



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

NARMADA COLLEGE OF SCIENCE AND
COMMERCE

- Name of the Head of the institution **Dr Bhaskar M Rawal**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02642231930**
- Mobile No: **9429187495**
- Registered e-mail **principal@narmadacollege.ac.in**
- Alternate e-mail **narmada_college@yahoo.co.in**
- Address **Shuklatirth Road, Zadeshwar**
- City/Town **Bharuch**
- State/UT **Gujarat**
- Pin Code **392011**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Veer Narmad South Gujarat University**
- Name of the IQAC Coordinator **Shri Jayesh P Gnadhi**
- Phone No. **02642231930**
- Alternate phone No. **02642231930**
- Mobile **9427110496**
- IQAC e-mail address **ncscnaac3@gmail.com**
- Alternate e-mail address **ncscpnm@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://narmadacollege.ac.in/uplo ad/IQAC/aqar%202019-20.pdf>

4.Whether Academic Calendar prepared during the year? **No**

- if yes, whether it is uploaded in the Institutional website Web link:

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	79	2007	31/12/2007	30/03/2012
Cycle 2	A	3.25	2016	29/12/2016	28/03/2021

6.Date of Establishment of IQAC **01/01/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Salary Grant	Government of Gujarat	2020-21	49605842
Institution	Finishing School	Knowledge Consortium of Gujarat	2020-21	125000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

Creating state of art facility for teaching and learning process using ICT enabled techniques

More focus on e-governance

Ecosystem for innovation

Preparing the institution for effective and safe management of COVID

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Priority to complete exam work which is due because of COVID 19	Completed as per the guidelines of University and Government of Gujarat
Motivate Teachers to learn / evaluate various online platforms used for teaching and learning	Various online platforms used for conducting online classes were used by teachers like zoom, google meet, MS Teams etc...
Documentation of e-content used for online teaching	Most of the teachers who have done online teaching using PPT, PDF, etc. have created the e-resource
Guide the students to Follow COVID norms	Regular counseling in this regard was done by the teachers from time to time

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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Guide the students to Follow COVID norms	Regular counseling in this regard was done by the teachers from time to time
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	23/03/2022
15.Multidisciplinary / interdisciplinary	
<p>The college offers the following courses from different faculties</p> <p>Name of the course Faculty to which the course belongs B Sc Chemistry Science Faculty B Sc Electronics Science Faculty M Sc Chemistry Science Faculty B Sc Computer Science IT Faculty BCA IT Faculty B Com Commerce Faculty BBA Management Faculty</p>	
16.Academic bank of credits (ABC):	
Not implemented	

17.Skill development:
A program of soft skill development for the students is conducted by the Government of Gujarat every year under the Finishing School program. However due to COVID these programs have been suspended at present
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Students taking admission in college are from Gujarati medium / English Medium / Hindi Medium. Most of the students coming from Gujarati and Hindi medium find it difficult to learn in english medium. Teachers take adequate care to impart knowlege in all the three languages keeping in mind the students needs till they become comfortable with the english mediun
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The university is in process of designing and upgrading syllabus keeping in mind the Outcome Based Education. The College is comitted to implement the same
20.Distance education/online education:
The college has a centre of Baba Saheb Ambedkar Open University and various certificate, diploma and degree courses are offered. Due to COVID 19 all the routine teaching was done online by the college Some faculty of the college are hosting their tutorials on the YouTube. The students are encouraged to view these videos and learn at their own pace and at their own available time thus implemnting ODL model.

Extended Profile

1.Programme

1.1 6

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1946

Number of students during the year

File Description	Documents
Data Template	View File

2.2 375

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 475

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 25

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 44

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	6
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1946
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	375
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	475
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	25
File Description	Documents
Data Template	View File

3.2	44
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	163 lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	128
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- The College follows the Academic calendar issued by the affiliating University and executes it rigorously
- To make the delivery of curriculum effective, the faculty regularly updates its knowledge with the support of the college. Faculty members are encouraged to attend Orientation/Refresher courses, workshops
- The timetable committee of the college updates the college timetable as per requirement and communicate the timetable to various departments for implementation
- The Head of the Departments conduct meeting of the faculty members and allot the academic duties, plan the activities of the department and review the execution of the plans
- The laboratories of the college function as per the plans laid by the faculty members and optimum utilization of laboratories is ensured
- Orientation programs are conducted by the departments to induct the new students and make them aware of the college

academic and administrative culture of the college and the departments

- Classroom teaching is supplemented with seminars, storytelling, quiz, short films, workshops, special lectures, group discussions.
- Use of ICT based learning has been incorporated in all departments for communication with students to make the teaching learning process more learner centric.
- The college enjoys technologically enabled and inclusive infrastructure including a well-equipped library, which makes it possible for the students to participate in a modern teaching-learning process.
- The Principal monitors the overall academic activities of the institute and guide the faculty members wherever necessary

Proper attendance is ensured.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college being an affiliated college of Veer Narmad South Gujarat University, Surat follows the academic calendar prepared by university for each academic year. University prepares the examination schedule semester wise for each course which is available on the university website. The students are told to periodically view the website. At the same time the schedule is also shared with the students through online mode. As per the tentative dates suggested by the university for internal examination the college prepares its own schedule to conduct internal examination which is communicated to the students through college notice board.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

<p>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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>B. Any 3 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="86 696 523 757">File Description</th> <th data-bbox="523 696 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 523 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="523 757 1394 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 936 523 1003">Any additional information</td> <td data-bbox="523 936 1394 1003" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
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Any additional information	No File Uploaded								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>6</p>									
<table border="1"> <thead> <tr> <th data-bbox="86 1346 523 1406">File Description</th> <th data-bbox="523 1346 1394 1406">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1406 523 1473">Any additional information</td> <td data-bbox="523 1406 1394 1473" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1473 523 1585">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="523 1473 1394 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1585 523 1691">Institutional data in prescribed format (Data Template)</td> <td data-bbox="523 1585 1394 1691" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
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Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>0</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The Students of B Sc and B Com study Environment Science in semester 1 and 2 as a two credit generic elective course

The Students of BBA program study Environment Science in semester 1, credits 2

The Students of BBA program study Ethics & Corporate Social Responsibility as a 4 credit course in semester 4

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

1

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above								
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Any additional information(Upload)	No File Uploaded								
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed								
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URL for feedback report	Nil								
TEACHING-LEARNING AND EVALUATION									
2.1 - Student Enrollment and Profile									
2.1.1 - Enrolment Number Number of students admitted during the year									
2.1.1.1 - Number of sanctioned seats during the year									
886									
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2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)									

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

259

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

No Special programs are organised for advanced learners and slow learners However the courses where project work is carried out by the students care is taken to allot projects to the students according to their caliber

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1961	37

File Description	Documents
Any additional information	View File

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

- Students of BSc Electronics, Computer Science, and Chemistry as well as students of MSc have Laboratory work as a part of curriculum.
- During the lab work the students are required to perform the experiments as prescribed by the university.
- The assesment of lab work is done by performing the

experiment and appearing for viva-voce

- In subjects where analytical skills are required the university prescribes that 30% weightage should be given to problem solving and the examination pattern also include 30% problem solving
- As a part of continuous assessment scheme students are required to submit 4 assignments in each paper during semester this enhance their comprehension skills.
- Many faculty members organize seminars/presentations during the class to improve the communication skills of the students
- Project work is a part of curriculum in various courses where students are required to take up minor/major project during the second year or the final year of their studies. This enhances the overall learning curve of the student and prepares them for the Industry / Business organizations they would join in future

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Many faculty members are using ICT for teaching learning and evaluation. However post COVID-19 it has become compulsory to use ICT. The college has three computer laboratories housing 180 computers with latest configuration. As a part of the NMEICT project of the Government Of India the college has a NAMO Wifi connection with a high speed of 100 Mbps. Most of the college classrooms are equipped with LCD projector and a computer. The college is in process of purchasing smart board equipment for ten classrooms. To facilitate the colleges to impart online education during the COVID-19 period Government of Gujarat has made an MOU with Microsoft to give licenses of Microsoft Teams, Office 365 and other tools. The college was granted 2000 license. The platform was extensively used by faculty members for teaching and evaluation purpose. Faculty members worked hard to cope up the situation and prepared presentations to be shared online while conducting classes on Microsoft Teams and other platforms. Regular discussion about teaching online, the problems and the solutions was done by the college staff during

this period. The university also conducted exams online and all the required infrastructure facility for the same were generated and utilized from time to time Many teachers have their own YouTube channel where they share their video lectures. The students are motivated to learn at their own pace and at their own convenient time

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

37

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

28

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

File Uploaded

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has to do the internal assessment as per the university norms and guidelines. As per university norms the internal assessment is to 30% and the external assessment is of 70%. Out of this 30%,marks are reserved for Term tests, Assignment, and attendance. The university insist that the internal assessment be continuous in nature and spread through the terms. The College faculty members in the begining of the term explain the students about the internal exam mark distribution and the method adopted by the faculty to complete the internal evaluation. Generally a term test is conducted at

the end of the term after completing the syllabus. The paper style of the term test is kept as per the university external examination for practice purpose. After the assessment of the papers of the term test each teacher shows the assessed answer books to the student for the purpose of their satisfaction. On being satisfied the student is asked to sign the answer book. This maintains total transparency in assessment. Teachers take regular attendance in the class and maintain the record. students falling short of attendance are warned well in advance and asked to copeup with the shortfall.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

After the assessment work is over, the students are shown the assessed answer books and quarries if any, are resolved to their satisfaction. Students are asked to sign the assessed answer books after satisfying their quarries. Complete internal assessments mark sheet are displayed on the notice board before submitting the internal assessment to the university The last date of the submission of internal examinations is strictly maintained

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

After the assessment work is over the students are shown the assessed answer books and quarries if any are resolved to their satisfaction. Students are asked to sign the assessed answer books after satisfying their quarries. Complete internal assessments mark sheet are displayed on the notice board before submitting the internal assessment to the university

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The College is having multiple faculties and therefore the College has its own methods and indicators to evaluate the program outcomes and the program specific outcomes. Throughout the semester the faculty creates various records to map the attainment of the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

462

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.narmadacollege.ac.in/upload/feedbackform/Student%20feedback%202020-21.pdf>

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

13

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

9 students of NCC participated as friends of Police to help the local administration during lockdown.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution is housed in a 15 acre land with a college building having well maintained in fracture required for teaching and learning The college has 17 Classrooms equipped with the basic infrastructure like lights, fans, black boards. Most of the classes have LCD projector facility for presentations. 10 smart classroom equipments are purchased for smart board facility for effective teaching. A computer is placed in many classrooms to be used with the projector. There are 10 laboratories in The College to cater to the needs of students for lab work and research work. This includes 3 computer laboratories housing around 180 computers with latest configurations. The College library is having a rich collection of books to be used by the students and faculty members with adequate reading area. The work of computerization of library is in progress A 100 Mbps internet connection is provided by the Government of India under the NMEICT project and routers are installed too make the college area Wifi

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Cultural Activity: The College has an Indore auditorium which can accommodate 150 students with a stage, a public address system installed, LCD projector with a computer and is air-conditioned. Majority of small programs are conducted here. The college also has an outdoor cultural stage with green rooms to host the annual function event of the college which is attended by an audience of around 2500. **Sports activity:** A large number of students participate in the sports activities at the inter college level and the university level. The college has a large sports ground of around 3.5 acers with facilities of volley ball, foot ball, cricket and other activities. The outdoor cultural stage is also used by the students to conduct the sports activity. The college management is kind enough to also extend the sports facility of GNFC Ltd for conduct of university level competitions. Special permission is granted to deserving sports persons to practice in the GNFC Sports complex. Yoga activity is conducted during the international yoga day. Post and pre 21st June yoga activity is conducted by the NSS program officers. The outdoor stage and the ground are utilized for this purpose.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5.72

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Full implementation of SOUL ILMS version 2.0 is done as the library management system since 2009

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

A. Any 4 or more of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.04147

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

150

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The IT facilities in the institute are regulary maintained, upgraded and updated from time to time. In the time of COVID-19

the IT infrasturcture becomes the backbone of the institution as all the teaching learning and evaluation is carried out on the various IT platrforms. New smart classroom facilities are created this year in 7 classrooms and the required training about the same is provided to the users. 80 new modern computers (all in one) core i5 with requisit hardware are purchased under the CSR funds of GNFC Ltd.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

180

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

62

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The following procedures for maintenance of infrastructure are in place in the campus LABORATORIES: Head of the Department of the concerned laboratories supervise the maintenance of infrastructure. The concerned HoD's are responsible for cleaning, up gradation and maintenance of the department facilities.

LIBRARY: Library facility of the college is regulated by the permanent librarian of the college Shri Sapan Shah along with his subordinate staff. A library committee coordinates with the librarian regarding the purchase of new books journals and upgrades other library facilities.

SPORTS COMPLEX: The ground is regularly maintained by the sports faculty of the college. A separate budget is allocated for sports activities from the students counsel fund. A sports committee is formed in the beginning of the year to help the sports department.

COMPUTERS: The College has a well equipped Computer Science Department . A digital English language lab and a computer lab for BBA students. The maintenances of computers is done through an annual maintenances contract. Up gradation of computers is done from time to time as and when required.

CLASSROOM: All the classrooms have adequate facilities like benches, blackboards, LCD projectors with computers all maintained on regular basis

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

344

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

428

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

100

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - 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) during the year****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) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Student council is formed every year as the university and government rules implemented from time to time. The student council consists of eight main committees which include the

1. Finance Committee
2. Cultural Committee
3. Gymkhana committee
4. Educational Tours committee
5. Magazine committee
6. Debate and Elocution committee

7. Planning Forum.

Students participate in each committee and organize activities throughout the year under the guidance of the mentoring teachers for each activity. Various sports, cultural and other co curricular activities are organized under this council banner. At the end of the year a grand annual function is organized where all the students participate in cultural activity. Medals and awards are given to the meritorious students and certificates are distributed to participants during the annual function. Budgeting and planning of all activity is done by the students. However due to the limitations of COVID 19 these activities remained suspended as per government rules

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

nil (COVID 19)

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

There is no registered alumni association of the college. However alumni of the college help the current students in many following ways

1. Students working in the industries / organizations inform the college about placement requirements and also conduct campus interviews
2. Alumni visiting the college on many occasions are requested to interact with the current students and share the experiences
3. Some alumni students in the past have created a nice artwork of periodic table at the chemistry department
4. Some alumni have donated a sculpture to the college placed in the front garden of the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

- As per the vision and mission statement the institution has flourished in terms of quality education in Management and Technology.
- The institute offers courses in Electronics, Computer Science, Chemistry, BCA, BBA, M Sc, M Com, and Ph D programs.
- The campus also has a Management College offering MBA program and MBA evening program.
- We also offere parttime postgraduate Diploma program in Industrial Relation and Personnal Management and Material

Management affiliated to the Rajendra Prasad Institute of Technology and Management (Bharatiya Vidya Bhavans) Mumbai (All the courses are recognised by the Government of Gujarat and Government of India for placement purpose

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- The college governance and management is done through plenipotentiary committees constituted for the different activities to be carried out like Admission, Exams, Time-table, purchase, grant utilization, library, placement etc..
- Each committees have a senior faculty member as chairperson who guides and executes various functions of the committees.
- As a result this committees help the Principal in the management and administration of the college.
- The committee chairperson conduct the meeting from time to time and execute the various activities of the college.
- Some committees are statutory as per the government rules like the Women development cell, SC ST Cell, Antiragging committee etc...
- On the other hand for the academic activity of the college and effective curriculum delivery Head of the departments are given autonomy to conduct the activities of their departments The senior most member of the department heads the department as per norms.
- The HODs in the beginning of the year allot the subjects to all the faculty members along with the individual weekly timetables so that the teaching work can be started immediately as soon as the term commences.
- Schedule for the practical and lab work is also decided by the HOD.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/Perspective plan is effectively Deployed The institutional vision mission statements clearly show the policy of Quality and Value based education. The policy of quality and values are integrated in every aspect of administration, teaching and learning and examinations. Each process is closely monitored by relevant committees Teaching and Learning

- Using effective teaching methods like group discussions, role play, seminars, lab demonstrations, projects, field work, industrial training etc...
- Arranging industrial visits
- Arranging guest lectures
- Use of modern teaching aids like models, multimedia presentations, NPTEL and other YouTube videos

Social and ethical values

- NSS cell organise various social programs
- NCC to inculcate National values

Green Imitative in campus

- To organise activity under the guidance of NSS to make plastic free campus
- Planting trees in the campus
- Maintaining the already grownup trees with the help of NSS volunteers
- Replacement of ordinary tube lights with the energy efficient lights

Improve Placement Activity

- Conducting live sessions of interviews and role play in the class

- To identify and prepare list of students interested in the placement

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The administration of the institution is done by the various committees formed in the beginning of the year. The committees meet as and when required and implements the policies from time to time. The academic administration is done through the head of the departments. The head of the departments look after the academic activities of the department and guide the faculty members to effectively support the students in their academic work. Appointments and service rules of Government of Gujarat, University are strictly followed. Use of modern computer based techniques are used in administration, Teaching, Learning and examination.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- Faculty members and the non-teaching staff are the members of the Narmada College Staff Cooperative Credit Society which was started by the staff members since the beginning of the college in 1986.
- The Narmada College Staff Cooperative Credit Society provide Loan to staff members at nominal rate of interest and practically no documentation. A sense of savings is also inculcated in the staff members through this society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

Nil Covid year

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appointments are done strictly as per State Government and University norms where the Government nominee and the Vice Chancellors nominee are the part of the interview committee Promotions to higher scale is done through the performance-based appraisal system where the API score is computed by IQAC and on recommendation of IQAC promotion is granted Performance Appraisal of all staff members is to be submitted at the end of the year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The financial management is done through the Tally Software.
- The accountsection of the college prepares the trial balance and balance sheets after 31stMarch and keep the documents ready for the final audit.
- The account sectionalso maintains bills and vouchers in the sequence as entered in the Tally Software.
- All the financial accounts are audited by Chartered

Accountant who is the external auditor.

- Separate accounts are maintained for GIA and SF courses, UGC, NSS, Students Council, etc.,
- Further the Government of Gujarat, Department of Higher Education also audits the accounts for the release of block grants

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds are received by the institution from the following resources

1. Student Fees
2. Government Grants
3. UGC grants
4. RUSA grants
5. CSR funds

Utilization of funds is carefully planned and executed Purchase Policy:

1. The requirement for items to be purchased is first of all got approved from the head of the institute
2. Proper purchase procedure is to be followed for all the purchases like procuring quotations, making comparatives, recommendation for purchase, scrutiny of purchase committee and finance committee before placing order
3. Making AMC with vendors for stationery and chemicals
4. Purchase through Government-E-Market

Internal and External audit are conducted every year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- **Use and enrich ICT infrastructure:** Use of ICT infrastructure is one of the most institutionalised practices of the college. use of computers in teaching learning, evaluation, administration along with the use of internet has significantly enhanced the through-put of the institute. Extensive use of ICT has given a cutting edge to the college and helped the faculties the challenges posed by COVID
- **Green practice in Campus:** the campus is lush green and maintained from time to time. NSS unit of the college helps keep the college campus green and maintained. The college is proud to have a rich heritage banian tree which is over 300 yrs old
- **Cashless College:** Post demonetisation the college in line with the call of the Prime Minister for Cashless transactions the college has made it compulsory to make all its transactions online
- **Improving Feedback system:** a lot of things need to be done to implement effective feedback system and the IQAC is working for its improvement
- **Outreach Programs:** with the help of NSS unit the college has taken up many outreach programs and students are kept involved in various social work

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC monitors the teaching learning process thought the year to keep track of the pace at which the departments execute their academic responsibility

- The IQAC ensures that the admission process is fair and transparent. However the process is now conducted by the university through their online portal
- Result analysis is done and discussed with the head of the departments
- Orientation program for new students is carried out by all the departments
- Use of ICT is promoted in teaching learning and evaluation
- Attendance records are being maintained by the departments
- Transparency in internal evaluation is ensured
- Timely declaration of results of internal examinations ensured
- Any grievances are resolved at the department level or by the grievance redressal committee
- Ensures proper maintenance of infrastructure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or

B. Any 3 of the above

international agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File
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 year	
<p>The college is a co-education college where a greater number of girls study than boys. Adequate care is taken to ensure the safety security and comfort of girl students. The following facilities are created in the college for the need of girl students</p> <ul style="list-style-type: none"> • A separate common room for girl students is provided as "Girls Common Room" with attached toilet, dressing area with adequate seating facility. • Separate toilet block is provided on each floor for girls and boys • The college campus is under CCTV surveillance and provide adequate confidence and security for the students of the college. • The college has the following committees to address the grievances <ul style="list-style-type: none"> ◦ Women empowerment cell to address the grievances of girl students, ◦ Anti-ragging committee, ◦ Grievance redressal committee, ◦ Discipline committee • Various gender sensitization program is conducted for female students but due to covid no such programs have been conducted this year 	

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid and liquid waste Management

- Waste of fallen plant leaves and other biodegradable waste is used to composting
- Old assignment blank pages are retrieved and used for making notebooks for the under privileged students of rural schools

1. E-waste Management

- Old computers of the college are donated to needy rural area villages

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and	E. None of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

1. **Promote diversity:** The process of admission to the institution is online and 100% transparent and therefore students of all diversities including gender, religion, culture and language are able to seek admission in the college. All students are treated equal in all the activities of the college may it be in terms of sports, cultural activities, examinations etc.. the institution ensures that there is representation and inclusion of all diverse individuals in all areas of the institution activities including leadership, faculty, staff and student body.
2. **Creating welcoming environment:** Care is taken by the institution leadership to establish clear policies and procedures that prohibit discrimination of any form. This creates a safe and welcoming environment where everyone feels a value and respect.
3. **Provide resources:** Care is taken to provide support to individuals or groups coming from diverse background. The institution being an English medium college the students are required to study in the English language only, however to cater to the needs of students form the local language and a large number of students who come from Ankleshwar and have Hindi as their mother tongue, instructions to the new admits are imparted in all the three languages namely English, Gujarati, and Hindi.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Promoting civic awareness, social responsibility, and adherence to the rule of law is an important obligation on the part of institute and this is a continuous process. Following are the strategies to be employed to inculcate these goals.

1. Curriculum based awareness: there are some courses which have curriculum like Business laws and ethics & Mercantile Law.
2. Organising guest lectures: Guest lectures are organised on Cybercrime, Legal Awareness etc.
3. Celebrate constitutional days: the Independence Day and the Republic Day are celebrated every year followed by extempore cultural programs.
4. Organising awareness campaign: awareness campaign & drive to make Election ID card for students, as a part of which forms are filled in by the students and submitted to the concerned authorities, students of the senior class organise this activity. Voter awareness drive & EVM training programs are organised whenever there is election.
5. Responsibility towards environment: interdisciplinary subject Environment Science is a compulsory subject at the first year of their course.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college celebrates the following annually to commemorate national and international events

1. International yoga day 21st June
2. Independence Day 15th August
3. Teachers Day 5th September
4. "Ratri before Navratri" (Ramjhat) October/November
5. Yuva Divas 12th January
6. Republic day celebration 26th January

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Creating a Student Centred Learning Environment Use of ICT in Teaching Learning and Evaluation document uploaded

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nurture Students to meet Aspirations of 21st Century Document attached

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Following goals are set for next academic year

1. To complete the backlog in exams and academics dur to COVID-19
2. To augment the infrastructure and start new academic program
3. To start certificate program
4. To make green campus and update the carbon credits
5. Improve the sports facilities
6. Improve the ICT facilities