SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

S. B. GARDA COLLEGE(ARTS) AND P. K. PATEL COLLEGE OF COMMERCE,NAVSARI

SAYAJI ROAD NEAR FUWARA, NAVSARI
396445
WWW.SBGARDACOLLEGE.ORG

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

S. B. Garda College is one of the oldest educational institutions of the South Gujarat region. The College is affiliated to Veer Narmad South Gujarat University and is recognized by the University Grants Commission (UGC), India under Section 2 (f) and 12 (b) of the UGC Act.

The institute was established in 1945 when a Parsi philanthropist Sorabji Burjorji Garda donated a sum of Rs. 2,00,000/- with an objective of imparting education to all without any distinction of caste or creed or nationality. Prof. A. K. Trivedi, the first principal of the institute proudly and fondly chose the motto of the institute:

'MY STUDENTS'

'Words written large in my heart. For them I have chosen the motto: *EXCELSIOR*. May they in the company of their Professors strive Higher and Higher!' [A. K. Trivedi, 1945]

The motto of the college became the status insignia of the institution. The institute progressed and flourished higher and higher afterwards.

The institute takes pride to be the first institution in South Gujarat region to offer the widest range of subjects. In 1965 with the addition of commerce faculty, the institute was renamed as S. B. Garda College (Arts) & P. K. Patel College of Commerce, Navsari.

At present the college offers the widest range of options with seven core subjects- English, Gujarati, Hindi, Sanskrit, Economics, Psychology and History at under graduate level with the combination of other elective, compulsory and inter- disciplinary subjects. At post graduate level college offers the subjects of Gujarati and History. In commerce faculty the college offers commerce degrees at Under Graduate and Post Graduate level.

The institute has gained a wide repute through its extension activities and community services. The Institute strives hard to ensure academic quality and integrity of its academic programmes.

Today S. B. Garda College is relentlessly contributing to the pursuit and dissemination of knowledge, to the nourishment and cultivation of values and to the upliftment and advancement of the society it serves.

Vision

To provide quality education by infusing a new spirit among the learners is the prime objective of the college. It will be our endevour to march ahead with our motto ''Excelsior'' and pursue knowledge in a fruitful way.

Mission

- **Equal opportunity of education**
- **Value based learning**
- **All round development of students to face the challenges of life**
- **Preparing students for placements both during and outside the course work**
- **Focus on department—centered activities**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **One of the Oldest and Prestigious Educational Institute**
- **Equal opportunity of education to all**
- **Low Fee- Structure**
- **Good Infrastructure**
- **Qualified, committed and experienced faculty**
- **Ragging free Campus**
- **CCTV monitored campus for security**
- **Active NSS & NCC For Community and Out Reach programmes**

Institutional Weakness

- **Shortage of Permanent Faculty in Some subjects due to recruitment policy of State Government and retirement of the senior faculty members**
- **Limitation of introducing job oriented and skill development courses for the students**
- **Lack of ICT enabled classrooms**
- **Lack of linkages with Industries**

Institutional Opportunity

- **To open Post Graduate classes in various subjects**
- **To become a centre for Competitive Exams**
- **To restart hostel facilities to the needy students**
- **To upgrade Fully automated library**
- **To equip all Class rooms with ICT and to encourage the faculty for using ICT**
- **To increase consultancy, collaboration, MOUs and linkages**

Institutional Challenge

- **To have tie ups with industries for the placement of maximum number of students**
- **To seek financial aid from UGC and other Government agencies**

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- **To provide Job opportunities to the degree holders**
- **To start research activities for the development of the faculty members with available facilities and to promote faculty members for research activities**
- **To promote Gujarati medium students to develop English communication Skills**
- **To apply for more UGC funded minor and major projects and receive grants.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- **S.B. Garda college is one of the oldest and well-known educational institutions in South Gujarat Region. The institute is engaged in catering to the needs of the society by providing an ideal platform for education to the downtrodden, needy and economically weaker section of the society. By adhering to its mission 'education for all', the institute has tried to remove disparity prevalent in the society.**
- **The institution is affiliated to Veer Narmad South Gujarat University, Surat and implements Choice Based Credit System (CBCS) curriculum prescribed by the university.**

- **At present the college is offering 12 programmes including nine UG and three PG programmes.**
- **Many faculty members are members of Board of Studies in the university and are actively participating in curriculum development. At present eight teachers are in BOS and all teachers are acting as examiners and evaluators. Some teachers are acting as examiners at M. Phil & Ph. D. level also within and outside the university.**
- **The teachers implement the curriculum with great sincerity and responsibility. Specific and appropriate POs, PSOs and COs for programmes are incorporated in curricula and are displayed on the college website for information.**
- **For effective delivery of the curriculum prescribed by the university, the institute prepares semester-wise calendar incorporating all the academic events and extra and co-curricular activities to be conducted during the semester at the commencement of the academic year. The college academic calendar is always in consonance with the university calendar.**
- **Regular departmental meetings, maintenance of teaching diary ensure the effective delivery of the curriculum.**
- **The activities of various committees contribute to sensitizing students to cross-cutting issues like the issues of gender sensitivity, environmental awareness, ethics, human values, social diversity, women empowerment etc. These issues are also part of various courses.**
- **Through NSS and NCC units students are encouraged to participate in activities such as Mega medical Camps, blood donation camps, Swachhata Abhiyan etc. to develop a sense of responsibility and commitment to community service.**
- **Institute has established a well-structured Feedback System from Students, Faculty Members which is collected regularly and reviewed with corrective mechanism for improvement.**

Teaching-learning and Evaluation

- **The college attempts to create and develop a conducive environment that is free from any discrimination and where every individual is ensured of his/her right to exist with self-respect and dignity.**

- Teaching, Learning and Evaluation are the core activities of the college. The college has a qualified team of teachers who are experienced and efficient in their respective subjects.
- IQAC plays a pivotal role in monitoring the teaching learning process, facilitating constant engagement in academic activities by students and teachers, analyzing the inputs from feedback system and using these for improvement.
- The college has a rural background and majority of students come from neighbouring villages. Admissions are done on merit basis and the whole process is well administered, complying with all university norms. Inclusion of SC, ST, OBC, Women, Divyangjan, EBC, minority community students reflect the commitment to diversity.
- Student- centric approach is adopted by the institute in all matters. The college has been conducting orientation programmes for fresh students.
- Students are encouraged to participate in group discussions, essay writing competitions, cultural programmes, debate and various other competitions to enhance their skills.
- The college observes complete transparency in assessment and evaluation process. In terms of evaluation of the performance of students, the college has adopted many evaluation methods like internal exams, assignments, Marks in presence as per the guidelines of the affiliating university. All the college faculty members are involved in invigilation duties, evaluation of the answer-scripts at the university as well as at the college level.
- Many reforms are undertaken in the internal assessment system and the system is made robust and transparent with clear guidelines. Both teaching and non-teaching staff are trained in on-line mode of conducting examination, teaching and evaluation methods. Students are also updated with proper guidelines so as they don't confront any difficulty.
- Mentor-Mentee programme is formalised and each faculty member is assigned with a batch of students for Mentoring.
- An established feedback mechanism is in-practice for the evaluation of Teaching - Learning Process and thereby necessary corrective mechanism is initiated based on the suggestions/recommendations.

Research, Innovations and Extension

- The College is an affiliated college and offers Undergraduate and post-graduate programmes and does not offer any research degree programme. However, four teachers are recognized as M. Phil. & Ph. D. supervisors and are actively engaged in guiding research candidates enrolled under them.
- At present eight faculty members hold Ph. D. degrees; 3 hold M. Phil. and Ph. D. degrees. Out of these eight faculties three have completed their research degrees during last five years.
- The college has organized a three days national conference in Psychology Dept in collaboration with Gestalt Psychology Association in 2016, a one day national level conclave by IQAC in collaboration with GAP in 2019 and a one day state level seminar by Gujarati Dept. in collaboration with Bhasha Niyamak Kacheri, Gandhinagar in 2018.
- The faculties are continuously engaged in the pursuit of knowledge by participating in national and international conferences, seminars, faculty development programmes etc.
- The faculties have presented twelve papers in international conferences within the country, two papers in international conferences in countries like France and Indonesia outside the country, nine papers in national conferences/ seminars.
- During last five years faculties have published eighteen books, nine research papers in UGC listed journals (Before the publication of Care List) three chapters in books, two publications in

conference proceedings. Faculties are engaged in outreach programs also such as motivational lectures, consultancy, community services etc.

- During last five years most of the Faculties have participated in twenty seven FDP programmes.
- The college has a well-functioning placement cell which organizes activities like placement drives, Job fairs etc.
- The college has conducted extension and outreach programs in collaboration with various stakeholders of the society e.g. Participation in swachh bharat abhiyan, AIDS awareness program, blood donation camps etc.
- The Institute has upgraded library facilities and has subscribed online portal INFLIBNET for facilitating access to on-line resources of books
- The college also has a centre for SCOPE for improving students' proficiency in English.

Infrastructure and Learning Resources

- The college has the sound and adequate infrastructure of spacious classrooms, administrative offices, seminar halls and a rich library.
- Our college library is enriched with 56238 core books. It is also an institutional member of INFLIBNET. Students and staff get the privilege to access e-journals, e-books and many important and useful e-resources with free access to the internet. The whole campus is connected with a high speed free Wi-Fi facility for all students and faculty members.
- A huge RO Plant with the capacity of 1000 ltr is installed with the water cooler facilities to provide pure, clean and cold drinking water to all.
- The staffroom is equipped with a high speed internet and computer facility for the professional development of the faculties. For the comfort and convenience of the staff and students a huge generator with the capacity of 45 KVA is installed.
- Fire safety measures are taken with the proper installation and maintenance of fire safety devices.
- The campus is under CCTV surveillance for 24 hours for the safety and security of the students. Staff attendance is monitored with biometrics.
- A hygienic Canteen is there to serve the students and staff with snacks, beverages and refreshment. The campus has parking facilities provided in the campus and the hostel ground.
- The differently able students have a facility of separate parking.
- Health care is our priority and we make sure that it reaches to all the students and staff who are in need of it. We have an on call based doctor at the service of the students to meet any kind of urgency. Even our management has provided an additional first aid and any other emergency treatment to our staff and students at the Daboo Hospital just a five minutes walking distance from the campus. To be noted that, this hospital is also governed by our able management.
- Environment is also our major concern and so we have an active *Sorabji* Eco-Club which works vigorously for environment protection and awareness.

Student Support and Progression

- As our institution is surrounded by the tribal area, the majority of our students come from the rural area, the college takes special care for motivating and lifting the students for their overall development.
- The under privileged, bright and meritorious students are appreciated, recognized and supported

through fee concession and scholarships from the institution and government.

- Personal Counselling to the students with a psychological approach helps them manage their stress and dilemma and clear their vision for personal and professional life.
- Soft Skills are taught with an objective to develop the leadership qualities and increase their adaptability to cope in various situations which help them become more presentable and successful in all phases of life.
- Remedial Classes are conducted to cater the needs of the slow learners.
- The students at our college have progressively excelled in curricular, co- curricular and extra – curricular activities with the constant support and effort of our dedicated faculties.
- Our college is proud of producing toppers in academics and State and National level champions in athletics, boxing, judo, and weight lifting. The cultural team with its talented students grab the limelight in the youth festival. In the last five years, the girl power in academics and games have increased to a remarkable level.
- Special recognition and appreciation is given to the students bringing laurels to the college by felicitating them in the annual gathering.
- The student council with the formation of its various committees actively work to bring out the inner potential and hidden talents of the students. The NCC and NSS units help them connect and contribute to society. Apart from it, the Grievances Redressal Committee, Anti Ragging Committee and Career Guidance and Placement Cell works for the support of the students.
- The Mentor-Mentee Program fosters the strength of bonding and connectivity between the teacher and students.
- Apart from these committees, we have a strong and supportive alumni enriched by successful, dignified, remarkable and prominent personalities in various fields of the society.
- The alumni contribute immensely in the overall development and progress of the institution.

Governance, Leadership and Management

- The governance of the institution is reflective of and is in tune with the vision and mission of the institution.
- The institution encourages and practices a culture of decentralization and participative management. A supportive and decentralized system is established by involving all teaching - non-teaching staff members for the smooth functioning of the academic and administrative bodies. The management is very cooperative and concerned with the progress of the institute. It actively participates in the functioning of the college and encourages staff to give suggestions for improving the overall development of the institute.
- Principal and IQAC act as a bridge between College, and Governing Council. College level Committees work concretely and have necessary freedom to implement decentralized governance. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes and is working constantly on improving the quality at academic and administrative levels.
- The institute believes in the well-being of staff members and students. Staff welfare provisions are made for the development of the faculty members. The performance of faculty is assessed through their class performances, examination results, constant observations and interactions and students feedback- formal and informal both.
- The Institution conducts internal and external financial audits regularly. The Accounts of the college are audited regularly by a registered Chartered Accountant appointed by the management. Accounts are audited at the end of each financial year.

- The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The institute assists in the optimum utilization of assets i. e. land, buildings, equipment, furniture, hostel grund etc. if the demands are made from outside agencies.
- 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 has recorded the incremental improvement.
- The institute prioritizes the student- centric concerns and focuses on their holistic development. Regular communication is ascertained between the Principal, the management and the staff to review all the activities of the institution.

Institutional Values and Best Practices

- The institute is committed to provide and ensure a safe and secure learning environment to all students and staff members and doesn't discriminate on the basis of caste, religion, region, class or gender. However, the institute is highly sensitive to gender related issues.
- Gender equality is promoted through programmes for gender sensitization and self-defence for students, teaching and non-teaching staff. A Women's Cell is constituted to address any grievances.
- The institute is quite conscious of its role towards Environmental sustainability. The college sensitizes the staff and students to promote environmental awareness. Sustained efforts like anti-plastic drive, reduce and reuse strategies for paper, E-waste and solid waste management initiatives have been taken to create environmental consciousness and maintain eco-friendly campus.
- The institute believes in inclusive and non-discriminatory policy therefore in all the activities and programmes all staff members- teaching, non-teaching or ad-hocs are involved irrespective of their positions. This has cultivated excellent interpersonal relationship among all members of the institute.
- The institute encourages admission of differently abled students in all programmes and facilities for Divyangjan including ramps, special space and scripters are provided.
- The institute is extremely conscious of its duties in promoting the values, responsibilities, rights and duties charted out in the constitution of India. Since its inception the institute is very conscious regarding national festivals and has shown great respect towards the contribution of national leaders and other great personalities.
- Apart from the academics, the students are sensitized about their duties and responsibilities towards their Nation through several community outreach programmes organized by NSS, NCC, Eco Club, and other societies.

- Blood donation is the most humanistic act which the institute is practicing since many years. Every year the college organizes blood donation camp in collaboration with Red Cross society Navsari.
- Thus, the institute has established its distinctive approach towards its comprehensive vision. The main concern of the institution is the holistic development of the students by providing them

quality and value-based education. The institute is highly committed to create multiple opportunities and a conducive environment for the multifaceted growth of the students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S. B. GARDA COLLEGE(ARTS) AND P. K. PATEL COLLEGE OF COMMERCE,NAVSARI
Address	SAYAJI ROAD NEAR FUWARA, NAVSARI
City	NAVSARI
State	Gujarat
Pin	396445
Website	WWW.SBGARDACOLLEGE.ORG

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Dharmvir Modiramji Gurjar	02637-250277	9427176101	02637-250860	sbgardacollege@gmail.com
IQAC / CIQA coordinator	Hiteshkumar Jayantibhai Patel	02637-9879038709	9879038709	02637-0250860	hiteshpatel1669@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes MINORITY LETTER.pdf
If Yes, Specify minority status	
Religious	PARSI
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	18-06-1945

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

State	University name	Document
Gujarat	Veer Narmad South Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-07-1981	View Document
12B of UGC	06-07-1981	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)?	No
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	SAYAJI ROAD NEAR FUWARA, NAVSARI	Urban	1.387	6648.42

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	English	100	33
UG	BA,Gujarati	36	HSC	Gujarati	100	83
UG	BA,Sanskrit	36	HSC	Gujarati	100	22
UG	BA,Hindi	36	HSC	Gujarati	100	0
UG	BA,Economics	36	HSC	Gujarati	100	72
UG	BA,History	36	HSC	Gujarati	100	83
UG	BA,Psychology	36	HSC	Gujarati	100	70
UG	BCom,Commerce	36	HSC	English,Gujarati	900	780
UG	BCom,Statistics	36	HSC	English,Gujarati	140	46
PG	MA,Ma History	24	BA WITH HISTORY	Gujarati	88	57
PG	MA,Ma Gujarati	24	BA WITH GUJARATI	Gujarati	88	40
PG	MCom,Mcom	24	BCOM WITH ACCOUNTANCY	English,Gujarati	88	83
Doctoral (Ph.D)	PhD or DPhil,Phd Englsih	36	MA WITH ENGLISH	English	6	0
Doctoral (Ph.D)	PhD or DPhil,Phd Psychology	36	MA WITH PSYCHOLOGY	Gujarati	6	0
Pre Doctoral (M.Phil)	MPhil,Mphil Gujarati	24	MA WITH GUJARATI	Gujarati	3	0
Pre Doctoral (M.Phil)	MPhil,Mphil Sanskrit	24	MA WITH SANSKRIT	Gujarati	3	0

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				16				3
Recruited	0	0	0	0	9	7	0	16	1	2	0	3
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				17
Recruited	0	0	0	0	0	0	0	0	4	13	0	17
Yet to Recruit				0				0				0

	Non-Teaching Staff			
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				8
Recruited	7	1	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	8	5	0	13
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	4	3	0	0	1	0	8
M.Phil.	0	0	0	1	0	0	1	0	0	2
PG	0	0	0	4	4	0	0	1	0	9

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	1	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	4	13	0	17

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
	10	6	0	16

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
UG	Male	1176	0	0	0	1176
	Female	1706	0	0	0	1706
	Others	0	0	0	0	0
PG	Male	65	0	0	0	65
	Female	269	0	0	0	269
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	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	53	60	59	65
	Female	92	114	100	100
	Others	0	0	0	0
ST	Male	100	135	174	204
	Female	226	260	297	358
	Others	0	0	0	0
OBC	Male	182	219	266	311
	Female	605	697	720	743
	Others	0	0	0	0
General	Male	321	330	366	494
	Female	454	462	534	609
	Others	0	0	0	0
Others	Male	40	28	22	27
	Female	41	39	41	30
	Others	0	0	0	0
Total		2114	2344	2579	2941

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Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
308	304	300	300	300

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3216	2941	2729	2416	2114

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

2020-21	2019-20	2018-19	2017-18	2016-17
650	735	595	626	493

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File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	481	441	312	320

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	21	21	19

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
60	60	60	60	60

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 34

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
239.23	272.30	228.69	208.99	786.26

4.3

Number of Computers

Response: 10

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

S.B.Garda College(Arts) and P.K.Patel College of Commerce, Navsari, is permanently affiliated to Veer Narmad South Gujarat University,Surat and follows the curricula prescribed by the University.

The college ensures effective curriculum delivery through a well planned and documented process. The IQAC prepares the academic calendar of the college and also the concerned departments prepare their departmental academic planning and distribution of work prior to the commencement of every academic year. The academic calendar specifies suitable available dates for significant academic and other activities.

The faculty members are instructed for the academic activities on the commencement of every academic year. The HODs arrange departmental meetings to distribute and assign the workload. Considering the workload and planning held in the departmental meetings, the syllabus is disseminated as per classes and courses for teachers.

Faculty members prepare semester-wise teaching plan for the theory and the practical in the beginning of the academic year.

Each teacher is provided with a teaching diary containing timetable, workload, semester wise teaching plan, daily teaching plans.

The timetable committee prepares a general time-table and teachers conduct – classes according to the time table.

For the effective transmission and delivery of curricula some of our teachers integrate classroom teaching with ICT tools. In the department of Psychology, there are practical and hence we have a fine laboratory. Teachers also assign the students to prepare assignments on relevant topics.

For effective curriculum delivery, teachers use students-centric learning methods. Eg. The use of PPTs, charts, audio – video systems. The college also organizes guest lectures for effective curriculum delivery. The prospectus is well designed so as to let know and acknowledge the curricula by the students. The relevant program outcomes are displayed and highlighted in the library and also on the college website.

College also provides special guidance to the slow learners under the "Remedial Coaching Scheme". Besides this the college has a mentoring system for academic – related issues.

Library provides INFLIBNET, e-journals, N-LIST, Book Bank facility etc. The college also provides 50 mbps internet connectivity and also NAMO Wi-Fi facility for effective teaching-learning.

Every year, we collect feedback on curricula from all the stakeholders, it is then analyzed for the better prepared. All the Head of the departments are nominated in the concerned BoS by the University and they remain present as and when the meeting is held. Faculty members are also allowed to attend workshops/seminars conducted by the affiliated college/colleges for acquiring necessary skills for effective delivery of the curriculum.

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Institution adheres to the academic calendar for the conduct to CIF.

- **The college has to adhere to the academic calendar published by the university.**
- **IQAC also prepares the academic calendar in accordance with the academic calendar for the university.**
- **The academic calendar specifies the teaching learning schedule of every academic year and CIE.**
- **The In-charge principal of the college regularly conducts meetings for better functioning of academic and examination related activities.**
- **It is mandatory for the students and the faculty to adhere to the academic calendar for the completion of academic activities.**
- **Even those who are unable to appear in the Internal Examination can have the Extra Evaluation Test and the schedule is prepared and the procedure is also well planned.**

File Description	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: 14

File Description	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: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	[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: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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:

This institution is situated in such a surrounding where there is a tribal belt with beautiful nature. The nearby south region is rich with agricultural land and hence the college has a variety of students with diverse community groups. Our institution takes care of all these inequalities existing in the society. Our syllabi and our co-curricular activities focus on Gender differentials, marginalization faced by women, food security, environmental degradation and climate changes.

At the undergraduate level, these areas are covered in syllabi and also in course outcome. E.g Environmental studies, cultural history of Gujarat, cultural psychology, topics in history with Indian constitution and Indian tradition Moral and professional values are taught in all humanities streams and with sociology streams. i.e. B. A and B. COM. The students are made aware of the concept of sustainability and to analyze policies from the sustainability point of view.

- **Special emphasis is laid on to develop ethical practices among the students.**
- **The cross-cutting issues are also an important part of various activities.**

Students are encouraged to have healthy competition & to develop fair play, justices, and equality. These issues also have place in various co-curricular and extracurricular activities like cultural activities and sports also.

Above all the following are other activities also have place:

- **The eco club is working for Environmental issues and sustainability.**
- **The NSS groups are also arranging activities like blood donation camp, thalassemia check-up program, Voters awareness program, visiting of old age home etc.**

- **Our various activities of SAPTADHARA are also related with human values and crosscutting issues.**

- **Following subjects are also very helpful to the students.**

1. English, **Gujarati,** **Hindi,** **Sanskrit & Prakrit**	**human values, moral ethics, and social responsibility.**
2. Psychology **Politics Science** **Economics** **History**	**1. Ethics of human behaviors.** **2. Understanding of societies, culture, and tradition.** **3. Patriotism & nationalism.** **4. Indian Constitution Law and order fundamentals duty and human rights.** **5. Understanding diversity and Unity in India.**

3. Interdisciplinary subjects:
 	
  1. **Cultural History of Gujarat**
  2. **History of major revaluation**
  3. **Cultural psychology**
	1. Ethics and Human Values.
	
	2. Understanding of humanism.

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: 1.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6

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](#)

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

Response: 7.43

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

Response: 239

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: E. None of the above

File Description	Document
Any additional information (Upload)	[View 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: E. Feedback not collected

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: 98.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
1864	1864	1750	1650	1650

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

2020-21	2019-20	2018-19	2017-18	2016-17
1864	1864	1750	1750	1650

File Description	Document
Institutional data in prescribed format	[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: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
650	735	595	626	493

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:

The college takes every possible measure to understand the needs and requirements of the students before the commencement of the programme. To achieve excellence is the goal and motto of our institution and so the institution is striving for it in the learning levels of the students also. Students are counselled at the time of admission and they have to present themselves before the In-Charge Principal personally. Majority of the admitted students are from a diverse socio-cultural background. Students are familiarized with the goals and objectives, the course, mode of internal assessment, code of conduct, classroom attendance, university examinations and also about the college amenities available. Students with good curricular skills are identified through various competitions organized by the SAPTADHARA and other co-curricular and extra-curricular activities. They are nurtured to further their talents.

At the entry level students are identified through their marks obtained and their achievements in the previous examination. Teachers during classroom interaction and teaching identify their potential and then they divide them into slow-learners and advanced –learners. The advanced learners are advised to read a lot from the library other than curriculum, to participate in various activities like debate, essay competitions etc. Advanced learners are encouraged and motivated for competitive examinations like UPSC, GPSC. The college offers prizes for meritorious students. Some of our alumni/ community members/ faculty members have donated charity funds which are kept in the bank as fixed deposits. The interests obtained from the funds are utilized for prizes to the meritorious students at the Annual Prize Distribution function. Then our Garda Trust also adds certain amount for the same. To inspire and to motivate students, there is Photo Gallery in "The Gardian" (Our College Magazine) in which meritorious students are recognized and projected with their special achievement in examination. This activity motivates them a lot and inspires them for their future endeavors in academic growth.

We take special attention toward the slow- learners. We motivate them to read the subject again and again and find out their problems related to the topic. Then faculty members try to remove their misunderstanding and solve their problems. We take all steps to make the slow-learners avoid their inferiority complexes and give them confidence to feel free. We provide special guidance for them. Remedial coaching, extra lectures and content related study materials are also provided. Even Question papers are also solved as a part of the exercise.

The entire teaching and even non-teaching faculty are very helpful to Divyang students. They are provided an appropriate learning environment with the support of modification in teaching methods. Their academic needs are assessed and each concerned department makes sure that they provide the required support to them. Separate examination room is provided and additional time is given to differently able students for the exam. Scribes are provided if required.

File Description	Document
Past link for additional Information	[View Document](#)

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

Response: 169:1

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:

Learning is essential and hence the college has always been student centric. The students participate in various academic and co-curricular activities within and outside the college. Visits to other institutes, fields and trips. Teaching – learning methods adopted by the faculty members include Lecture Method, Interactive Method, Experiential Learning, Visual Aids etc. The illustration and special lectures are also helpful for effective Teaching-Learning activities.

The conventional method.i.e. The Lecture Method is commonly adopted by faculty members. This is a very helpful method to interpret, explain, revise and illustrate the context of the subject.

The faculty members also provide interactive methods by motivating students to participate in group discussion, role-play e.g. in communication skills, questioning –answering etc.

ICT enabled teaching includes Wi-Fi enabled classroom, Smart class room, Audio- Visual etc. The Students also take an examination in SCOPE, which tests the English Language skill and proficiency. The institution has installed NAMO Wi-Fi on the campus.

The Department of Psychology is using a problem solving method. Successfully to enhance their learning experiences. By this method they develop decision- making ability, critical thinking, and reasoning power.

Other off campus activities are offered to develop human values, ethics and leadership qualities among the students such as:

- NSS/NCC camps
- Cultural events, Youth Festival, Kala Mahakumbh, and Khel Mahakumbh.

The college gives complete attention and takes care for the holistic development of the students outside the classroom through co-curricular activities, extra-curricular activities. Some of the students' Council committees like cultural committee, sports committee and alumni committee are having student representations and participation.

We follow, "Work while you learn" and hence some students are engaged in college administrative work and Post Graduate students are engaged in classroom supervision, when the college arranges

Internal Exams.

Remedial Classes also handled to improve the academic performance. The project work at postgraduate level is done so that they can learn with experience.

So all the departments strive to deliver the real learning experience to the students.

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

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

Response:

The new educational horizon demands an entirely innovative path where the minds of the students should be without fear and should function in a constructive manner with an optimistic vision. The emergence of new knowledge has created the necessity for advanced skill development. The teaching technology & even the knowledge imparted is set in such a use of ICT enabled devices, e-learning resources, audio- visuals are promoted by the college. The following innovative and creative practices are implemented in effective teaching-learning.

- **The college facilitates the teaching- learning process by effective use of PPTs, e-books/journals, and a well equipped laboratory for Psychology.**
- **The college provides 50 MBPS internet connectivity, campus Wi-Fi facility, INFLIBNET, Shodhshindhu etc.**
- **The college facilitates the use of BISAG – Sandhan.**
- **The college has developed 3 ICT enabled classrooms.**
- **One of the faculty members in the department of English, Prof. Dr. N. A. Hariyani has implemented the "Blended and Flipped learning method" in English – core course classes. This pilot project has also been used for preparing the module for UGC online refresher programme ARPIT-2019 in ELT by her, as resource person.**
- **The Department of Psychology uses models and charts in teaching-learning.**
- **The college motivates teachers to attend training programmes, workshops, seminars etc.**
- **The college also motivates students to attend the seminars or workshops. E.g. Department of History, where students participated in "Dakshin Gujarat History Parishad" dated 19-02-2017.**
- **Department of Psychology projects field work: Lok Jagruti Abhiyan organized by students themselves.**
- **During Covid Pandemic period when pedagogical content knowledge was required for shifting from traditional mode to remote mode, the institute showed its resilience to adjust and adapt the situation and trained its teaching and non-teaching staff in required ICT tools for the smooth functioning of academic and administrative works.**
- **Covid 19 period has increased the use of ICT and e-resources in teaching and learning. The institute has strived hard to train the teaching and non-teaching staff to learn and adapt with the ICT tools. Now both teaching, non-teaching staff as well as students are well equipped**

and have well adapted to online platforms like Microsoft Teams, Zoom, Webex, Google Meet etc. Therefore even in lock down period despite the abruptions and consequences of the Covid pandemic teaching-learning process, examination, assessment and other activities have been facilitated with great success.

- Faculty and students have attended various webinars and online programmes conducted by other institutes.

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: 214:1

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: 33

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

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: 36.49

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**

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	7	7	6

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

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: 0.05

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

Response: 1

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

2.5 Evaluation Process and Reforms

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

Response:

- **The college has initiated continuous internal evaluation in tune with the guidelines of the university.**
- **The examination committee prepares the schedule, and it is communicated to the students on**

the notice board.

- **The faculty members also announce the same in the classrooms.**
- **Above all the other benchmarks of the evaluation including attendance, assignments and practical's (only in Psychology) are also shown and explained.**
- **All the teachers of the concerned subjects submit a set of question papers through the Head of the Department to the vice-principal. The question papers for the internal examination are prepared in a uniform pattern and as per the university format and guidelines.**
- **The exam is also conducted according to the university guidelines and supervised by the junior supervisors.**
- **Internal Evaluation of P.G. Programme is also undertaken as per the university rules.**
- **The syllabus for the internal examination is communicated prior to the exam schedule by the concerned teachers.**
- **Internal evaluation and the marks are displayed to the students and grievances are taken care of and in a timely manner.**
- **The use of mobile phones in the examination hall is strictly prohibited.**
- **Marks sheets of the complete internal marks are prepared after the internal examination and documented for the further rendering.**

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

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

Response:

- **Our endeavor is to ensure transparency in all the activities at different stages. The college deals with examination related grievances transparently and efficiently.**
- **Grievances associated with the internal assessment are handled by the college and grievances related to the external assessment are forwarded to the university Surat.**
- **The code of the conduct of examination is available in the college prospectus and also on the website. The same is displayed on the notice board for the student.**
- **The schedule of the examination is prepared by the examination committee for the notification of the students and communicated to the students prior 15 days to the examination.**
- **The grievance regarding internal practical examinations in the subject of psychology are resolved immediately by the concerned teacher.**
- **Internal Examination answer sheets are shown to the students after the assessment done by the concerned subject teachers and concerned teachers also highlight the mistakes for the clarification.**
- **Grievances such as incorrect entry of the information, queries related to subject codes/ programs, wrong entries in names, hall tickets etc. are shown for the correction, in stipulated time by the college to the university.**
- **Internal examination marks of various subjects are filled and submitted through the proper system to the university.**

- As per the guidelines and rules set by the university there is a provision for rechecking and reassessment of the answer sheets for the university external examinations. The students can get the photocopies to their answer sheets by depositing the required fees to the university and then proper procedure is done by the university.
- University Examination related issues are communicated through the In-charge principal with proper procedure.
- Some of the discrepancies in the university examination for which letters have been forwarded to the Controller of examination.
- Hall-tickets are also provided to those students who cannot access from the web site.
- Those students who remained absent in the Internal Evaluation test can also appear for Extra Evaluation Test with proper procedure.

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:

- The college has developed the goal & the mission.
- The college website as well as the sign board states the mission and program outcome.
- These documents also focused on the achievements of the students.
- The staff and the students share study materials.
- Some of our faculty members use ICT classes.
- Students and staff are motivated to write and to publish articles. The students do their own creative writing and are published in the college magazine.
- The co-curricular activities enrich our students for their bright career.
- The program specific outcomes of all the departments are highlighted and show the career options.
- The achievements of the alumni are also highlighted in the prospectus with their opinions.
- Alumni of our college are invited for the annual gathering so that our students can meet them and can have inspiration.
- For each course, the learning outcomes have been defined and linked with the program outcomes.
- Following this the faculty members address the students in the very early lectures with the expected outcomes for the course before introducing the course & syllabi.
- This system helps the students in realizing the topic/ syllabus with relevant information of the University Examination question paper and its lay-out.
- The syllabi and even disciplinary measures are also displayed on the website & in the prospectus.
- All the teachers are expected to reach the goals of the programmes and hence during the interactive session's students are identified by them: i.e., slow learners and advanced learners.
- Because of this practice as well as the system of Remedial classes' results are improved, and the success ratio of our students remains high.
- The co-curricular activities are also expanding their knowledge.

- **For the advanced learners thought provoking activities like essay writing and elocution competitions are held and all these are intimated through the notice board.**
- **There is also an emphasis on holistic development because of the program outcomes and program specific outcomes.**
- **POs and PSOs also emphasize developing a sense of responsibility as a true citizen.**
- **PSOs make familiarization with the concepts and fundamentals of the concerned theories so the professional skill is developed for the career and course outcome is attained.**
- **Thus, the POs, PSOs and COs are maintained so as to achieve motto of our institution Excelsior.**

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:

Attainment of program specific outcomes is very important so as to open the doors of the quality enhancement of an institution. The institution and the governing body have put this several times in the meeting. Every year the governing body: trustees of the institution take feedback from the students and also from the faculty members and prepare the survey report. Thus, an extra care has been taken for the attainment of the POs, PSOs and COs.

- **The institution endeavors for quality education and hence the in-charge principal and the faculty members die-hard to achieve the goal.**
- **Every year examination results display an outstanding performance of the institution, and our students largely occupy the top merit position in the university.**

- **The institution has proved that the aim and goal of building human capital needed by the society and the nation. Some of our faculty members are students of this Esteem Institution. Some of our students have achieved great success and became an eminent personality. One of the students is the Principal in the school Valsad and is honored by the Gujarat State Government and felicitated the award by The Gujarat Chief Minister Mr. Vijaybhai Rupani.**
- **The POs, PSOs and COs are attained by the development of skills and knowledge which is capable of building student's competence and personality.**
- **The focus is also on the holistic development of students so there is also an emphasis on imparting values and ethics-based education.**
- **Alumni are regularly visiting the college with heartfelt emotions. One of the groups has made a short film too which is available on the college website.**
- **The recruitment of the faculty is based on their qualifications and experience. The faculty**

members are also encouraged to update their knowledge of the changing trends of their subject content.

- Some of the faculty members are pursuing higher studies & also participating in the FDPs, workshops, seminars, and conferences.
- The CIA and the University Examination results are the main tools for the evaluation of POs and COs attainment. The internal evaluation test, assignments, practical's, and the attendance are useful tools for measuring and analyzing the attainment of POs, PSOs & COs.
- The marks obtained by the students are classified and those who have achieved first class and outstanding performance at the university level are felicitated with trophies, certificates and scholarships. Above all due recognition is given in the college magazine with their photographs.
- Students who achieved a special place in co-curricular activities are also awarded with trophies and   certificates. Some of the students have been successful at the university level and participated at the National level.
- The college has also developed the system of Mentor-Mentee and this also helps in the attainment of POs, PSOs & COs.
- Special care and mentoring are done by the faculty members. Remedial classes for the slow learners are very helpful. Special provision and care are taken for the Divyangjan. Thus, the POs, PSOs & COs are attained very effectively.

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

2.6.3 Average pass percentage of Students during last five years

Response: 71.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	481	441	312	320

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	760	676	540	454

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.68

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: 0

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

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

Response: 21.05

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

Response: 4

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	10	10

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institute is promoting research culture among faculties and encouraging faculties to involve themselves in research activities. To monitor the research activities and to foster research culture, the institute has formulated a research committee which comprises of faculty members from various departments of the institute.

Table of Research Committee:

Sr. No.	Name
1	Incharge Principal Dr. D. M. Gurjar
2	Prof. Dr. M. D. Gohil
3	Prof. Dr. R. S. Gautam
4	Prof. Dr. A. R. Patel
5	Prof. Dr. H. J. Patel
6	Prof. Dr. A. C. Sharma
7	Prof. Dr. N. A. Hariyani
8	Prof. Dr. P. B. Patel

The research committee has following Aims and Objectives:

- **To inculcate the spirit and culture of research amongst faculty and students.**
- **To enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work.**
- **To encourage academic and research collaborations with universities, government agencies and industries.**
- **To organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.**
- **To motivate faculty for doctoral and post-doctoral research.**

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- **To encourage faculty to apply and undertake research projects of local relevance**
- **To promote faculty and students for research publications.**
- **To motivate faculty and students for presenting papers in National and International conferences.**

The following initiatives are taken by the institute for developing ecosystem for innovations and knowledge sharing methods.

- **The students and faculty members are facilitated with Wi-Fi connectivity throughout the campus.**
- **Well-furnished hall with a seating capacity of 300 people is available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations and screening of informative educational movies.**
- **The institute is collecting annual performance appraisal system to encourage faculty to scrutinise, evaluate and enhance their teaching, research and other performances.**
- **Faculty members are encouraged to undergo professional development programmes and participate in Conferences, Seminars and Workshops. attend conferences/ seminars/ FDP and other programmes to upgrade their subject knowledge as well as upgrade themselves with latest research in their concerned fields. Duty Leaves are granted and financial support is assisted to some extent.**
- **The faculty members are encouraged to apply for minor and major research projects in UGC, ICSSR or other agencies.**
- **Teaching staff is encouraged to enhance their qualifications and pursue Ph.D. programs. During last five years two faculty members have completed their Ph.D. programmes.**
- **The library is regularly upgraded and latest books are added and various journals are subscribed.**
- **The college has installed INFLIBNET and N-LIST programmes.**
- **The institute felicitates faculty members on their academic achievements.**
- **The college publishes a college magazine 'Gardian' in which students contribute their unpublished poems essays, stories etc. Gardian also records the annual activities, achievement of the faculties and other information like list of scholarships, top students etc.**

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

Response: 4

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	02	01	0	01

File Description	Document
Report of the event	<u>View Document</u>
List of workshops/seminars during last 5 years	<u>View Document</u>

3.3 Research Publications and Awards

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

Response: 0.5

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

Response: 2

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

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<u>View Document</u>

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

Response: 0.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	3	3

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

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: 1.67

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	06	05	11	11

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:

The Institution has earned a good name and fame in the society. Certain extension activities become the bridge between the college and the society. Our institution inspires NSS and NCC units to work in this direction. Our course components of the curriculum also include certain basic human values to help individuals and the community at large. In order to make the holistic development of the students, the college regularly conducts the social awareness activities like Organizing rallies, Camps, Swachh Bharat Abhiyan, Run for Unity, Digital Literacy Program, SCOPE etc.

They can understand the social scenario, certain problems and try to reach with them, try to find out the possible ways to solve these problems. Here, lectures of Invited dignitaries become very helpful to them, as the subjects of these lectures are selected in such a way.

The college is surrounded by villagers, especially tribal area and so immense opportunities are offered to them. Some activities in this regard are: sensitization of people on issues of health awareness, i.e. thalassemia check-up - "Sickle cell and thalassemia" is the area where they need awareness, Eye check-up camp etc.

NSS: The motto of the NSS is for social service and the keyword of NSS also indicates selfless services and to consider fellow human beings and their feelings. The unit is working since 1970-71. Following Activities are very helpful to the students and also to the society.

1. **Blood Donation Camp.**
2. **Eye check-up camp.**
3. **NSS Camp- Outreach programme in nearby villages.**

4. Guest's lectures.
5. Social awareness related activities, rallies.
6. Digital India
7. Tree plantation etc.
8. Visiting to old-age home, School for mentally retarded, our students are so much attached with the village and villagers during the camp, so that they built up their homely relations.
9. Thalassemia Check up

2. NCC:

The institution has active NCC unit since 1958-1959. NCC unit is committed to revive the motto of "Duty, Unity and Discipline" among the students to develop sense of devotion towards the Nation.

Following Activities are very helpful to the students and also to the society.

1. Swachchata Abhiyan

2. Women Empowerment program

3. CATC Camps

4. Tracking Camps

5. Attachment Training

6. Social Service and Community Development

7. Adventure Based Learning

8. Certification of "B" & "C" NCC exams.

3. Debate Committee:

1. Essay competition
2. Elocution competition – subjects related to Women empowerment, corruption and other evils etc.

4. *Sorabji* Eco club: Tree-plantation drive , Drive for save water, No plastic and environmental awareness program , No single use plastic and Swachhta pledge etc.

5. Department of Psychology: They conduct Lok- Jagruti Abhiyan for social awareness.

6. Saptadhara: Various activities under this platform are very useful for the students.

7. One day Trip is also useful for the students and the students can acknowledge the geographical condition of the nearby area, i.e. the tribal belt of the South Gujarat.

8. Even the student's Union is formed in such a way that they can understand the importance of

administrative and governance.

File Description	Document
Paste link for 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: 0

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.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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: 34

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**

2020-21	2019-20	2018-19	2017-18	2016-17
03	14	05	04	08

23-11-2021 02:17:27

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

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

Response: 24.58

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**

2020-21	2019-20	2018-19	2017-18	2016-17
422	1064	627	277	828

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

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

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	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:

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

The college is located in the heart of the city with adequate infrastructure facilities. It has spacious classrooms which can accommodate 130 students in each classroom. This old architecture style building is two – storied with a built up area of 42 square meters. Apart from adequate numbers of spacious classrooms, it also has a Principal's Office, Trustee's Office, administrative block, boys and girls common rooms, Psychology lab, Help center cum computer lab, Library cum seminar hall, Exclusive Library, NAAC room, NCC and NSS office, Yoga and Meditation room, Cultural Activity room, Personal counselling room, 2 Smart Class room, Canteen, Staff Common room and Parking Place.

The ground floor has 15 rooms. In room number 11 we have the Principal's office. Administrative Office is room number 2 while the Computer Lab cum Help Centre is room number 44. The Computer Lab has 10 computers and proper computer tables and computer systems with high speed internet connectivity and printers. Adjoining the Principal's office we have the Trustee's office. On the ground floor we also have boys and girls common rooms with attached washrooms, NCC and NSS office for extension activities, Library, Canteen and Urinal blocks. Apart from it, there are 7 big classrooms and a huge generator with capacity 45 KVA installed on the ground floor. There is also a badminton court on the ground floor.

On the first floor we have 19 rooms. Among them 14 are lecture halls, 1 office for Personal Counselling and Women Cell, 1 NAAC room, a store room for exam stationeries, a big staff common room. 1 well equipped Psychology Laboratory is also on the first floor. Our Psychology Laboratory is an asset and pride of our institution. It was established in 1953 and enjoys the privilege to be the first Psychology Laboratory installed in the Gujarat state. This laboratory is enriched with the latest Psycho-Testing tools. It has psychological apparatus like Tachistoscope, Mazeboard, Color While, Progressive Weight Box, Perin-Co-Ordination Board, Muller-Lyer, Illusion Tool, Hull's Card Set, Mirror Tracing Apparatus, Rorschach InkBlot Test, Color Blindness Test of Ishihara, Memory Drum, Division of Attention (Rubin's Cup).

On the second floor we have a total of 11 classrooms where room number 40 and 41 are smart classrooms. They are useful and resourceful technological tools which enhance the teaching – learning process and open new vistas of technological learning. The library cum seminar hall is a spacious hall where we organize activities like guest lectures, seminars and meetings for students, teaching and non-teaching staff and various competitions. This seminar hall is also equipped with a portable LCD projector. In the balcony of this hall, there are 2 small rooms which are utilized as strong rooms during university examination. On this floor we also have a huge water filtering RO plant. Along with this we have a cultural activity room where students gather for various

discussions, poetry recitation and practice of cultural activities.

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:

We focus on the overall development of the students by providing them adequate facilities for extra-curricular activities. Students are encouraged for active participation in various games and tournaments and are also given training for the same in the college ground. To facilitate sports, the college has a big playground measuring about 12910.50 square feet. It is situated at a walking distance from the main building of the college. This is the hostel building and playground of the college. Here, we have courts for Volleyball, Tennis, and Basketball. Games like Kabaddi, Kho-Kho and cricket are also played on this ground. Athletics games like high jump, long jump, running, shot put, throw ball are also played here. Outdoor and Indoor games are played in the college.

Volleyball: There is a volleyball court with a play area of 18 meter in length and 9 meters in width. The total area of the court is 30 meter length and 17 meter width.

Basketball: The basketball court is of 28 meter length and 15 meter width. The total area available is 34 meter in length and 21 meter in width.

Kabaddi:

Kabaddi is one of the favourite games of our students and they play every day. The play area is 13 meter in length and 10 meter in width. The actual area is 33 meter in length and 23 meter in width.

Kho-Kho: Kho- kho is played enthusiastically in the play area of 27 meter in length and 16 meter in width. The total area of Kho-Kho ground is 33 meter in length and 23 meter in width.

Cricket: We have a well maintained cricket pitch with a length of 22.56 meter and 3.66 meter width. The total area of is 61.2648 meter.

Yoga and Meditation Centre:

For the mental, spiritual and physical well being we have a Yoga and meditation centre. As few of our faculties are well trained in Yoga they teach and practice Yoga with the students. As focus, calm and poise is the urge of the day, our students are trained for meditation for their mental peace.

Cultural Activities:

The College has an Open air theatre having an area 309.65 square meter where the cultural events and annual gathering is conducted. The students are motivated to participate in various inter class, inter college, inter university and interstate competitions and in the youth festival. Various events are organized like classical, western and folk dance in particular garba and dangi dance which is the tradition and signature of our state. Solo light vocal singing, group songs, poetry recitation, drama, mono acting, drawing and painting, mehandi, to prepare best out of waste, instrument playing, completion of poetry and creative writing competition and fashion show are conducted under cultural activities. Our college also provides coaching by trained musicians and choreographers for the students. We also have musical instruments like harmonium, tabla, key board and an effective sound system.

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: 8.82

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	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: 1.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.90	1.07	5.09	7.20	3.65

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

4.2 Library as a Learning Resource

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

Response:

Library- The Knowledge Centre:

The library is the soul of any educational institution. Our library also sufficiently caters the needs of the faculties and students. It's enriched by valuable and useful books, journals, magazines and daily newspapers. The staff and students also have access to the e resources of the library. An entry and exit register is well maintained for all the visitors, students and faculties. Students get books on demand. Accession records are maintained. Title cards and author cards have been prepared for easy access to books. The library is partially computerized and has a free internet facility. Special reading place is allotted to the differently able students.

Library is automated using Integrated Library Management System (ILMS)

Name of ILMS software: KOHA - OPEN-SOURCE INTEGRATED LIBRARY SYSTEM

Nature of automation: Fully

Version: 20.05.10.000

Year of Automation: 2020

File Description	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: D. Any 1 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: 2.86

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.56	3.99	1.76	3.01	3.00

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: 0.74

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

Response: 24

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The campus has a LAN net connectivity in the staff common room, computer lab, library, seminar halls, principal and administrative office, NAAC room and trustee office with broadband internet access. There are 10 computers in the computer lab,10 in the administrative office, 1 in the principal's office,3 in the NAAC room, 1 in the library and 1 in the staff common room. The smart rooms and the seminar hall have a computer system with LCD projectors. All the computers are protected with the secure anti-virus software. The institution has tied up with an outside agency which will create and maintain the computer facilities as well as they will literate our students and faculty members in computer skills.

The college has installed Closed Circuit Television Camera (CCTV) for the safety and security of the staff, students, visitors and for protecting the properties and the building. The entire college campus is under CCTV surveillance for 24×7. This is also very helpful in maintaining discipline in the campus.

The campus network provides IT facilities and services with a techno- friendly approach to support the students and the faculties for their learning, research, teaching and administration.

The IT facilities include high speed network, internet security system, anti-virus application supported by free Wi-Fi services.

File Description	Document
Paste link for additional information	View Document

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

Response: 322:1

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 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: 1.27

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.80	1.11	5.36	4.31	2.98

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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:

The institution provides a composite infrastructure in all functional areas to make sure that the requisite of teaching, learning and other processes indicated by the statutory bodies are met with excellence. With an objective to provide quality education by marching towards our motto "EXCELSIOR '', a wide spread policy in infrastructure is framed and implemented. This policy is need based and is implemented on priority basis upon the guidelines of the statutory bodies considering the overall progress in teaching techniques, extension and maintenance of the campus infrastructure, up gradation of laboratory equipment, purchase of office furniture and electrical items and maintaining of the records of the purchase and depreciated assets.

- **Overview of Infrastructure Facilities in the College:**

The campus has an able maintenance team of supervisors, electricians, technicians, plumbers, housekeeping staff and security guards. Apart from the supervisor the other team is outsourced and works professionally for the campus cleanliness, maintenance and development. All the classrooms

are cleaned every day and the electrician takes care of the proper working of the lights and fans. Even during the exam time an additional facility of pedestal fans and curtains are provided for the comfort of the students. All the washrooms are properly cleaned and maintained. The plumber regularly checks the leakages to save water. The fire safety equipment is also regularly checked and maintained. The college is also painted periodically to beautify and give it a new look. New furniture that includes sofas, chairs, computer tables are purchased as per the requirements. CCTV cameras also installed for the safety and security of the students, faculties and the institutional properties. The staffroom is also renovated and given a new look for the comfort and feel good of the faculty members.

All the assets are maintained as per the resource guidelines of the UGC. On the basis of the requirements of the departments and campus, an annual budget is prepared. The in charge principal forwards that budget to the management for approval. Quotations are invited from various companies and then it is finalised as per the optimum price and service.

- **Record and Verification of Infrastructure:**

All the records of the infrastructure, software and other miscellaneous work are maintained and physical verification is also done periodically.

Maintenance of Infrastructure:

- **The college is painted as per the requirement to give it a new look.**
- **Housekeeping staff takes care of the cleanliness of the entire campus including the washrooms.**
- **Pest control treatment is regularly done.**
- **Plumbing and electrical works are promptly done on a regular and complaint basis.**
- **Fire safety measures are also taken care of.**

Regular maintenance of the sports ground is done meticulously

- **Water sprinkling is done to maintain the pitch.**
- **Sports courts are professionally cleaned every year to maintain the quality of the surface.**
- **Grass and other vegetation is cut every month from and nearby the court.**
- **Basketball court and post are maintained and rectified if damaged.**
- **Regular plantation on the outer edge of the ground keeps it green and beautified.**

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: 42.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
1502	1289	1037	903	936

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: 3.54

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**

2020-21	2019-20	2018-19	2017-18	2016-17
91	78	119	105	74

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: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	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: 2.44

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	115	0	200	0

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**

Response: C. 2 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: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Self attested list of students placed	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: 56800

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

Response: 568

File Description	Document
Details of student progression to higher education (Data Template)	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: 53.53

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	64	56	01	0

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	73	70	01	0

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[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: 68

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.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	28	16	7	17

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](#)

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:

As we know that the strength of the team is each individual member and the strength of each member is the team. In this way the Student Council as a team of any institution plays a significant role in connecting the management, faculty and students of the college. It also provides excellent opportunities to the students to get involved in the inner workings of their institution. It is a formal body of student representatives where the class representative as CR and Ladies Representative as LR are elected from each class. These representatives will then elect the General Secretary (GS) of the college who is one of the elected class representatives. Again, various committees are formed where the elected representatives have to contest for their desirable posts. The council consists of General Secretary, Finance Secretary, Debate Secretary, Cultural Secretary, Sports Secretary, Magazine Secretary, Tour Secretary, Planning Forum Secretary. Apart from the council there are two important committees of N.C.C. and N.S.S. All these committees are headed by the faculties as the chairperson. In a way the faculty and the students together collaborate for the various co-curricular and extra-curricular activities. Along with these committees, we also have the Grievance Redressal Cell, Anti ranging Committee, Personal Counselling, Career Guidance and Placement Cell, Women Cell, Code of Conduct Monitoring Committee which actively and promptly works for the support and welfare of the students. In addition, we have the Mentor – Mentee Program which is the strength of our institution that fosters the bonding and connectivity with the students. The faculties are working since years as the mentors, but the committee is formally constituted in 2019.

File Description	Document	
Paste link for 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: 20.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	20	22	21

File Description	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:

Our college has a proud privilege of generating a number of eminent personalities as our Alumni. They contribute in various professions as Entrepreneurs, CAs, Government Officials, Academicians, Administrators, Politicians, Judges, Social Workers.

With a noble objective to develop and promote mutual and positive interaction between the alumni and present students, our college has constituted an Alumni Association in 2006-2007 at formal level. As we know that many ideas grow better when transplanted into another mind than the one where they spring up. With this intention for the progress and betterment of the institution, we invite Alumni for guest lectures for the exchange of professional and social issues of the day which motivate students. The regular meetings with the Alumni on and off the campus are conducted with an intention to develop a social responsibility towards the betterment of the society by contributing intellectually, financially and physically.

Objectives:

Objectives of the said association will be as follows:

1. **To develop and promote a mutual and positive interaction between the alumni and the present students at the college for their mutual benefits.**
2. **To motivate the alumni to contribute towards the progress and betterment of the institution.**
3. **To recognize and honor the past students who have achieved distinct positions and recognition in any field.**
4. **To provide a platform for the alumni for the exchange of professional and social issues of the**

day.

5. **To organize meetings on and off campus.**
6. **To develop a social responsibility towards the betterment of the society by contributing intellectually, financially, and physically.**
7. **To raise funds for campus development and for poor and needy students.**

        This association helps us to reach and help the poor and needy students by raising funds. Regular interactions have developed a strong sense of contribution for the institution among the Alumni.

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:

Since its inception the college has well defined vision and mission.

VISION

To provide quality education by infusing a new spirit among the learners is the prime objective of the college. It is the constant endeavour of the institute to march ahead with its motto ''Excelsior'' and pursue knowledge in a fruitful way.

MISSION

- **Equal opportunity of education**
- **Value based learning**
- **All round development of students to face the challenges of life**
- **Preparing students for placements both during and outside the course work**
- **Focus on department—centered activities**

- **The S. B .Garda College is one of the premier educational institutions of the South Gujarat Region.**
- **The vision and mission of the college are well articulated and disseminated to all its stakeholders through college prospectus, web-site and induction meeting and are well acknowledged by its Governing Body, principal, faculty members, administrative staff, students and other constituents.**
- **The vision of the institute includes a wider perception of education which is not merely the elimination of ignorance through acquisition of knowledge but also the development of holistic personality of students through prospering in every walk of life. The upright movement of light is symbolic of advancing higher and higher to keep the lamp of learning ever aflame and thereby to make the temple of learning brighter and to attain higher and higher standards.**
- **The vision and mission statement of the institution reflect and define its distinctive characteristics. They mirrors the basis upon which the institution identifies its priorities, makes plans for future and evaluate its endeavours. The mission statement is in perfect consonance with the institute's vision.**
- **The college has always tried to raise the quality of education at all levels along with instilling values- the *Sanskaras* in students. The institute is abode of '*Shikshan ane Sanskar*'. By adhering to its mission ' education for all', the institute has tried to remove disparity prevalent in the society thus empowering to the weaker sections of the society and has always offered an opportunity to the marginalized class including SC, ST, OBC, differently abled and girls students. Best efforts are made to include them in the main stream-line.**

- **The college is ever conscious of the changing needs of the society. Though the institute follows the syllabus prescribed by the universities, it has tried hard to meet the changing expectations of the students, community and other constituents of the society through its various programmes and engagements.**

The emblem of the institute represents the high futuristic vision of its pioneers who could see far ahead of their age. It also spells out its motto ' Excelsior' which denotes excellence and constant higher and higher advancement in all spheres of life.

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

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

Response:

- **The institution functions in a well-coordinated and planned manner to ensure decentralized and participative manner at all levels of decision making.**
- **A supportive and decentralized system is created by establishing various committees representing the teaching, non-teaching, and supporting staff in order to carry out smooth and effective administrative functions of the college. These committees perform an advisory role in matters within their designated sphere of activity and also help in the execution of administrative decisions.**
- **The Principal of the college is in constant touch with the Governing Body through regular meetings so as all academic and administrative matters can be entertained and accomplished without delay.**
- **Before the commencement of each academic year various college committees are formed under the guidance of the Principal. Important committees comprise of teachers, and many committees include non-teaching staff and students as well.**
- **The college committees are responsible for admission, time table, examination, purchases, welfare of students, organization of co-curricular, extra-curricular, extension activities and other activities as and when directed by the government and university. The committees schedule their activities term-wise and effectively accomplish the activities and submit their reports.**
- **The regular meetings are conducted for the implementation and organization of all activities.**
- **All the committees, departments, academic and administrative wings function under the direct supervision of the principal. The Vice- Principal assists the principal in academic and administrative works. Day-to-day academic activities of the departments are taken care of by the HoDs.**
- **The responsibilities and duties are allocated to all at the beginning of the academic session. A Notice/ Order Register is maintained to keep the record of various duties assigned from time to time to all faculty members. All the needed information is circulated to various stakeholders. The faculties are informed to accomplish their tasks in stipulated time.**
- **All the committees and departments have been given complete administrative as well as**

academic autonomy and mobility for the effective governance.

- Reports of activities are prepared along with the photographs and are submitted after the event. In the annual function students are falicitated, awarded and honored for their achievements. The reports of all committees are published in the college magazine 'Gardian' every year.

- IQAC is functional in the institute to sustain quality at academic and administrative levels and to take various other decisions. IQAC has representatives from the society, alumni, teaching staff, administrative staff and the students. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year to assess the work of different committees and departments.

- The administration work is divided into different sections like Accounts, Student's Section, Examination, Scholarship and Maintenance of the infrastructure etc. Records of day-to-day office work, plan and allied activities are maintained.

- In order to ensure effective functioning of academic and administrative bodies, entire office administration is computerized. The functioning and progress of various activities are assessed through periodic reporting to the Principal by the concerned person.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

- Strategic plan and strategic planning is the main concern of the institute. The Institute supports a trend of decentralized governance system with proper well defined inter-relationships and functions in an integrated manner.

- The Governing Body of the college works in close cooperation with the Principal to regulate and is very open in accepting any suggestions from anyone.

- The administration of the institute is extremely transparent, inclusive and welcoming and promotes culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. Principal is the academic and administrative head of the Institute. All the main decisions related to the institute are taken by the Principal in consultation with the management. IQAC members and Head of departments are involved in deciding the policies and procedures, making guidelines and rules/regulations pertaining to admission, Examination, placement, discipline, grievance, career counselling & placement, Community Services and library services etc.....

- Financial management is handled by principal in collaboration with the management for the development of the institution.

- The institute gives quite significance to students' views also. They are allowed expressing themselves for any suggestions to improve the performance of the Institute. Through formal and informal feedback mechanisms, the institute collects feedback from the students. Suggestion box is kept for suggestions from students. Management also conducts feedback

from students and staff.

- To ensure effective execution of the assigned work a **Teaching Diary** is provided to each faculty member to schedule their weekly, monthly and annually plans.
- Regular meetings of various committees are held for the effective and smooth functioning of the institute.
- Administrative staff is involved in executing day to day support services for students and faculties.
- IQAC acts as a monitoring agency which meets regularly to discuss various issues and review the development of the institute. IQAC committee is responsible for taking decision, supervising, monitoring, and executing the various academic actions & guidelines. Principal of the institute is the chairman of IQAC. Other members of the committee are senior faculty members contribute in maintaining, regulating and enhancing quality parameters at all levels.
- Financial committee with the consultation of some Staff members are involved in preparation of annual budget of the department and institute. Fiscal accountability is accomplished through accounts which give information on income and expenditure details. The accounts are audited by the auditor appointed by the trust every year. The college pays timely dues to the affiliating University such as tuition fees, examination fees, affiliation fees, fees for sports and cultural events etc.....
- The prospectus of the institute clearly states rules and regulations for admission procedure, refund of fees, free ships and scholarships. A general view of all activities of the college is explained in the prospectus.

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

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:

- **S. B. Garda College** is managed by S.B. Garda Trust. The Management represents and assists the institute in all transactions with the University, Government, statutory bodies, other Institutions and individuals as and when required.
- The management fulfils efficiently the requirements such as infrastructure, equipment and faculty. Governing Body fully conforms to the Vision and mission of the institution and also conforms to the statutory regulations of all the regulatory bodies and affiliating university. The management facilitates and sanctions the works and the programmes of the college as and when required.
- The administrative setup consists of the Principal followed by the Vice-principal, faculty in-charges, Head clerk,Senior Clerk, Junior Clerks, Assistants, and Auxiliary staff. The organization of departments includes Head of Departments, Associate Professors, Assistant Professors, and a Physical Instructor. The formal organizational structure of the library staff includes the Librarian, Library Clerk, and Library Assistant.
- The principal is the academic and administrative head of the institute and functions as a

bridge between management, staff, students and other agencies.

- **The principal implements all academic and administrative matters of the institute that are entrusted to him. The principal ensures effective academic management, monitoring all academic activities like academic work, administrative work, periodical evaluation, examination etc.**

- **The principal maintains discipline among the students, teaching and non- teaching staff. The principal inculcate work culture and discipline among the staff and motivate them to lead towards excellence and work in correspondence with the vision and mission of the institute.**

- **The IQAC of the college plays a key role in assessing and assuring quality in the teaching-learning and evaluation process.**

- **The Vice Principal assists the Principal in day-to-day administration and all academic activities. The heads of the department are the most important constituents of a institute. They discuss with the Principal the plans and implementation of academic, co- curricular and extracurricular activities and co-ordinate with the members of the Department for the smooth conduct of academic, co-curricular and extracurricular activities of the department, discuss and present the Departmental budget requirement to the Principal. The Heads of the Department ensure that members of the staff follow the plan and complete syllabi on time and that the Teaching learning process is as per the syllabus objectives and outcomes.**

- **The head of the departments assist in the smooth conduct of examinations including paper setting, assessment and submission of result in time to the examination section. They also encourage research/innovative programmes in the department. They plan, organize need based workshop/seminars/symposia/ visits/training programmes etc.**

- **Teachers of the institute abide by all rules and regulations pronounced by the Ordinances, Regulations, Rules and other directives or orders issued from time to time by the University and the Central and State Government and accomplish their duties with great devotion and sincerity.**

- **There are various committees and cells operational in the institute which makes semester-wise plan and conduct various activities from time to time.**

File Description	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](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

- **S.B. Garda College prioritizes the well-being of its staff members and ensures a very healthy and conducive atmosphere in the institute. There are several welfare schemes for its all-academic and administrative employees.**
- **The institution provides essential facilities to its faculty members. Staff is facilitated with spacious and well-furnished staff room with the Computer, internet and printer facility.**
- **Duty leaves are sanctioned to staff members for various works like P.G. Teaching, attending seminars/ conferences/ workshops, examination assessment, paper submission, board of studies meetings etc. works or in other cases as and when required. Staff is also granted maternity, paternity and other leaves as per norms as and when required. There is a provision of leaves for ad-hoc faculty also.**
- **The institute facilitates all required documents immediately if staff members need i.e. Pass port-Visa purposes or for any other purposes. All the routine procedures like salary, arrears or other works are entertained without delay.**
- **The documents of retiring faculties are prepared meticulously well in advance so as they can get all the benefits on their retirement well in advance.**
- **The institute has provision for Employee Provident Fund Scheme. If any staff member wants to withdraw money from his/her provident fund for specific purpose, the whole procedure is facilitated with great urgency.**
- **All staff members have full access to the library with proper reading space. The departments and committees avail specific allocation of funds to purchase books that the department may require. The faculty is invited to recommend books to be purchased by the Library.**
- **The institution supports and ensures the professional development of the faculty and motivates the faculty to attend national, international or state level conferences, workshops, seminars for which on duty leave is granted.**
- **Staff is encouraged to contribute to the community. The principal and other staff members have delivered innumerable motivating lectures in different institutes, society functions at various other platforms and are benefitting varied segments of the society.**
- **A Cooperative Society is functional in the college for the welfare of the staff. Staff is encouraged to take benefit of the loan facility provided by the society. The staff are encouraged by conferring awards and prizes on their achievements in academics.**
- **The institute provides canteen facility inside the campus with subsidized rates to make refreshment available to the staff as well as to the students.**
- **The achievements of staff members are appreciated, felicitated and published in college magazine.**

- **The institute has the provision of group Insurance for all the staff members.**
- **Non- Teaching staff members get all allowances and incentives provisioned for them. The institute also offers training opportunity to its administrative staff and orients it in the procedures of admissions, examination, data management, etc. From time to time, the administrative staff undergoes the required training such as computer training, preparing of salary statement, use of ICT tools etc.**

File Description	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: 2.96

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	0	0

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: 0

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**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	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: 9.37

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**

2020-21	2019-20	2018-19	2017-18	2016-17
03	04	01	0	01

File Description	Document
Upload any additional information	[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:

- **The institute encourages faculty members to perform his/ her duties in a devoted manner. The institute assigns work loads of teaching, examination related activities to all teachers as per norms. All staff members are involved in any of co-curricular, extra-curricular, extension activities.**
- **The institute records and documents the research publications and academic contributions of staff members. The staff is felicitated, appreciated and recognized for their academic achievements in the specially organized events.**
- **The performance of faculty is assessed through their class performances, self-appraisal reports, examination results, constant observations and interactions and students feedback-formal and informal both.**
- **At the end of each semester, feedback forms are given to the students to collect information about their course, teaching process and teachers. These feedback forms are analysed and suitable measures are suggested to improve the areas both academic and administrative sections.**
- **Non-Teaching staff is monitored and guided from time to time for improving their work but there is no performance appraisal system for non-teaching staff in the institute.**

- **Though Covid-19 pandemic has thrown great challenges for educators, colleges, institutes and the government, it also has created several opportunities in terms of e- learning system for teachers.**
- **A pedagogy has been devised for online and remote learning. By the institute, Online platforms such as M S Teams, Google Meet, Zoom, WhatsApp are used for teaching and learning to continue uninterrupted education.**
- **Teachers are developing e-content that assist to overcome the limitations of virtual teaching. They are actively collaborating to improve online teaching methods. This period is the true test of teachers.**

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- **Auditing is a significant part of the institute's system. Both Internal and External financial audits are functional in the college. The auditors review and evaluate the transactions and ensure that they are done promptly and accurately. All the expenses made by different units of the college are audited regularly at the end of each financial year, by a registered Chartered Accountant appointed by the management.**
- **The team of Internal Auditors conducts a thorough check up and verify all financial transactions with the supporting documents and approval of proper authority for each transaction. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers.**
- **While verifying the transactions and documents if any error or omission and commission is pointed out by the audit team, they are immediately corrected /rectified and precautionary steps are taken to avoid recurrence of such errors in future.**
- **Along with internal audit all the financial transactions of the college are audited by an external agency. The external Audit is conducted in accordance with the Auditing standards as per the provisions of the Government rules and regulations.**
- **Auditors cross-verify the different heads like the fee collections with approved list of students as per approved fee structure of the University; other incomes are cross verified with the Receipts issued; Fee amount receivable and amount received are reconciled; Checking of any Grants received etc.**
- **Auditors prepare reports on the basis of Income & Expenditure Statement and Balance Sheet.**

File Description	Document
Paste link for 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: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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](#)

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

Response:

- **The institute is Grant-In-Aid college. The regular teaching and non- teaching employees of the institute get salary from the Higher education department of Government of Gujarat.**
- **The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.**
- **The college has a finance committee for provisioning and monitoring the proper utilisation, mobilisation of funds and the optimal utilisation of resources. Finance committee takes decision and allocate funds to various departments and infrastructural development. The institute follows complete transparency in use of funds.**
- **All the major financial transactions of all departments, committees or cells are analysed and verified by the finance committee and governing body. Finance committee takes decision and allocate funds to various departments. Institutional budget is prepared by Principal every year taking into consideration all expenditures.**
- **All the administrative and academic heads are requested to submit the budget required for the subsequent financial year. Along with this all in-charge of different committees or cells are instructed to submit their budget to the principal.**
- **As and when urgent requirements arise the payment is given after getting sanction. The entire process of the procurement of the material is monitored by the Purchase committee and Principal and sanctioned by the management.**
- **After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and finance committee, accordingly the quotations are invited and after the negotiations purchase order are placed.**

- Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.
- The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.
- All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.
- Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
- Financial audit is conducted by chartered accountant every financial year to verify the compliance.
- The college has a mechanism for both internal and external audit. The Governing Body appoints auditor for internal audit. The external / statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government of Gujarat.
- The institute undergoes internal and external financial audits regularly.
- The institute assist in the optimum utilization of assets i.e. land, buildings, equipments, vehicles, furniture, hostel grund etc. if the demands are made from outside agencies. The institute's infrastructure is utilized for Vidhan-Sabha and Lok-Sabha election. State level Job fair was organized in college campus in which along with the infrastructural facilities, human resources of faculty, non-teaching staff and students were involved to contribute for the successful conduction of the fair.

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:

- Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes and is working constantly on improving the quality at academic and administrative levels.
- Periodic meetings are conducted to discuss the progress made towards achievement of higher standards in education.
- On infrastructural level, the college has undergone many changes. Two smart class rooms are set up with projectors. Staff room is upgraded with new facilities. The renovated staff room is now more equipped and comfortable. Computer is available for the faculty in the staff room.
- The ramp and wheel chair, accessible special toilet are facilitated for the benefit of physically challenged students. Indoor sports facilities are extended and a good sports room with needed facilities. The institute has extended indoor sports facilities for the students. Separate rooms are allotted to Eco-Club, Yoga and meditation. A computer lab with 10 computers, display sharing system, projection and internet facility is available to cater to the needs of the students. Help centre is started to provide any guidance to the students. Two rooms are equipped with Multi= Media facilities so as teachers can use power-point presentations etc.

- **During last five years faculty is motivated and encouraged for research; to attend national and international conferences, seminars, workshops of faculty development programmes. A research committee is constituted to promote and encourage research activities; conduct seminars, conferences, workshops, guest lectures etc**
- **The IQAC has also encouraged departments to conduct conferences, seminars/ conclave etc.**
- **The inclusion of ICT has provided an opportunity to the students to be aware of the latest technology. In many areas like admission procedure, fee collection, entry of examination marks, Filling of feedback forms etc. are managed especially devised software by the institute. Teaching and non-teaching staff is trained in ICT tools to facilitate on line teaching and other activities.**
- **The institute has taken strict safety measures. CCTV camera are installed in the entire campus.**
- **A huge power generator is installed in the campus to manage power failures.**
- **Cafeteria is upgraded and proper care is taken for its cleanliness. The cafeteria in-charge is instructed to serve good, fresh and quality food.**
- **The college has made a huge stride in upgrading the library. The automation of the library with the facility of INFLIBNET and N-List.**
- **Feedback mechanism is formalized.**
- **Mentor- Mentee programme is functional in a very structured way. Mentoring system provides the students continuous guidance and support to face academic and personal challenges to emerge as successful graduates.**
- **Students are motivated to contribute to the environmental cause. They are encouraged to use public transport instead of coming by their own vehicles, not to use single use plastic etc.**
- **Many examination reforms are undertaken during five years. During Covid-19 the faculty is trained in conducting on line examination.**

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:

- **The institution was accredited by NAAC with B grade (2.27 CGPA) in 2008. Due to unavoidable circumstances it couldn't appear in accreditation process after that. However, June 2015 was a turning point for the institute and with great positivity the new management and In-Charge principal resolved that the institute will proceed ahead with the goal of applying for re-accreditation and will spare no stone un-turned to achieve its aim. The institute prioritized the pending works first and resolved the complications. The IQAC was reconstituted and quality initiatives were taken for the development of the institution both at academic and administrative levels.**
- **The college IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process in quarterly IQAC meetings. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.**

- **Orientation Programme is organized for newly admitted students. In Orientation programme students are informed about the faculty, teaching learning process, examination system, offered courses, various co- curricular activities, discipline and culture of the Institute. Students are suggested to refer to the Time-Table, Programme structure, syllabi of the courses before the semester commences.**
- **The Institution ensures effective curriculum delivery through a well-planned and documented process. Teachers are instructed to schedule their curricular, extra-curricular and other activities systematically and make a teaching diary so as the syllabus can be completed in stipulated time.**
- **Regular communication is ascertained between the Principal, the management and the staff to review all the activities of the institution.**
- **Every department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.**
- **There is a mechanism for regular monitoring of the students' attendance.**
- **For effective teaching and learning process, the faculty is involved in regular class discussions; assignments are given; presentations are made; internal examinations are conducted and assessment is done to assess the performance of the students continuously. Assessment is very transparent and is done very meticulously.**
- **Teachers are motivated to upgrade themselves by attending faculty development programs, training programs so as they can better contribute in upgrading the knowledge system etc.**
- **The overall development of the students is the prime concern of the institute. The institute prioritize the student- centric concerns and focuses on their holistic development.**
- **To improve the quality of teaching and learning the institute has structured student feedback system.. The data is gathered, analyzed, discussed and corrective measures are taken. The overall exercise of feedback system help for future decision making, plan of action and quality enhancement at all levels.**

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: D. 1 of the above

File Description	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:

- **The institute has a long history of a healthy and ethical environment which is based on equity and inclusiveness. The institute is committed to provide and ensure a safe and secure learning environment to all students as well as staff members and doesn't discriminate on the basis of caste, religion, region, class or gender. However, special attention is paid upon girl students. Though no cases of harassment occurred so far in the campus, the institute is highly sensitive to gender related issues. The organization of a debate on the topic " Should Women enjoy equal rights with man" for debate competition (6-8-1945) in the foundational year of the institute exhibits the deep concern of the institute for gender equity from the very beginning.**
- **The college campus is situated in a very secured vicinity. The college building is walled from four sides and nobody can enter in the premises except entry gate. Entry point is restricted and manned by security guards.**

- **There are separate common rooms for girl and boy students. There are separate toilets for girls which are cleaned every day basis and utmost hygiene is maintained in that area.**
- **CCTV cameras are placed in all the areas of the college campus as well as in the classrooms. Identity verification mechanism is strictly followed. Unknown entrants cannot enter in the college campus unless they have prior permission of the principal. It is mandatory for the students to wear identity card when they enter in the college premises.**
- **The teachers remain in close touch with the students especially girl students and are involved in counselling the students. Professors have constant watch on the activities of the students in the lobbies, classrooms etc.**
- **Constitutional committees like Anti-ragging committee, Grievance and Redressal cell are formed as per the university guidelines. Strict disciplinary actions are provisioned against ragging, sexual harassment. The institute takes pride to note that no case of ragging or sexual harassment is registered so far.**
- **From time to time awareness programmes on women safety like self-defense, women empowerment, women's health and hygiene are organized for the girl students. In these programmes girl students are sensitized against crime against women and guided to protect and save them in case they face any such situations.**
- **The girl students are encouraged to participate in various activities like Annual Social Gathering, NSS, Sports, Youth Festival etc. as per their interests. Though no cases of harassment occur in the campus, utmost care is taken to guard the matters related to the girl students. Many of the students have won awards in various competitions like debate, singing competitions, essay competitions, drawing competitions etc.**
- **Though full freedom is given to the girl students to participate in any activity, utmost attention is paid upon their health, behaviour and well-being by monitoring their activities to ensure their safety and security.**
- **Special care is taken of the girl students during group activities like celebration of days or NSS camps, tours 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](#)

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: D. 1 of the above

File Description	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:

- ## Solid Waste Management:

- **The housekeeping staff is engaged for keeping the institute neat and clean. Absolute cleanliness is maintained in the campus. Toilets are washed on everyday basis. Dustbins are kept in all the classrooms, lobbies, library and other places for solid waste collection. Students are directed not to throw litter in the classrooms. The solid waste is collected from the dust bins in separate containers and gathered at Garbage collection centre which is at the extreme corner of the campus. The collected waste is taken by the vendor authorized by Nagarpalika.**
- **The college sensitizes the staff and students to deal with the threat of plastic, a major cause to worldwide pollution. Since we believe in eco-friendly campus; everyone is discouraged from using plastic bags. Signboards/Posters are displayed at various places in the college campus for encouraging ideas of a plastic free environment. The institute is trying to make campus**

Plastic-free zone.

- **Eco-Club is constituted to involve students to promote environmental activities. The Plastic Free campus awareness is spread through banners, posters and counseling. The displays of slogans at various places motivate students not to use/ reduce single use plastics in campus as well as in their homes.**
- **Proper drainage system is functional in the institute which is checked and repaired from time to time. The water cooler is checked regularly to ensure the cleanliness of the water-tank. Toilets are washed properly and proper care is taken for water drainage system.**
- **There is a provision for separate bins In cafeteria for dry and recyclable waste..**
- **Plastic bags are discouraged in the campus. The college campus is declared as Plastic free Zone. Notices are displayed in campus to refrain from use of plastics. The students are encouraged to eradicate plastic from their life. Even cloth bags are distributed to students with a message to discard plastic bags at the time admission.**

- ## E-Waste Management:

- **The institute collects and disposes old, outdated, non-functional electronic items such as keyboards, printers, pen drives, batteries, tube lights, fans, computers, monitors to the vendor. It is ensured from the vendor that all this waste will be discarded in such a way that it doesn't harm the environment in any way.**
- **Institute is drifting towards paperless culture. For administration work rough papers are reused, prints are not taken unless or until the material is not finalized or as and when needed. All teachers are using whatsapp groups or emails to send any kind of study material to the students in their subjects. The usage of paper is reduced in every possible way to promote paper-less culture.**
- **The premises of the college is shared with B. P. Baria science institute. The institute consciously ensures whether Hazardous chemicals and radioactive waste are disposed regularly.**

File Description	Document
Link for Geotagged photographs of the facilities	[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: D.1 of the above

File Description	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: D. 1 of the above

File Description	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: D.1 of the above

File Description	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
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:

- The college attempts to create and develop a conducive environment that is free from any discrimination and where every individual is ensured of his/her right to exist with self-respect and dignity. Despite its minority status the institute values diversity and is extremely inclusive in all its policies and is open to all strata of society irrespective of any caste, creed, region or class.
- The college is committed to protect the rights of each stakeholder. Any type of harassment, humiliation is not entertained or welcomed in the college. Each one is treated with full respect.
- No discrimination is entertained in the admission procedure of the students or appointment procedure of the teachers in the institution. Students from diverse cultural and linguistic backgrounds take admission in the institute and study peacefully. Even in the most tense Anti- communal climate at state or national level, there had never been any clash in the college.
- Students learn in a supportive environment free from any prejudice and discrimination. Proper care is taken to offer equal opportunities to all students irrespective of their social, religious background in all the activities organized by the institute and in those organized elsewhere at state or national levels.
- Students of all religions study with the feeling of respect, cooperation and harmony in the institute. The best glimpse of this communal harmony can be seen in various programmes conducted by different committees from time to time especially in blood donation camps, mega-medical camps, *Lok Jagruti Abhiyans*, Garba and DJ Day etc. celebrations of the students when students of all religions participate and serve sans religion sans caste, Sans class.
- The institute believes in inclusive and non-discriminatory policy therefore in all the activities and programmes all staff members- teaching, non-teaching or ad-hocs are involved irrespective of their positions.
- The institute promotes linguistic diversity. Though great importance is given to regional language, most of the activities like essay writings, debate competitions, Singing competitions etc. are held in three languages, i.e. Gujarati, Hindi and English. All the three languages are encouraged even in communication. This practice has benefitted the students and teachers both. Most of the students and teachers are able to communicate in these three languages efficiently.
- The institute encourages admission of differently abled students in all programmes. Separate space is created in the library and common room for differently abled students. Facilities of ramps, separate toilets are available. Scribes are made available to the differently abled students. Extra time in the examination is given to differently abled students who depend upon scribes. The faculty members of the institutes provide mentorship in and beyond class as and when these differently abled students require.

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:

- **The institute is extremely conscious of its duties in promoting the values, responsibilities, rights and duties charted out in the constitution of India. The institute values constitutional rights of equality, fraternity and liberty and practices it in all its activities, policies and planning. The institute inspires its constituents to abide by the constitution and its ideals.**
- **The college values the rich heritage of composite culture of the nation and translates it in its acts following non-discriminatory and inclusive approach to all people irrespective of caste and creed in all its policies and activities.**
- **The national festivals of The Independence Day and The Republic Day are celebrated with great pride and enthusiasm. On these occasions utmost protocol is observed and due respect is paid to the National Flag and the National anthem. The contribution of various national leaders who sacrificed their lives for the nation is remembered very fondly.**
- **The students are sensitized about their duties and responsibilities towards their Nation through various activities conducted by its NSS wing. The main aim of NSS activities is the development of the personality of students through community service which is achieved by enabling the students to work in community. Thus students are prepared to work in community with the feeling of a family.**
- **Through various plantation drives and environmental programmes students are inspired and sensitized to protect and improve the natural environment.**
- **The programme like Blood donation, medical camps, visits to old age home, Visit to differently abled institutes teaches students the feeling of love and compassion towards their fellow beings.**
- **Through programmes like Swatchhata awareness, No Plastic Use etc. students are taught to become aware towards their environment and work for its conservation and protection and thus protect their country and render national service.**
- **The students are mobilized to become aware voters, responsible citizens and active participants in the process of Governance through various programmes circulated by the Government. Those who don't have voters card are directed to make their voters card.**
- **Students council election offers students the opportunity to learn the parliamentary procedure in a democratic way. The leadership qualities of the students also develop when they participate in the organization of various activities as member of the student's council.**
- **Through NCC the institute inculcates the qualities of discipline and patriotism among the students. NCC develops the feelings of comradeship, discipline, leadership, secular outlook, spirit of adventure and ideals of selfless service amongst the students of the country. Thus NCC prepares the students for leadership in all walks of life and trains them to take up a career in the armed, air and navy forces.**
- **Through Lok Jagruti programmes a feeling of responsible citizen is being inculcated in students. They become aware of the social problems and their role in the society.**

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
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:

- **The institute takes pride in its national history and commemorates Republic and Independence Day with great zeal every year. The institution celebrates with all grandeur and pride the national festivals i.e. the Independence Day and the Republic Day. The members of the Management Committee, the Principal, all the teaching and non-teaching staff members along with students participate wholeheartedly in the celebrations. The chief guest and the Principal address the staff members and the students.**

- **Since its inception the institute is very conscious regarding national festivals and has shown great respect towards the contribution of national leaders and other great personalities. From the celebration of the poet Tagore's anniversary on 7th August 1945, the college has observed and celebrated the anniversaries of many great personages from time to time. Birth and death anniversaries of great leaders like Mahatma Gandhi, Sardar Vallabhbhai Patel, Swami Vivekanand etc. are celebrated with great enthusiasm in which all teaching, non-teaching and students participate. The college organizes and celebrates various national and local festivals for inculcating cultural integrity amongst the students. .**

- **The institute follows the directives of the Government and organizes programmes as and when scheduled by the Government. The birth anniversary of Sardar Vallabhbhai Patel on October 31 is celebrated as Rashtriya Ekta Diwas (National Integration Day).**

- **Cleanliness drive or Swachhta Abhiyan has been undertaken on 2nd October (Birth of Mahatma Gandhi), where all the members of the society along with college staff members march in the entire campus, cleaning the roads of the campus. The college congregates to mark the event and a special assembly is held.**

- **On 5th September, students celebrate Dr. Radhakrishnan's birthday as Teacher's Day with great fervour. The students teach in the class as a tribute to their teachers as a gesture of reverence.**

- **Every year students participate in Youth festival organized by the South Gujarat University and have won prizes in different competitions.**

- **International Yoga Day is celebrated every year on 21st June with great enthusiasm.**
- **Apart from the above activities, the institution organizes several competitions like Rangoli, drawing, debates, essay writing Competitions etc. on various themes of national significance to infuse and instill the feeling of national spirit among students.**

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	[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:

1. **Best Practices in Community Engagement: Community Service through Blood Donation Camp**

The Context	**The college is aware of its responsibility towards society and has catered its various needs from time to time. Blood donation is the most humanistic act which the institute has been practicing for many years. The blood donated by the students has helped many people and has saved their lives.** **Every year the college organizes blood donation camp in collaboration with Red Cross society Navsari to collect blood and thus to cater to the need of the society** **The healthy, enthusiastic and active students are motivated to donate blood voluntarily to meet the blood requirements.**
The objectives of the Practice	**To foster social responsibility and community engagement among students** **To create awareness and motivate students for Blood Donation.** **To enthuse the spirit of responsibility towards humanity in students that they also can save lives and can thus contribute to the national cause of improving the health of others by donating blood.** **To encourage students to donate blood voluntarily without any expectation or return.** **To support the mission of the Red Cross Society of safe and reliable blood services.** **To help anyone, in case of any requirement for blood.**
	The college organizes blood Donation camp every year in

The Practice	collaboration with the Red Cross Society, Navsari. The college has conducted this camp and is contributing to the cause of humanity. • During the last five years, the college has collected 592 units of blood in collaboration with the Red Cross Society, Navsari. • The blood is stored and transported under optimum conditions with the help of the Red Cross Society. • The whole process is always done under the supervision of trained personnel's as well as medical units. • The blood is made available to people irrespective of their caste, creed, and religion, economic or social status.
Obstacles faced *if any and strategies adopted to overcome them*	• Sometimes due to less weight and less Haemoglobin students are not allowed to donate blood and are advised to take proper diet so as they are able to donate blood in forthcoming camps. • Sometimes students, especially girl students feel weakness after donating blood, but they are given urgent attention by the doctors available at the moment. The college does arrangements of coffee and Parle G biscuits. They are advised for rest also. • Due to infrastructural inadequacy blood donation is restricted to college students only. However people from the communities are allowed to donate blood if they come with the prior permission of the principal.
Impact of the practice	• The voluntary blood donation camps have made a great impact on the community, students, and teachers. The society is able to avail blood in times of need. Donated blood is being utilized by the patients and needy people. • Over the years the college has made an impression of trust in the city. People have approached the institute even in the time of urgency for a rare blood group and whenever there is an SOS call from any hospital, students generously donate blood to save lives. This has built up a trusting confidence in the society, • This activity has inculcated a deep sense of responsibility among students. They are seen working with great sincerity and devotion in such activities. • The impact is also apparent on their personality development and managerial skills for organizing such types of events in the college. • The Red Cross Society has recognized this noble cause and has awarded the college in 2019 a certificate of appreciation for donating blood continuously for the past years.
Resources required	• Infrastructural facility-- is provided by the institute. • All medical facilities, Van and team of doctors- It is arranged by the Red Cross Society of Navsari. • Human Resources: NSS Volunteers, College staff,

	administrative staff and Red Cross Society staff accomplish this task together with great cooperation
Evidence of Practice	1. **Photographs of Blood Donation camps** 2. **List of students who donated blood in last five years** 3. **News-paper cuttings of the news-papers** 4. **Red Cross Society list of students who donated blood**
Contact person for further details	**The Principal** **S. B. Garda College** **Navasari** **Contact No.** **O: 02637(250277)** **M: 9427176101** **Email:sbgaradacollege@gmail.com**

Year	No. of Students who donated blood
2015-2016	88
2016-2017	102
2017-2018	118
2018-2019	76
2019-2020	111
2020-2021	97

2. Best Practices in Community Engagement: Community Service through Eye-Check Up and medical Camps

The Context	Since its inception, the college has been committed to the needs of the community. And community services so as the students, faculty and community can forge linkage and the community can be benefitted. The NSS unit of the college has organized Eye check-up camps and medical camps at different rural areas for men and women and children of the economically backward classes. People who have developed cataracts have been detected and detailed reports of normal and abnormal eyes have been given to them, as an outcome of this activity most of the aged people have found cataract in their eyes and we have counselled them for operation by Doctors. Rotary Eye institute has volunteered free operation of these patients. Free spectacles have been given to them.
The objectives of the Practice	To facilitate medical facilities for economically weak people.

The Practice	**The college organizes Eye-check-up/mega medical Check-up camps in villages every year in annual NSS camps.** **By this practice the institute attempts to help the village community to take advantage of the best medical facilities free of cost. By this practice college play a dynamic role in helping the village community.** **College contacts expert doctors and invites their team with all required medical equipment.** **Local villagers are benefited by this practice. Some poor patients are given free spectacles.**
Obstacles faced if any and strategies adopted to overcome them	**NSS organizes Eye Check=Up and Mega medical Camps in special Annual camps every year. One village is selected and along with many other objectives, keeping in view the locational advantages, these camps are kept to facilitate medical facilities at free of cost to the needy ones.** **However, to convince people to come to the camp remains a big challenge for them because people express their helplessness to reach the place of the medical camp due to lack of transport facility. This problem is overcome by taking help from some people who have transport facilities who readily agree to carry patients to the camp and to drop them again at their homes.**
Impact of the practice	**This practice helps the rural people to avail best medical facility free of any cost or at nominal cost.**
Resources required	**'*Jaha Chah vahan Rah*' dictum is true in the case of the institute. In all camps doctors have volunteered their services without taking any charges.** **For many years the medical team of Rotary Eye Institute has been rendering its services with the team of doctors and other needed instruments, Bus facility etc.** **Required medicines are given free of cost to the needy patients.** **Space for camps is provided by the local authorities like medical units, school authorities etc. School premises etc. where the camp is organized every year.** **NSS students along with the local youth work with great enthusiasm and contribute in the service of humanity every year.**
Contact person for further details	**The Principal** **S. B. Garda College** **Navsari** **Contact No.** **O: 02637(250277)**

M: 9427176101

Email:sbgaradacollege@gmail.com

Sr. No.	Year	Event	Place of the Event	Total no. of beneficiaries
1.	2019-2020	Rally on Donate Eye Awareness (Chakshudan Jagruti Rally) (13-12-20019) Eye Check Up and distribution of Spectacle Camp (14/12/2019)	Matwad, Kharel, Gandev,Endhal, Duwada, Vangari, Pipaldhara, Dhanori. Kharel Village	80 NSS Volunteers joined in this rally. 191 Patients took benefit of the camp. 150 Patients were given spectacle free of charge. Rotary Eye Institute Volunteered free cataract operation of 20 Patients
2.	2018-2019	• Rally on Donate Eye Awareness(*Chakshudan Jagruti Rally*)(05/09/2018) • Eye Check Up and distribution of Spectacle Camp(28/10/2018)	Navarra City Dandi Village	300 Students from Garda College joined in this rally. 320 Patients availed this facility. 178 Patients were given spectacle free of charge. Rotary Eye Institute Volunteered free cataract operation of 42 Patients
3.	2017-2018	Mega Medical Camp	Kasturba Ashram, Maroli	684 took benefit of it. 155 Free Spectacle 92 Cataracts Operations were arranged and done free of cost at Rotary Eye

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				Institute
4.	2016-2017	• **Eye Check-Up Camp(25/10/2016)**	**Kachholi**	More than 500 Patients took benefit of this medical facility. 27 Patients Cataracts Operations were done by Rotary Eye Institute free of charge.
5.	2015-2016	• **Thalassemia Check-Up Camp (12/01/2016)** • **Thalassemia Check-Up Camp** **(21-23/01/2016)** • **Eye Check-Up Camp**	**Gurukul Supa**	800 patients from Supa and Pera village & nearby village community were benefited from this camp.

File Description	Document
Link for Best practices in the Institutional web site	[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:

Holistic Development of Students:

MY STUDENTS

 "Words written large in my heart. For them I have chosen the motto EXCELSIOR. May they in the company of their professors strive Higher and Higher."

(A. K. Trivedi March 1946 *The Gardian*)

- **The institute S. B. Garda College was established in 1945 with a prime objective of imparting education to all sections of the society irrespective of caste, creed or class. Since its inception**

the institute is committed to ensure an inclusive and equitable quality education and offer learning opportunities to all. Its mission 'Education for all' affirms and reflects the philanthropic attitude of its founders.

- The mission, motto and vision statements of the institution reflect and define its distinctive characteristics. They provide the basis upon which the institution identifies its priorities, makes plans for future and evaluates its endeavors. The mission statements not only reflect the institution's traditions but also its vision for the future.

- The institute's motto 'excelsior' which denotes constantly rising to higher levels of endeavor and achievement motivates its stakeholders to strive towards excellence in all spheres of individual and collective activity. The institute is operating and progressing ahead proving rightly its motto *Excelsior* which is the never-ending dream of its founder members and is dedicated to the pursuit of creating a knowledge which is instrumental to assist the nourishment and cultivation of values and advancement of the society it serves.

- The institute is constantly trying to improve the quality of education at all levels. The institute has encouraged and has attempted to serve and uplift the status of the disadvantaged section of the society.

- Though the institute follows the syllabus prescribed by the VNSGU University, the institute is conscious of the changing educational and social needs of the society and strived hard to meet the changing expectations of the society by providing an ambient environment and keeping in mind the holistic development of the student.

- The institute has established its distinctive approach towards its comprehensive vision. The main thrust area is holistic development of the students by providing them quality and value based education. The college is striving hard to improve students' support facilities and thus improving the teaching and learning environment constantly. In the last five years support services for the students have been made more students' friendly and special attention is paid upon their holistic development.

- Most of the students in the college are from marginalized sections of the society. Many schemes are facilitated for economically weak students. There are scholarship provisions for SC, ST, OBC and economically backward classes. The institute facilitates to avail all the financial assistance of the Government for the benefit of SC, ST, OBC candidates.

- Feedback system has been systematized and structured. Feedback is collected, analyzed and is used for corrective measures.

- The institute has formalized the Mentor and Mentee programme to monitor the students' performance at all levels and to ensure that they perform academically up to their potential. The institute is committed to inspire students to recognize their potential; to strengthen their varied capabilities; to build an interpersonal relationship between the teachers and students and ultimately to pursue their destined dreams. Each teacher in all departments is assigned with the task of mentoring students. Teachers are directed to monitor the growth of the students assigned to them. All mentors keep a confidential data sheet about their students, "mentors assessment of students" which records a report of mentoring done by the teachers. These reports are periodically evaluated by a team of teachers selected from each department. The mentoring programme is monitored by a committee consisting of the Principal, Vice Principal and some experienced faculty.

- Students' overall development is the core interest of the institute. In 2019-2020 after the internal exams extra classes were provisioned. Proper time table was made and remedial classes were organized to help the slow learners so they could clear their ATKT exams.

- Protection of students is addressed by adherence to insurance. There is a provision of insurance for students.

- **Differently abled students are taken special care and are facilitated with ramps, special facilities in the library, common room, scribes etc.**
- **The institute is striving hard to strengthen the placement and counseling cell to attract employers and provide the right and relevant information to the students for career planning. The institute organizes various career counselling programmes and invites experts to guide and counsel the students. For the last three years the institute has been hosting a mega job fair in collaboration with the Gujarat Government. This is an encouraging step because normally placement activity is conducted by the institutions restricted to their students and by this mega camp, placement activity is taken to a higher level in which various companies and institutes have participated. The institution is providing all the facilities required for the conduction of these placement camps. Interviews are conducted by the experts and representatives of the institutes. Students are shortlisted and appointed as per the norms. Such mega placement camps have provided the students a platform not only to understand the whole procedure of the interview but make them aware of their strengths and weaknesses and thus have motivated and directed them to improve in their future endeavors.**
- **The institute attempts to create various opportunities and a conducive environment for the multifaceted growth of the students. The College arranges seminars/workshops/lectures on personality development, time management, communication skill, interview techniques and group discussion for the development of the students. The College has a Physical Training Instructor who provides guidance for sports and games.**
- **The institution stresses on outreach programmes and inculcates in its students an awareness of the value of the community engagement and thus instilling an empathy for the less privileged sections of society. Students actively participate in community engagement programmes through NSS, Community Service band and other events. The college always initiates and conducts activities like environment awareness, tree plantation, blood donation drives, health check-up camps etc.**

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- **The institute is recognized as a minority institute, however, it is open to all without any discrimination of caste, class, religion or gender.**

- **The institution is endeavouring relentlessly to provide qualitative and value added education for the holistic and sustainable development of students. The faculty and staff are governed by the service rules of the institution in line with the regulatory bodies.**

- **The institute recognizes the need for accreditations from various bodies and is participating in NIRF, GSIRF, NAAC, AISHE.**

- **The college aspires to get funds and grants from UGC and other Governmental agencies so as developmental activities can be expedited.**

- **The college is located in the heart of South Gujarat region. The institute aspires to offer more professional courses and post-graduate courses for improving the career prospects of students.**

- **The institution aspires to take up many more initiatives for students' progression towards higher education. It also hopes to take many more initiatives for sensitizing the students and its locale in environmental consciousness and gender issues.**

Concluding Remarks :

- **S. B. Garda college was established with the prime motto of education for all. The institute is operating and progressing ahead proving rightly its motto *Excelsior* which is never-ending dream of its founder members and is dedicated to the pursuit of creating a knowledge which is instrumental to assist the nourishment and cultivation of values and advancement of the society it serves.**
- **The Institution believes in total inclusive and participatory management involving all concerned individuals of the organization. This has cultivated excellent interpersonal relationship among all constituent members of the institute. There is a sense of belonging among the staff and students due to the positive approach of the management and the principal. All Staff members work collaboratively and are extremely supportive, prejudice-free and non-discriminatory.**
- **During Covid Pandemic period when pedagogical content knowledge was required for shifting from traditional mode to remote mode, the institute showed its resilience to adjust and adapt the**

situation and trained its teaching and non-teaching staff in required ICT tools for the smooth functioning of academic and administrative works.

- Covid 19 period has increased the use of ICT and e-resources in teaching and learning. The institute has strived hard to train the teaching and non-teaching staff to learn and adapt with the ICT tools. Now both teaching, non-teaching staff as well as students are well equipped and have well adapted to online platforms like Microsoft Teams, Zoom, Webex, Google Meet etc. Therefore even in lock down period despite the abruptions and consequences of the Covid pandemic teaching-learning process, examination, assessment and other activities have been facilitated with great success.

- Faculty and students have attended various webinars and online programmes conducted by other institutes.

- Though during COVID-19 pandemic students' participation in community outreach programmes is reduced, however, many of our students have contributed in blood donation camp under strict medical guidance.

- In fact COVID-19 pandemic has given an opportunity to re-invent new modes and methods of teaching and learning and to scrutinize the whole education system with a fresh insight.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS / Elective course system implemented.** Answer before DVV Verification : 12 Answer after DVV Verification: 14 Remark : DVV has made the changes as per IIQA.
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* Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: E. None of the above Remark : DVV has not consider provided feedback report by HEI.
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** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: E. Feedback not collected Remark : Action taken report has not shared by HEI.
2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1323	1442	1289	1223	1108

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1864	1864	1750	1650	1650

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1864	1864	1750	1750	1650

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1864	1864	1750	1750	1650

Remark : DVV has made the changes as per provided report by HEI.

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)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1153	1264	1108	1031	919

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
650	735	595	626	493

Remark : DVV has made the changes as per SC, ST and OBC by HEI.

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

2.3.3.1. Number of mentors
Answer before DVV Verification : 19
Answer after DVV Verification: 15

	Remark : DVV has made the changes as per provided report by HEI.
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)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 437.6 Answer after DVV Verification: 1 Remark : Experience certificate of full time teachers has not shared by HEI.
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>481</td><td>441</td><td>312</td><td>320</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>481</td><td>441</td><td>312</td><td>320</td></tr></table> 2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>760</td><td>676</td><td>540</td><td>454</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>760</td><td>676</td><td>540</td><td>454</td></tr></table> Remark : DVV has given the input as per extended profile 2.3
3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 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** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>01</td><td>08</td><td>05</td><td>05</td><td>05</td></tr></table>

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	02	01	0	01

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years**
	
	    3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.**
	        Answer before DVV Verification:
	
		2020-21	2019-20	2018-19	2017-18	2016-17	
							|---|---|---|---|---|

0	0	1	3	5	 Answer After DVV Verification : 	2020-21	2019-20	2018-19	2017-18	2016-17	 |---|---|---|---|---|
0	0	1	3	3	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	02	01	0	01

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	3	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	3	3

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

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.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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)**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
05	17	08	07	14

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
03	14	05	04	08

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
582	1374	1061	572	1597

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
422	1064	627	277	828

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
190200	107420	508837	719771	364936

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.90	1.07	5.09	7.20	3.65

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**

Answer before DVV Verification : A. Any 4 or more of the above
Answer After DVV Verification: D. Any 1 of the above
Remark : DVV has made the changes as per provided report by HEI.

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)**

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)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
256422	399257.67	176762.95	301180	300672

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.56	3.99	1.76	3.01	3.00

Remark : DVV convert the value into lakh.

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**

4.2.4.1. Number of teachers and students using library per day over last one year
Answer before DVV Verification : 124
Answer after DVV Verification: 24

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

4.3.3	**Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. ?50 MBPS
Answer After DVV Verification: E. < 05 MBPS
Remark : Speed has not reflect in provided bill.

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)**

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)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6245208.01	7432266.89	7075564.7	6296290.53	6384775.71

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.80	1.11	5.36	4.31	2.98

Remark : DVV has made the changes as per provided audited statement of maintenance of infrastructure (physical facilities and academic support facilities) excluding salary by HEI.

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** 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** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
273	1126	522	547	155 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
0	115	0	200	0	
---	---
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** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has made the changes as per provided by HEI.
5.2.1	**Average percentage of placement of outgoing students during the last five years**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
01	24	5	2	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : DVV has not consider provided report by HEI.

5.2.2	**Average percentage of students progressing to higher education during the last five years** **5.2.2.1. Number of outgoing student progression to higher education during last five years** Answer before DVV Verification : 583 Answer after DVV Verification: 568

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.**

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.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	34	28	14	29

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	28	16	7	17

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)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
52	1127	1263	879	703

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	Answer After DVV Verification :				
	2020-21	2019-20	2018-19	2017-18	2016-17
	21	20	20	22	21

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**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	0	0

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**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

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).**

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**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
05	07	02	02	01

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
03	04	01	0	01

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	00	0.019	1.36	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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)**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: D. 1 of the above
Remark : DVV has made the changes as per provided report by HEI.

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**

Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: D. 1 of the above

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	Remark : DVV has made the changes as per provided report by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
12	12	12	12	12 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
14	14	14	14	14	
2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
1600	1600	1540	1540	1430 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
650	735	595	626	493	
3.2	**Number of sanctioned posts year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
59	59	59	59	59 | Answer After DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
60	60	60	60	60	
4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
6476708.01	7539712.89	7407638.75	6714881.53	6449039.71	

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
239.23	272.30	228.69	208.99	786.26