the economically and socially retroflexed students. The college enshrines the following key aspects of academic pursuit *viz.*, intellectual competence, moral uprightness, social integration and openness to further growth as core values in its philosophy. It is brought into practice through programmes like participating in academic, sports related and cultural activities, counseling sessions, mentoring, activities of Women Cell etc.

Nature of Governance:

The history of the institute is such that initially 400 donors from the surrounding area contributed 11,000/- Rs. for the construction of the main building. The trust is a major source of donation for various activities and construction. The Management of the institute acts as the patron facilitator. It adopts the role of a vigilant adviser striving to fulfill the Vision, Mission and objectives of the institution. It takes keen interest in selection of teaching faculty and support staff, infrastructural development, renovation, maintenance and upkeep of facilities to enhance the quality of education and facilities students and staff to achieve academic excellence. Students are encouraged to participate in workshops for self development. The President, the Secretary, the Principal, IQAC and the faculty invest collective efforts bringing in a conducive academic atmosphere in the college. The IQAC takes initiatives in planning, implementing and streamlining the various quality improvement strategies of the college and discuss the policies in the staff meetings prior to its implementation. The recommendations are presented in staff meetings for modification. Even suggestions from stake holders are sought and modifications are incorporated. The faculty imparts quality education in keeping in line with the vision, mission and objectives of the institution.

The institute is committed to providing educational opportunities to students of all sections of society and achieving standards of excellence in all our endeavours, namely, teaching, learning, mentoring, placement and scholarship for meritorious as well as backward students and creating conducive environment for study. It aims to provide innovative, distinctive and career-oriented programmes to bring in the desired change in the target audience. Students attended various self development workshops and shibirs organized by various institutes. With the help of bench of academic, non-academic aspects including mentoring, motivational training sessions apart from regular academic schedule, a blend of competency, discipline and holistic developments is cultivated.

File Description	Document
Upload any additional information	View Document

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

Response:

Decentralization and participative management is perceptible in the functioning of the institution at various levels. The effective leadership is always visible in various institutional practices. The administration of institution is decentralized. The Management, the Principal, the IQAC and faculties work in tune for implementation of policy and plans. The Management monitors to promote and sustain quality. The Principal and HoDs are given total academic liberty by the Management. The management provides an opportunity to the teaching and non-teaching staff appointing them on various committees of management like Campus Development Committee.

At institution level various committees have been constituted to plan and monitor the functioning of different departments. The IQAC takes specific measures through deliberations and interactions by getting feedback from the departments and faculty. The IQAC regularly review teaching - learning process in quarterly meetings.

All the faculty members participate in the decision making by providing suggestions from time to time in oral form. They also figure in the academic and administrative committees of the institution Students Grievance Redressal Committee, Discipline Committee, Library Committee, Research committee and Campus Development Committee. All the committees are constituted with a judicious combination of youth and experience. The College prepares its institutional budget. Even the library committee also prepares budget in advance.

The students of the institution also play an effective role in decision making. Students are given weight age in the constitution of various committees. Even the suggestions from the Alumni, parents and employees are incorporated by the institution.

File Description

Under the efficient leadership of the Principal, the IQAC also plays a vital role in college administration. Enough autonomy is given to all HoDs to run their Departments in accordance with the vision, mission and

objectives of the college.

Collaborative Autonomy to the Departments

Every department is given autonomy and flexibility to conduct various activities within the department like Workshop, Project work, Seminars, Mentoring programme etc. Participatory management is achieved in this institution through transparency and reliability.

Decentralization and participative management in the institution in practice is shown in College Annual Day and Prize Distribution Function:

The Institute organizes Annual Day and Prize Distribution function to encourage meritorious students and outstanding performers in various activities in the college, University and other levels of competitions each year. The function is an unique example of participative management as the Principal, IQAC, Teaching-Non Teaching staff, students, Alumni, Parents, Management, External Speakers, and other stakeholders are present and actively involved in the preparation and execution of the event. After deciding on a mutually convenient date for the function various meetings are held and all the stakeholders are involved. List of meritorious students, winners and outstanding performers is prepared by respective departments, committees. Guest for the function and external speakers are decided and invitation is conveyed. Alumni and Parents are invited. Students perform various cultural and entertainment programmes. The President and the Secretary are present and through the presentation of the annual report all stakeholders are made aware of the activities and achievements of the institute.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Response:

The Principal is supposed to present strategic plan every year to management. Under his leadership, the following six major strategic imperatives are identified :

1.Introduction of New Programme :

Keeping in mind the need of present scenario, the college introduced Finishing School Programme, an initiative of KCG in 2018. The purpose of the programme is to enhance life and employability skill of students. UGC Sponsored COC Spoken English 20 credit HNGU Patan affiliated programme is also introduced.

2. Improving Infrastructural Facilities

The college increased its infrastructural facilities by adding 03 Digital Smart Classrooms and a separate library building with adequate equipments and reading room also. Under RUSA component - 9 construction, Class rooms and Auditorium Hall are under progress.

3. Enhancing Research

In order to promote research work and provide platform to the faculty as well as students, the college has made it a tradition to organize a national level seminar in the college every year. The tradition has been followed by the departments like Sanskrit, Sociology, Gujarati, Hindi and English during last five years. Article of the researchers in each five subject are published by the institution in book form with ISBN. Every teacher is supposed to get at least two articles published in a peer review journal with ISSN every year. In 2016 a workshop on **Sanskrit Curriculum** is organized by Department of Sanskrit. In 2017 a workshop on **Pure and Applied Research** is organized by Department of Sociology. Workshop on **How to do Research** is organized by each department. Research center is also established to promote research activities and research project work.

4. Employability of the Students

The Institute provides proper Environment for employability of students. Students are encouraged to participate in Job placement fair organized by institute and government. Placement fair, online fillup form facility, coaching regarding various competitive exam, reading materials are also provided to the students. Under UGC sponsored Entry In Services, Udisha Club and Carrere Counseling Cell, various job oriented programmes are organized regularly.

5. Co-Curricular and Extra-curricular Activities

Our institute is organized a number of co-curricular and extra-curricular activities under various committees during last five years. NSS, NCC, Cultural Committees, Saptdhara and Women Cell are the various committee through which various awareness programmes are organized. Students are also given trophy, certificate of apprecition and medals in the college annual day.

6. Alumni Association and Parents' Association

Every year, under the guidance of Principal and IQAC the Alumni committee of the college holds meetings of alumni association and parents' association. Suggestions of these two associations are properly taken into consideration. Financial Assistance from alumni association are also given through which we purchase Sanitary Pad Machine for girls students. Parents of one of our Alumni has deposited Rs.15000/- for there daughter Late Tinaben Rabari and the interest of that amount is utilized for the students who gat excellency in college. Gold medals from five donors and late Karshanbhai Maganbhai Prajapati award are also given to the college first student in each subject.

File Description	Document
Upload any additional information	<u>View Document</u>

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

Response:

Response:

Organizational Structure of the College Management:

Shri B.P.Shah Vidhyasankul has transparent and democratic structure for effective and efficient administration. The governing body of the institute is headed by the President Shri Poonamchand Shah and Secretary Dr.Natvarlal Patel. The governing body is the torchbearer and patron of the institution. The effectiveness and efficiency of the institutional management is clearly visible in policy formation, administrative setup, appointment and promotion of the staff etc. The institute is having a transparent michanism. The Vision and Mission of the institution point towards the concerns of the management and their endeavours for the upliftment of women students in the vicinity. The governing body comprises nineteen following members:

Mr. Poonamchand A. Shah - President

Dr.Natvarlal R. Patel - Secretary

Shri Bhagvatiprasad D. Joshi - Internal Auditor

Shri Virendrasinh K. Thakor - Member

Shri Manubhai M. Prajapati - Member

Shri Joitabhai B. Patel - Member

Shri Jethabhai J. Chaudhari - Member

Shri Purshotambhai B. Chaudhari - Member

Shri Kacharabhai C. Chaudhari - Member

Shri Harjibhai K. Desai - Member

Shri Rameshchandra S. Modi - Member

Shri Bharatbhai J. Soni - Member

Shri Kaushikkumar I. Maheta - Member

Shri Madhabhai R. Patel - Member

Shri Harshadbhai Mevada - Member

Shri Sureshchandra J. Shah - Member

Shri Pravinchandra J. Kothari - Member

Shri Kanubhai J. Patel - Member

Shri Lalitbhai Patel - Member

Organizational Structure of our College

The Principal: Principal Dr. Jayesh N. Barot is the Administrative Head of the College.

The IQAC: The IQAC is formed in accordance with the Guideline of the NAAC. The IQAC looks after the matters regarding the maintenance of quality of education in the college.

HoDs: The College has five departments. The Departments are run by the Heads and the faculty members.

The Administrative office is run with Senior clerk, Junior clerks, peons and watchman.

- For different curricular and co-curricular activities, various committees of teachers are formed.
- NCC, NSS, Women Cell, Anti ragging Cell, Anti-Sexual Harassment Cell, Sports Committee, Cultural Committee, Grievance Redressal Cell, Poor Student Relief Fund Committee are chief of the main committees.
- The IQAC is also contributing to the smooth administration of the college.

Service rules of the HNG University, State government and of the college management are applied in administration, recruitment and in all other matters. All recruitments, promotions and retirement policies are as per the State Government rules.

Grievance Redressal Cell

Students' Grievance Redressal Cell is active to solve complain of the students and staff members. complaint Box, written complain, College Website, College e-mail address are the means through which we come to know about the grievances of the students. The Grievance Redressal Cell studies the complaint and brings it to the notice of the Principal and IQAC. The Principal takes up the issue and works out its solution.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Response:

The institution provides a lot of welfare schemes to its staff and has been taken various measures for teaching and non teaching staff.

. As per State Government Rules 12 days of casual leave are available to the teaching staff and 12 days for non-teaching staff.

- The non-teaching staff avail 30 days of Earned Leave every year.
- 20 half pay leave or ten days leave can be commuted every year by every employee
- Fully support and assistance is provided to the faculty for pursuing higher studies and Research Projects.
- Provision to grant duty leaves to all the staff members to attend various Training Programmes/ Orientation/ Refresher/ FDP/ Workshop/ Seminar/ Examination / Election duties as per the Government rules. Even T.A. and seminar registration fee are also given by the institution.
- Lady teachers can claim six months' Maternity Leave as per Government rules
- Male teachers can claim Paternity Leave as per Government rules.
- Government offers various mandatory Insurance Schemes to the staff
- There is a Registered Co-Operative Credit Society, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders upto 3 lakhs.
- During the last five years, the co-operative credit society has given loan of 38,45,573 to its share holders. This Co-operative society has also created an environment of regular saving by compulsory monthly saving to its members. The members of this co-operative society are given

dividend every year.

- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- The college management appreciate specific of faculty and honor him / her in college Annual Day by giving certificate and momento.
- First Aid Facility on the campus
- MoUs with leading hospitals and Educational Institute.
- Additional Facility of library is provided to teachers conducting research. Book bank facility is also started.
- Grievance Redresal Cell takes care of the complaints of the students as well as staff.
- Anti-Sexual Harassment cell for prevention of Sexual Harassment of women at work place
- Parking Facility is available for staff and students.
- UMA speed 30mbps & NAMO Wi-Fi facility speed 100mbps throughout the college campus.
- Uniform for Class-IV employees and security guards every year
- Accidental Death Policy Insurance Scheme for all staff members as well as all the students on the campus
- Tablets, free ST Bus pass for girls and scholarship are also given to the students.
- Free Wi-Fi facility throughout the college

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

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

Response: 53.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	4	7	17	12

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 4

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	4	4

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

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

Response: 27.14

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	4	1	4	7

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

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

Response:

Response :

Performance appraisal system for Teaching Staff

The Institution has mechanism for appraisal of the performance of the teachers. Self appraisal report helps to figure out what teachers strength and weakness are. It is a process of self evaluation to determine the level of self efficiency. It is part of continuing professional development or career advancement. The Principal analyses the evaluation report and meets the teachers in person to give proper feedback and to suggest corrective measures.

Teacher's Self Appraisal Report

It is a mandatory process for every teacher to have the self appraisal form furnished by UGC as per regulation 2010. In this stage the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching learning process. It also evaluates the involvement of the teacher in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form is then handed over to the Head of the Department who transfers it to the IQAC.

Teacher's Diary

The Teacher's Diary is also an assessment mechanism, evaluated by the HoD and the Principal. It is a record of the teacher's work throughout the year.

The Results of Exams

On the bases of the statistics of the results of Semester exams, the Principal tries to judge the performance of the teacher and discusses the matter with the concerned teacher personally. He guides the teacher for improvement in his/her performance.

The main parameters of performance appraisal for teaching staff consist of:

1. Regularity and Time Management

2. Use of innovative teaching methods and ICT tools.

3. Continuous improvement through participation in seminars, workshops, FDP etc.

4. Timely completion of syllabus

5. Feedback

6. Active participation in various awareness programmes.

Non-Teaching Staff

The performance of the non-teaching staff of the college is assessed on the basis of general feedback form filled by the students and parents about the college. Training programme related to life skill and computer skill is also conducted by college management from time to time.

The parameters of performance appraisal system for non teaching staff :

1. Punctuality and time being completion of given work.

2. Commitment

3. Sympathetic Behavior with students.

4. Attitude to work

5. Accuracy and sense of responsibility

6. Co-ordination ability

7. Team spirit

8. Discipline and conduct

9. Knowledge of Government rules and procedures.

10. Knowledge of University rules

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Response:

Institution conducts internal and financial external audits regularly

The Accountant, junior clerk and the Principal jointly scrutinize and verify the financial data regularly. They follow the directions from the Higher Education department and external Chartered Account for this internal audit. At the end of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the authorities in the Department of Education. Even the college management has appointed internal auditor for internal audit of the college. After the scrutiny and checking of expenditure of the institute by an internal auditor, it is forwarded to the recognized CA. Here it should be noted that, every year, in time audit of the institute is done.

Financial Audit of the Grants and fees sanctioned by the Government

The college seeks the services of the External auditor for interim audit in September and Final audit in March every year. All the financial documents of the period are submitted to the external auditor, the Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final balance sheet report and certificate are issued by him. Recently, the A.G.Audit of the government from the Department of Education visits the college and inspects all the files related to financial matters of all the schemes that the college has availed of. They submit the audit report to the concerned officer of Education department. Any correction, if required, has been effected on the basis of the audit report and clarifications called by them are submitted as audit reply.

Financial Audit of the Grants sanctioned by the UGC

After the completion of the specified period of a Special Development Grant from UGC, all the files relating to that grant are submitted to our external auditor, Ashvin Yagnik, Mehsana, a qualified Chartered Accountant for verification and audit certificate. If any errors, reported by the C.A. are corrected as per his directions and then only the Income Expenditure Utilization Certificate is issued by him. These certificates and statements of account are submitted to the UGC. All the accounts regarding the grants received from UGC upto 11th and 12th plan have been settled and UGC has granted No Objection Certificates for the same.

Financial Audit of the Management account

The Accountant, Junior clerk in the college keeps the daily financial transactions on behalf of the Management. He executes the decisions and policies of the management relating to financial and other matters in the college. An auditor from the management visits the college at end of every quarter and verifies the accounts, prepares the journal and ledger and submits a quarterly report to the Management. So, the internal audit is first audited by the college auditor and then end of the financial year he prepares the annual financial statement and final audit report.

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

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

last five years (not covered in Criterion III)

Response: 2991000

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

2018-19	2017-18	2016-17	2015-16	2014-15
284000	1707000	1000000	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

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

Response:

Response:

The following are the various strategies for mobilization of funds:

- UGC grants
- RUSA grants
- Scholarships from central/state governments
- Funding from various Government Heads like Saptadhara, Finishing School Programme, Udisha, Cultural Activities, Placement etc.
- Central/State Government funding for NSS,NCC, Eco - club etc.
- University assistance for different activities
- Contribution from teachers, donors and parents association under Poor Students Relief Fund.
- Financial assistance from Management
- Assistance from philanthropists for Gold Medal.
- Sponsored funds

The various systems to look into the effective and efficient use of financial resources are:

- The College Governing Body
- Building and Infrastructure Committee
- Purchase Committee
- Library Committee

- The UGC committee
- Internal Auditor

Various ways of utilizing funds :

- Funds received from UGC 11th and 12th plan are implemented under various schemes like Girls Hostel, Indoor Sports Facility, Young College, Additional Grants, Development Grants etc. Utilization certificate of all the schemes are also submitted to UGC head office. As a result of it, No Objection Certificate (NOC) of all scheme are received.
- UGC funds are deposited in separate bank accounts and utilized as per the heads which is sanctioned by UGC.
- Students scholarships from Government and private agencies are distributed only through bank accounts
- Most of Items are purchased through GEM and payment is paid through PFMS. Tenders quotation system is regularly implemented and all the payment are paid through cheque.
- The income from fees is spent on the maintenance of the purchased equipments, furniture, library maintenance, sports facilities and updating of other facilities. Fee is taken and spent as per its head.
- Sponsored funds are utilized mainly for instituting endowments for meritorious students, sportspersons with exceptional performances and artists from cultural programme who earned fame to the name of the institute.
- Contribution of teachers are provided to support financially backward open category students.
- Library fees are used for library requirements. In the beginning of every academic year, advance budget related to books, magazines and equipments are papered by college librarian.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques.
- Only authorized persons by management can operate the transaction through the bank. The Internal Auditor of the management audits first and then Chartered Accountant conducts a financial audit twice in every financial year to verify the compliance. The State Government periodically does the external audit. The grant of State Government is finalized only after the audit. Proper accounts and utilization are ensured through financial auditing at the end of each financial year
- College maintains an annual budget system and internal-external audit for the effective and efficient utilization of available financial resources.
- Collection of tuition fees, purchases of materials, books, stationeries, equipment and its maintenance, payment of bills are through centralized accounts department. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Response:

Inter Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes, as per the guidelines of the National Accreditation and Assessment Council. In the beginning of the academic year, IQAC arranges meeting under the guidance of the Principal and IQAC co-ordinator regarding academic and administrative planning. The co-ordinators of various committee submit their proposal related to planning of various students centric awareness programme and activities. IQAC also reviews the result of earlier semester and suggest the strategies of improving students results by conducting various teaching programmes for slow learners. AQAR is also submitted annually to NAAC

Following the academic calendar, under the keen observation of IQAC, proposals of the Induction Programme, Saptdhara, Unnat Bharat, NSS and NCC Orientation programme, Add-on courses and programme related to competitive exams and job oriented programmes are prepared in proper performa. More over, planning and proposal about organization of various national and state level seminars, university shibirs, expert lectures are prepared in advance under guidance of the IQAC. Every teacher has to maintain academic diary to record every day activities done by him / her. The diary shows overall performance of the teachers' teaching learning, research and co-curricular activities.

The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. The IQAC monitors the departmental documents by providing clear guidelines and documentation materials. Each faculty and department is asked to maintain a record of their academic activities. All the documents are collected by the IQAC at the end of the Year. The activities are reflected in the Annual Report published by the College.

The institution is planned and implemented annually to realize new potentials under College With Potential For Excellence (CPE). Awareness, Guidance and special coaching for various competitive examination for Job Opportunity and Add-on courses for Skill enhancement are notable initiative of the institute as part of IQAC initiative.

Under various competitive examination for Job Opportunity, every year more than 150 students attend regular lectures. During 2018-2019 around 300 students have participated in the activity. In the special lectures we deal with the current topics, G.K., Reasoning ability and numerical ability. The mock tests are also conducted through OMR on the relevant topics. Advertisements of the vacant posts and related exams are displayed on the notice board. We have provided a special coaching to exams such as Deputy section officer, Talati, TET, Revenue Officer etc. Under various add-on courses we provide skill oriented education and develop overall personality of the students. By joining various add-on courses like computer skill, communicative skill, Scope, Personality Development, Spoken English, Knitting, Sewing, Jewellery Designing etc Students can get the maximum benefit of making over all development and also prepare them for job opportunities.

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

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

Response:

Sr No	An identified area of improvement	Improvements made
1	To Start relevant PG courses in applied social sciences such as rural and tribal development	The P.G. courses like Qualitative Social Res Trible people in Semester II and Regiona Sociology have been introduced in sem curriculum, the students of the institute have of the rural/ tribal area, data collection and supervision of the faculty.
2	To Start Commerce and Science courses at the UG Level	Well-equipped self finance Commerce and S started in 2016 with the affiliation of H Gujarat University.
3	To enhance the English language and soft skills of students	The concept of the Finishing School Program to improve students' soft skills and life skills skill and employability related programmes problem solving, critical thinking etc. are o Oriented Programmes, 20 credit Spoken E introduced with the affiliaction to mother un courses help the students to enchance their var
4	To prepare students for successful careers in teaching, research and administrative services	Under Career Counselling Cell, UDIS programme and Gyandhara, proper guidanc regarding various competitive exams like Aptitude Test, Teachers Eligibility Test, Jur given to the students. SC, ST, OBC and oth provided study material in xerox and book for
5	To initiate a formal feedback mechanism from all the stakeholder	The College has a clearly set mechanism of from the students to improve the performance a) The Principal, IQAC and the Feedback c with the students about their experience reg performance. b) The students are instructed to fill up their fe assessed by the respective Head of the Departr c) The Committee analyses the forms and th

		into a report with a chart. The principal as the the Heads give necessary instructions to the f staff on the bases of that analysis. The cl uploaded on college website.
6	To take measures for the complete automation of the library with bigger reading room facility	The newly constructed seperate Library buil of 200 students with 20 computers, Printer,) The library is enabled with SOUL Software a Students can access books from OPAC automation in various academic spheres like fee payment, teaching, evaluation, finance a has also seperate facility for the faculty for works. Overall, the library is having full auton
7	To motivate teachers to apply for major research project from the UGC and other funding agencies and carry out multilingual, translation projects	12 research projects have been completed b CPE scheme. 05 teachers have applied for maj
8	To encourage teachers to publish research articles in professional peer reviewed journals	The college has encouraged its faculty for qu peer - reviewed journals and for quality book faculty members of the college has also publi than **132** research articles in refereed and U Moreover, our college magazine "Arvalli no T publishing every year in the month of Fe menbers, students and other invitees cont journal.
9	To organize more national seminars and workshops	06 national seminars and 12 workshops hav the period of last five years through all the subjects
10	To initiate measures for regular cleanliness and maintenance of the campus	The campus is made neat and clean by fittin also renovated toilets and washroom. R maintenance are done by out sourcing sta campaign, we have organized various awa Swachhata Abhiyan, No Plastic Zone, Use D boards for maintaning cleanliness are also put premises.
11	To start bus facility for students and a hostel for boys form remote hilly areas	Extra bus facilities have been started for the and remote areas by Gujarat ST nigam. The hostel because students come from surround morning college. So, ST bus facility is enough
12	To initiate measures for attracting more girl students and female staff.	During Last five years, ratio of girls students a add-on courses and career related programn safety and healthy environment in the campu staff members have been appointed by gove female staff is working.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

To promote gender equity and sense of harmony , the students of the college are given various facilities and special attraction. Following are the measures initiated by the institute for promotion of gender equity and sensitization.

- Identity card is compulsory for all students.
- The campus is under CCTV surveillance. More than 48 CCTV cameras spread over the campus ensure safety of students and their vehicles.
- **The Woman Cell** has been functioning in the institute which provides a common platform for the girl student to come to gather and share their views
- Every year International Women Day is celebrated on 8th March in the presence of eminent female speaker
- In order to provide safety to students, our college has installed 10 fire extinguishers installed in the college building
- Programmes like **ABHAYAM 181**, Traffic Awareness Week, general awareness about Anti - Ragging, road safety , women security, cyber security, and Drug Prohibition week are organized regularly
- The institute also organized expert lecture of local female gynecologist to guide girls student for health and hygiene related issues.
- College library with Reading room facility of 200 students provides equal space for both the genders
- As per the guidelines of central government, Anti Ragging Cell has been established. Though, Ragging in any form is strictly prohibited inside the college campus. ABHAYAM 181 is a toll free number of Gujarat Police to stop Ragging and girls harassment.
- For the safety of girls students, special training like Karate is given.
- **Student Grievance Redressed Cell** is one of the best - mechanisms for redressing the complains of the students belonging to both the genders. The Cell provides an atmosphere of safety to them. Till today, no serious grievance has been noticed
- To empower girls students, Dept. of sociology organized various seminars and workshop on the Role of Woman in Society.
- The Girls Room is provisioned on the ground floor with the sanitary pad machine and other needs of the girls student
- Complaint box and first aid box are also put in college building.
- Students from both the genders are given proper counselling related to career and other issues by regular teachers of the colleges.
- Girls' students are given first preference in N.S.S. and N.C.C. registration as well as Annual camp. Students from both the gender are treated with equal importance by teachers, librarian, physical instructor and administrative staff.
- The girl students of the institute is also given preference in admission process, scholarship etc.
- The girl students are provided equal opportunity in all the programmes of the institute

- In order to promote gender equality, the institute oranised guest lectures by female officers on some higher rank in the government sector.
- Under 'Beti Bachao and Beti Padhao' abhiyan, girl students are encouraged to participate in various awareness programmes like Eloquence, drawing competition, drama, quiz, essay writing etc.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

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

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

Response:

With the support from the management, following, steps are taken to handle waste material graded as solid, liquid and E -waste.

[1] **Solid Waste Management**

ours is a dust free campus. So, we give first priority to maintain cleanliness and echo - balance as a part of SWACHHA BHARAT ABHIYAN.Green Campus, Clean Campus is the motto of our college. The college is declared Plastic Free zone by NSS and NCC . Every year, Plastic Awareness programme is organized to make students aware of the dangers of plastic in coming days. Waste like plastic and paper are also sold to scrap dealers. The dustbins are put in the lobby, garden and other necessary places in the premises. Awareness slogans are also written at important places of the institute.

Our college got 200th rank in **UNNAT BHARAT ABHIYAN** So, awareness about cleanliness is naturally seen in students and staff. Each classroom, staffroom, office and library is provided with dustbin. So, all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.

[2] Liquid Waste Management

ours is an arts college. So, the liquid waste is not generated. Under **Save the water campaign** , the college authority manages wastage water from water purifier. Wastage water from water purifier is used in Ayurvedic Garden for three years. But now that place is used for new construction. So, the management thinks other way to manage liquid waste .

Rain water harvesting structure is developed by the college to recycle water of rain and purifier. The college has created**04 big tanks** with capacity of 100000liters adjacent to a college building and connected them with pipes from a terrace of the building. TheNSS and NCC with of the college encouraged students for water recycling.

[3] E - Waste Management

In order to manage E-waste, the college has collaborated with service provider for annual maintenance of electronic equipments and disposal of e- waste. As such, there is minimum generation of E - waste. The non - renewable E - waste is sold but the e - waste which is renewable is handed over to the authorized vender for the recycle. Even cartage of printers are given back and recycled by the dealer.

[4] Waste recycling system

Recycling is the process of converting waste material into new material and objects. Our institute follow this concept by recycling waste like garden waste, paper waste etc. The garden waste like branches, leaves, and other parts , lawn etc. are converted to compost fertiliser. It aims at reducing water and air pollution. The institute is having proper mechanism for collection of the waste. In this way, recycling aims towards environment sustainability by substituting raw material inputs into and redirecting waste outputs out of economic system.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

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

1. **Green audit**

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

Under **Unity In Diversity and Ek Bharat Shresth Bharat,** following are the initiatives taken by the institute to create an environment of tolerance and harmony towards cultural, regional, linguistic and communal socio economic field.

International Non - Violence Day is celebrated in the form of birth anniversary Gandhi Jayanti on 2nd October to create an environment of tolerance and harmony. The day starts with **Vaishnavjan** bhajan. On that day, students take an oath to follow the principles of truth and non violence given by Gandhiji. The G.K test on life of Mahatma Gandhi is also conducted. Students from all castes take part in various competitions on Gandhi's message. Cleanliness programme is also organized on that day. In 2019, we organized a national seminar on **Impact of Mahatma Gandhi on life and literature** to celebrate 150th birth anniversary of Mahatma Gandhi .

National Youth Day is celebrated to give special tribute to swami Vivekanand, the youth icon of India. On that day, students participate in various competitions and take an oath to follow the values and message given by swamiji. Students are motivated by delivering lectures on the thoughts of Swami Vivekananda.

International Mother Tongue Day

21st February is celebrated as World Mother Tongue day to make people aware of the importance of their mother tongue. On that day, we organize elocution competition on the contribution of major Gujarati poets and writers who made Gujarati language very popular all over the world.

Hindi day is celebrated on 14th September with great enthusiasm in our college to give importance to Hindi as a national language. Students from other subjects also take part in different competition based on the significance of Hindi language in our life. On that day most of the students talk with one other in Hindi.

 Dr. Babasaheb Ambedkar Janm Jaynti is celebrated on 14th April in our institute to create an environment of communal harmony, social justice, equality and tolerance. This day is also celebrated as International Equality Day.

World Heritage Day is celebrated on 18 April by visiting world heritage site Ranki Vav and other cultural heritage site. Even the subject **Cultural Heritage of Gujarat** is offered to the students of B.A.Semester IV as part of Elective Generic.

Sardar Patel Janma Jaynati is celebrated on 31st October in our institute as National Unity Day to strengthen unity, integrity and security of our country. Under Run for Unity campaign, we organized Cycle rally to full fill the concept of Fit India.

During N.S.S. and N.C.C annual camp, students from SC, ST and minority are treated with equality and social justice. They are taught lessons of tolerance and harmony by the principal and faculty. Since its establishment, our college becomes a unique example of communal harmony. Even trible students are given priority in various competitions. They are always motivated to participate in various competitions. Celebration of Dr. Ambedkar Jayanti and World Adivasi Day provide proper platform to highlight hidden potentiality of SC and ST students.

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

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

Response:

Various awareness programmes are organized by the institute in collaboration with various NGOS and institutes to sensitize students and employee of the institution to the constitutional obligation.

Indian Constitution Day is celebration on 26th November with great enthusiasm and spirit. An expert lecture was also organized on the Fundamental Rights and Duties of the citizen of India. On that day, students along with total staff take an oath to obey fundamental duties of Indian constitution.

Tree Plantation Week starts from World Environment day - 5th June to make society aware of the importance of trees in human life. During this week, N.S.S. unit of the college grow number of trees in college and surrounding areas.

World Ozone Day is also celebrated on 16th September to make students aware of dangers of global warning.

World Water Day, World Earth Day and Earth Hour Day are also celebrated regularly in the institute.

Indian Independence Day, Indian Republic Day and **Gandhi Niravan Day** are celebrated with an environment of nationalism. Most of the students remain present on these national days. Quiz and G.K test are also conducted on certain topics likes Indian History, History of Gujarat, Cultural Heritage of Gujarat, Life and contribution of freedom fighters, Indian Constitution to make students aware of their duties and responsibilities.

National Votters Day is celebrated on 25th January in the presence of Taluka Mamlatdar to make students aware of their rights of vote to elect honest representative from their area.

International Blind Day and Divyang Day are also celebrated by NSS and NCC units of the college. On those days, we collect financial contribution from the staff and students and also sent to the Andhajan Mandal for the welfare of Blind people. Divyang students of the college is treated with sympathy and give them priority in various co-curricular activities.

Even Indian History, Cultural Heritage of Gujarat, Indian Constitution, Panchayati Raj, Disaster Management etc subjects are offered to the students of different semesters as a part of their E.G papers to make them aware of their duties and responsibilities towards nation.

In collaboration with Lions Club of Satlasana, Indian Red Cross Society and Red Ribbon Club, the college organized various programmes like aids awareness, Thalessemia awareness, save the water awareness, trees plantation etc. On that day, students are given prizes and certificates as part of their contribution in various programmes.

Under **Karuna Abhiyan**, Students are distributed shelter and pot for birds by paying Rs.10/- in collaboration with the financial assistance from Lions Club of Satlasana and college staff. **Poor Students Relief Fund** is an initiative run by college parivar through which we provide scholarship to the needy

students studying in the college.

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

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

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

Response: B. 3 of the above

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

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

Response:

Following is the list of various national and international days celebrated by the institute.

International Yoga Day is celebrated with great enthusiasm on 21st June. On that day, students participate in different yoga competition under the guidance of physical director.

Martyr Day : Every year martyr day is celebrated as Gandhi Nirvan day by the institute on 30th January to pay great tribute to our national martyrs. On that, day we also pay tribute to Mahatma Gandhi and organize various competitions based on the life and message of Mahatma Gandhi.

Teachers Day : Teachers Day is celebrated in the honour of our first vice president Dr.Sarvapalli Radhakrishna. On that day, Students play role of teachers and take an oath to walk on the path of honesty and truth.

National E-Governance Day : Every year 25th December is celebrated as Samarsata day in the honour the prime minister Atal Bihali Vajpayee to make students aware of the principles of good governance in every field.

Traffic Awareness week is also celebrated by the college to make students aware of the rules of traffic.

International Aids Day is celebrated by organizing various awareness programmes like Aids awareness Ralley and elocution competition on Aids.

Gurupurnima is regularly celebrated by the institute by organizing Guru - Vandana progamme in the presence of spiritual speaker and the principal.

Gita Jayanti is regularly celebrated with great enthusiasm. On that day, students participate in elocution competition on the importance of Bhagvad Geeta in our life.

Rakshabandhan is also celebrated by college in collaboration with Brahmakumari visvavidyalaya, Satlasana branch. The eminent speaker from this organization delivers his speech on the importance of Rakshabandhan.

Birth Anniversary of Netaji Subhash Chandra Boze : Netai Subhash Chandra Boze birth anniversary is celebrated as Parakram Diwas or Day of courage on 23rd January. On that day, students participate in elocution and G.K. Competition based on the life and contribution of Netaji Subhash.

World Red Cross Day : World Red Cross Day is celebrated on 8th May by organizing Thalassemia Awareness Programme in collaboration with Indian Red Cross Society, Ahmedabad.

Cleanliness Campaign and Save the Water Campaign are the big celebrations of our institute. Under **Unnat Bharat Abhiyan**, we have adopted five villages of our taluka and organized various cleanliness programmes based on cleanliness and plastic free village in collaboration with local committee of village.

Umashankar Joshi birth Anniversary, Ravji Patel Death Annversary, Pannalala Patel Birth Anniversary and Premchand Birth Anniversary are the permanent regional celebrations of our institute.

International Womens Day is celebrated on 08 March every years in our insitutute. Women's day marks the anniverrsary of the great women's march of 1956, where women marched to the Union Buildings to Protest gainst the currying of Pass Books.

International womens day is a day to acknowledge and honor women around the world for the contributions we make each day to society.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practices
1. Title of the Practice : Add - On- Courses

Objectives of the practice

- To impart Skill oriented Vocational training
- To enable students to acquire an additional certificate along with degree certificate
- To provide free training to interested students
- To increase students' curiosity in various add-on courses
- To provide latest - information and inspire them for new innovations
- To enhance soft - skill and life skill of the students
- To make students capable for job
- To prepare girls students to face challenges of life through self employment
- To provide opportunity for computer related jobs
- To increase hidden potentiality of students
- To develop communication skill of the students
- To develop overall personality of the students
- To enhance social responsibility and leadership of the students
- To train students for various professional skills
- To enable girl students for enhancing various skills of self-employability
- To develop self-confidence among the students

The Context   :-

After completion of graduation in arts faculty, it is bit difficult to get job opportunities. Ours is a rural and semi tribal area, where there is no big industry and other job related firms. So, skilled based programme provided enough Scope for job opportunity. By joining various add-on courses like computer skill, communicative skill, Scope, Personality Development, Spoken English, Diamond Polishing, Beauty Parlour, Sewing, Jewellery Designing etc. Students can get the maximum benefit of making over all development and also to prepare them for job opportunities. Courses like sewing, Mehndi, Beauty Parlour, Diamond Polishing, Computer etc would be helpful to girl students for getting jobs and also provide opportunities to earn bread and butter in a rural area. Even students would become self reliant and self confident. After the discussion with the college management and IQAC, it was decided that the rural

students studying in the college should be provided skill oriented vocational training with certification to make them economically self sufficient. As a result of that discussion, the institute finalized to start various add - on courses under different UGC and state government scheme.

Following is the list of add - on - courses under various collaborating agencies

Sr No	Course	Agency
1	Sewing course	Technical Edu. Board, Gandhinagar
2	Certificate course in Mehdi	Institution
3	Certificate course in Beauty Parlour	Institution
4	Basic Computer skill	UGC CPE scheme
5	Personality Development	UGC CPE scheme
6	Communication skill	UGC CPE scheme
7	Certificate course of Jewellary Designing	Technical Edu. Board, Gandhinagar
8	Diamond polishing	Technical Edu. Board, Gandhinagar
9	Scope	KCG Gujarat
10	Finishing School Progrmme	KCG Gujarat
11	U.G.C - C.O.C Spoken English	H.N.G. Univeristy

[3] The practice

The practice is unique in the context of higher education in India as it supplements academic qualification with skill for employability. The add - on- course also supports the vision of government to provide skill oriented learning to students. Besides, it aims to educate women for social transformation and self esteem. **Sewing, Mahedi** and **Beauty Parlour** are certificate courses which help girls students to get employability in private sectors. They can earn money by starting their own business of sewing and beauty parlour. **Basic computer skill, communication skill, Personality Development, SCOPE and Spoken English, Diamond Polishing** provide better opportunity to students to enhance their life and employability skill. Student can get job in private and government sectors by completing their certificate courses. They can also highlight their hidden potentiality by joining these types of job oriented courses. By joining course of Personality Development, students can learn certain topics like leadership, body language, critical thinking, problem solving and prepare them selves to face challenges in the society. These courses have been publicized by Orientation Programme, Notice board, TV Displayed and personal meetings of the students etc. Students who have genuine interest in the courses are inspired and motivated to join such courses. When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability. It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us in developing a lifelong relationship with the students. The special lectures of career guidance should be arranged either in the slot after college hours or on weekends so that alumni students also can participate.

Evidence of success

During the last five years, **1179** students successfully completed certificate courses offered by college. During 2018 - 2019, 46 students enrolled under Finishing School programme and received certificates from Knowledge Consortium of Gujarat, an initiative of higher education department.

After completing Finishing School Programme, students have succeeded in enhancing their life and employability skill and prepare them for job opportunity. By joining SCOPE – (Society for Creating Opportunities through Proficiency in English) **234** students successfully completed various levels and awarded certificates.

By joining U.G.C. sponsored Career Oriented Spoken English course, 136 students earned 20 credit extra along with their graduation credit. This course is affiliated by HNGU Patan.

Problems encountered and Resources Required

Ours is an arts college situated in rural area. Even transportation facilities are also not available at their suitable time on some routes. Moreover, many of the students coming from backward area are not interested in joining these courses. They are not interested in getting jobs because of the lack of awareness. Even their parents are not able to inspire them in joining these courses. Moreover, the student from rural tribal area are not willingly joined add - on course because their families are economically dependent on farming. So, the students are supposed to help their parents in doing farm/household work at home. Though, here it should be noted that, due to our sincere efforts, we got success in add-on courses. The registered students learnt life and employability skill by joining these types of courses.

Resources required for Sewing and Beauty Parlour

[1] Sewing machine

[2] Cloth for stitching and practice

[3] Trained Instructer

[4] Enough space for practice

Resources required for Scope, Spoken English, Finishing School, Personality Development , Computer skill, Communication Skill.

[1] English language lab

[2] Computer centre with internet facility

[3] Three Digital Classrooms

[4] Hall for organizing seminar

[5] Empanelled trainer for Finishing School

[6] Co-ordinator of Each add on course

[7] Facility of ICT

[8] Rich Library

[2] Title of the Practice: Guidance for Competitive Examination

Objectives of the Practice:

- To enhance the employability skill of the students.
- To prepare students for various competitive exams.
- To create proper environment for exam preparation.
- To motivate students to face challenges of society.
- To provide job opportunities by organizing Placement fair.
- To make students aware of various exams by giving guidance.
- To make students familiar with career oriented programmes.
- To prepare SC, ST and minority students for employment.
- To enhance life and employability skill of students.
- To provide free of cost coaching to the interested students on various topics related to class II and III exams.
- To inform the students regarding competitive examinations held at various levels by various agencies and Boards.
- To guide the students regarding the format, syllabus, paper style and eligibility for a particular post.
- To arrange various programmes for career orientation and inspire students to take interest in them.
- To provide them books, material and sources for the competitive exams.
- To help them fill up and submit the on-line Application forms.

The Context :

It is a dream of every student to get a good job and be self-dependent as early as possible. These students are not so aware about how and where to apply to get a good job. They have doubts regarding the eligibility and scope while studying for graduation. Most of them think that they cannot apply anywhere before graduation. Some such misconceptions are removed from the students by the Career Guidance Cell, Udisha cell and UGC sponsored Entry in service programme. Students whose parents are not farmers are left with few opportunities of jobs because there are no big industries in this area. It becomes our duty them to guide and show the students the right access where they can get jobs. We help them by showing right direction and by preparing them for better performance. The rural students need our guidance at every level and we provide it by running this Cell in the college. Students are trained for the competitive exams. We brush up their General Knowledge and provide books, magazines and conduct exams and tests. We have also conducted mock-interviews to boost their confidence level. We have conducted MCQ exam to make them aware of the present system of examination. Taking into consideration the need of employability of the students in the present scenario, the institution started various career oriented programmes to prepare students for job opportunities.

No	Name of the programme	Funding / Collaborating agency
1	Entry In Service Programme	University Grants Commission
2	Udisha	Knowledge Consortium of Gujarat
3	Gyandhara as a part of Saptadhara	Knowledge Consortium of Gujarat
3	Career Counselling Cell	University Grants Commission

Financial Assistance Under Various Programmes :

Under UGC sponsored Entry In service programme for SC, ST and minority students, the financial assistance is available in the form of one time grant as **Seed Money**. The amount may be utilized for the purchase of books and journals, equipments, contingency and payment of remuneration to the guest and Internal Faculty.

Under Udisha Programme, an initiative of knowledge consortium of Gujarat, the financial assistance is provided by KCG to organize expert lectures on different topics like interview skill, leadership, body language, reading skill, Indian Constitution, Guidance for competitive examination, communication skill etc. Expert faculty from various institute are paid remuneration and T.A. as per rules of KCG.

Under Gyandhara, one of the dharas of Saptadahara, an initiative of KCG, the financial assistance is provided under Saptadhara to conduct G K quiz on the current topics and to organize expert lectures on the celebration of birth anniversary of eminent writers and freedom fighters.

In each programme, co-ordinator is appointed by the principal to manage particular programme in a proper way. Students are also registered in each programme and they are given proper coaching and guidance related to their life and employability skills. Students are distributed free of cost study materials in xerox and book form for a specific examination. Mock test on various topics are conducted with the help of OMR reader. Seminars on GPSC, Police Constable, TAT, TET, Revenue Talati, and Personality Development provide proper guidance to prepare students for various exams.

The Practice :

UGC sponsored Entry In Service programme for SC, ST and minority students, Udisha, Gyandhara and career counselling cell provided enough opportunity for the students preparing themselves for various competitive exams. They are also provided proper platform to highlight their life and employability skill by organizing workshops seminars, G K Test, quiz and expert lectures on various topics related to the syllabus of competitive exam. A special workshop on 'How to start preparation of competitive exam' is regularly organized in the beginning of academic year. Students are made familiar with importance of career oriented programmes. They are given extra coaching regarding various topics based on syllabus. Students registered under various programmes are encouraged to participate in various competitions to highlight their hidden potentiality. In order to develop over all personality of the students, a special lecture on Personality Development and communication skill are organized. In semester -6, subject of personality development is offered to the students as a part of Elective Generic. Here it should be noted that the institute tries its best to make this activity publicized by the way of prospectus, website, Orientation Programme, personal meetings of the students etc. It is also verified that the students who have genuine interest in the activity become more sincere and responsible. When the Career Guidance Cell assures the students for every kind of help, it increases its accountability and reliability. It is a noble task to provide assistance and guidance to the needy students. Our experience says that it helps us develop a lifelong relationship with the students. The special lectures of career guidance should be arranged either in the slot after college hours or on weekends so that alumni students also can participate.

Evidence of success

During last five years **264** students were selected on different posts like police constable, Indian army, primary and secondary teacher , conductor , revenue talati etc. After getting guidance from various career oriented programmes, students stared their career in the private and corporate field. They proved themselves better in their field by attending seminars like personality development

Problems encountered and Recourses requirement

Problem encountered in U.G.C. sponsored Entry in service programme, Udisha, Career Counseling Cell

Financial assistance is provided by U.G.C. So, finance is not a major problem but resource persons in a particular subject are not available easily because of rural area. As Satlasana is a remote place, very often the Resource Person coming from cities like Ahmedabad could not reach in time. On such occasions, our GPSC selected faculty Dr.R.R.Joshi and other faculty members had to manage the things. Moreover, students from minority and ST category are not willingly interested in joining regular coaching. Agriculture is a major profession of the people of this area. So, they help their parents in farming and household activities. SC students feel hesitation to talk with coordinator of career counselling cell.

Resources required for Entry in service programme, Udisha and Career Counselling Cell :

[1] Financial assistance from U.G.C. and K.C.G.

[2] Co-ordinator in each programme

[3] Hall for organizing expect lectures

[4] Three digital class rooms

[5] Well equipped library with reading room

[6] NAMO - wi-fi facility for downloading study material

[7] Computer centre

[8] Rich Library

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Role of Library to fulfill vision and mission :

The priority and thrust of the institute is in tune with the vision and mission of the institute. The vision of Smt R. M. Prajapati Arts College, Satlasana is to impart higher education to the local youths, especially to those girls who live in and around remote rural / tribal areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute in the development of the nation. By following its vision, the institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop educationally intellectually, socially, and morally to inculcate in them the values of social, economic and national responsibilities. It aims at attaining excellence of students in academic world and preparing them to face the challenges of 21st Century world to inculcate the skills and values necessary to succeed in real life and above all making them responsible citizens and real human beings with compassion and love.

The vision and mission of the institute is reflected in most of the activities done by our college library. In the present world of extra-curious techno-savvy generation, the library is the best learning supportive system in all higher educational institutions. The role of library can be more effective with some innovative edge added to it.

With the vision of providing students more opportunities to get acquainted with the world of knowledge and information, our college has always given priority to the promotion of enlargement of college library. To cater to the needs of students and scholars and provide them services to their satisfaction has been our main objective. The richness of the library is such that it helps the students not only in their studies but also their career development. The library has nearly **33356 books and 12543 Titles**, audio - video material, internal and university previous exam papers, manuscript, rare books etc. The newly constructed library is well equipped with OPAC, INFLIBNET and N-List. On the first floor reading hall with the capacity of 200 students with 15 computers and wi-fi internet facility is available. Book bank is always useful for the needy students.

Book exhibition, celebration of various days, guest lecture, workshop on reading and writing skill, book review etc are the regular activities done by the college in collaboration with library committee. The first 3 students in reading skill are given prize and certificate on annual day. In this way ,library plays a vital role to develop overall personality of the students.

Empowerment of Women :

In order to fulfil the vision and mission of the institute, we organize various programmes related to empowerment of women. Girls' students are always given priority in admission process. They are made self - reliant by organizing various seminars like Role and status of women in society. Girls' students are encouraged to participate in NSS, NCC, Saptdhara and sports. By organizing career and skill oriented programmes, girls are prepared for competitive exam. Women cell plays active role in motivating girls students by organizing women empowerment week, international woman day etc. Abhayam 181 is a toll fee no of Gujarat police to look after girls safety. A special lecture on health and hygiene related issues is

organized. By conducting a lecture on rights of women in the various fields, girls students are made aware of their rights and duties in the society. Girls' students are motivated to register themselves in various add-on courses like Sewing, Beauty parlour, Mahendi, Jewellery Designing etc to make them self reliant in socio - economic field. Special scholarship is given to the needy girls students from Poor Boys Relief Fund.

Holistic Development of the students :

To develop overall healthy personality of the students, the college organizes various value, skill and employability based programmes from time to time. Finishing school programme provides proper platform to the interested students to develop their life and employability skill. 150th Birth anniversary of Mahatma Gandhi is celebrated by organizing national seminar on the **Impact of Mahatma Gandhi on life and literature**. Participation in co-curricular and extension activities always help students to highlight their hidden potentiality. University level two days Youth Festival celebration provides a perfect plat form to establishe inner skills of the students. Under Jivdaya and Karuna Abhiyan, students involve in various activities like food for birds, shelter for sparrow etc. Very often students visit Vruddhasharma, Sarvoday Asharam and Hospital as a part of activities. Under Udisha and Career Counselling Cell, Seminar on interview skill, personality development and communication skill are also organized. Saptdhara is an initiative of KCG through which various activities are done to high light hidden potentiality of students under various dharas like Gyandhara, Kala Kaushlya dhara, Natya dhara, Samudayik sevadhara, Geet sangit Nrutya dhara etc. Celebration of Yoga and meditation makes students physically and mentally fit.

Following the vision and mission of the college, the attitude of the students has changed towards society in terms of responsibility and sensitivity. Even the turnout of students in regular classes has risen to a satisfactory level. The students willingly travel to places at a distance of more than 50 km in order to listen to be part of philanthropic activities. They extend their services for public welfare or for the needy whenever they get an opportunity. A spirit of co-operation has been cultivated among the students.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)
Link for any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

The institution played a major role in the quality education and infrastructure level over the last decade. Our college is located at **Satlasana** in Mehsana district of Gujarat State. It was established in 1996 with the name "Smt. R. M. Prajapati Arts College". In 2003, a new building of college was built up with the help of a donor 'Shri Babulal Punamchand Shah' as a consequence, the name of the trust was changed and now it is recognized as **'Shri Babulal Punamchand Shah Vidhya Shankul'.** Our college is affiliated with Hemchandracharya North Gujarat University, Patan. Our college has been awarded **College with Potential for Excellence by UGC in 2012**. The college opted for first accreditation in **2009** and was awarded **"B" Grade with 2.51 CGPA.** The institution was awarded **B Grade with 2.79 CGPA** in the 2nd cycle. The college has **recevied 3 star with a CGPA of 2.09 out of 5** in **Category of Colleges** in 2019 and **3 star with a CGPA of 3 out of 5** in **Category of Colleges** in GSIRF in 2021. The institution also accredited with **A Grade in AAA** by KCG .The institute has got 200th rank under **Unnat Bharat Abhayan. The institute has got ISO 9001:2015 certificate.** KCG sanctioned the amount of 200 lacs under RUSA grant for infrastructure development.

The management of the college is always co-operative with overall administation of the college. The management provides sufficient fund for the required facilities for the smooth working of the college. The president along with the entire committee appreciate academic achievements of the students and the faculty.

The management freely involves the faculty in decision making and provides them platform to work accordingly to their own way and capacity and thus to improve the effectiveness and efficiency of the institututional process.

Our management participates in the programmes, functions, seminars, workshops, camps etc. of the institution deliver inspiring speech and encourage the faculty and students for hard work and commitment for the academic enterprise. The management also appreciates and felicitates the achievements of the faculty by honouring them in the annual day and public function.

Concluding Remarks :

Following the vision and mission, the institute has to expand its social dimention responsibiity to society at large and contribute to national priority. During post re-accreditation period, various efforts were put into implimentation for reaching national standard by including skill development programmes. The college also wishes to introduce certain things which can give a boost to the institutional development programme. The institute also wishes to introduce 10 add-on courses to enhance various skills of the students like education management, spoken sanskrit, proof reading, school management etc. affiliated to Children University, Gandhinagar, Gujarat. The institute wishes to start special NCC unit for the girl students of the college. In order to promote nationalism and petriotism among the students, the college wishes to offer NCC as one of the subjects in the elective generic course in the BA programme. Our college tries to incorporate its core values like empowerment of the local youth (especially girl students of the surrounding area), social integration, nation first, moral uprightness, environment awareness and service to humanity in all its efforts. The institution also plans to start Nursing College for providing employability to the students. In order to strengthen the students and the faculty, the institute wishes to give more importance to applied research in the related field, maximum use of ICT in the teaching- learning process, more placement opportunities, campus interview etc. The college

also feels that some suggestions should be made to change the present syllabus and introduce new units which are more informative, applicalbe in the present scenario. The college has applied for the 3rd cycle of accreditation. We have tried our best to impliment the suggestions and recommendations given to us in the previous two accreditation processes by NAAC in the year 2009 and 2014 respectively.