



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>S. B. GARDA COLLEGE(ARTS) AND P. K. PATEL COLLEGE OF COMMERCE, NAVSARI</b>
• Name of the Head of the institution	<b>DR. DHARMVIR MODIRAMJI GURJAR</b>	
• Designation	<b>Principal (in-charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>02637250277</b>	
• Mobile No:	<b>9427176101</b>	
• Registered e-mail	<b>DMGURJAR1431@GMAIL.COM</b>	
• Alternate e-mail	<b>SBGARDACOLLEGE@GMAIL.COM</b>	
• Address	<b>SAYAJI ROAD NEAR FUWARA</b>	
• City/Town	<b>NAVSARI</b>	
• State/UT	<b>GUJARAT</b>	
• Pin Code	<b>396445</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT				
• Name of the IQAC Coordinator	DR. HITESHKUMAR J. PATEL				
• Phone No.	02637250277				
• Alternate phone No.	9879038709				
• Mobile	9879038709				
• IQAC e-mail address	SBGARDACOLLEGEIQAC@GMAIL.COM				
• Alternate e-mail address	HITESHKUMAR1669@GMAIL.COM				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/AQAR-2019-20-5.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/AQAR-2019-20-5.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/ACADEMIC-CALENDAR-2020-2021.jpg">http://sbgardacollege.org/wp-content/uploads/2021/03/ACADEMIC-CALENDAR-2020-2021.jpg</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.27	2008	16/09/2008	16/09/2013
<b>6. Date of Establishment of IQAC</b>			01/07/2015		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
PARTICIPATED IN NIRF 2020.		
PARTICIPATED IN GSIRF ( GUJARAT STATE INSTITUTIONAL RATING FRAMEWORK) 2020 AND GOT 2 STARS.		
BLOOD DONATION CAMP.		
CLEANLINESS DRIVE BY NCC		
SOCIAL SERVICE IN COVID-19 PANDEMIC		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To plan timetables for online class and upcoming university examinations.	Decided collectively to plan timetables of online classes and make preparation for upcoming university examinations.
To plan various co-curricular activities and prepare an activity calendar for the current academic year 2021-22.	Decided collectively to plan different student-centered activities and prepare an activity calendar under the guidance of the chairman of activity respectively.
To organize online guest lectures as departmental activity.	Decided unanimously online mode guest lecture in different subjects as departmental activity.
To make preparation for new entry level admission.	Decided unanimously to make full preparation for entry level admission as per rules and regulation of university under the leadership of principal Dr. D. M. Gurjar.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>
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Name	Date of meeting(s)
IQAC	13/01/2022

<b>14. Whether institutional data submitted to AISHE</b>
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Year	Date of Submission
2020-21	21/01/2022

<b>Extended Profile</b>
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<b>1. Programme</b>
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1.1	308
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Number of courses offered by the institution across all programs during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>3216</b>
Number of students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.2		<b>650</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.3		<b>553</b>
Number of outgoing/ final year students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>19</b>
Number of full time teachers during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
3.2		<b>60</b>
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4. Institution</b>	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	64.76
4.3 Total number of computers on campus for academic purposes	10

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

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

The college 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	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

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	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/ACADEMIC-CALENDAR-2020-2021.jpg">http://sbgardacollege.org/wp-content/uploads/2021/03/ACADEMIC-CALENDAR-2020-2021.jpg</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

## **1.2 - Academic Flexibility**

**1.2.1 - Number 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**

**14**



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

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

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

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

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File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

6

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

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

**239**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<b>No File Uploaded</b>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/FEEDBACK-ANALYSIS-20-21.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/FEEDBACK-ANALYSIS-20-21.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1864

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

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

650

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

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.

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

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

Number of Students	Number of Teachers
3216	19

File Description	Documents
Any additional information	No File Uploaded

### 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

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.

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.

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

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

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, ebooks/ 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.

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	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

19

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

### 2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**8**

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

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

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

**437**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

The college has 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	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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.

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. 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.

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

## 2.6 - Student Performance and Learning Outcomes

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

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

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

- 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

552

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

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://sbgardacollege.org/wp-content/uploads/2021/03/STUDENT-FEEDBACK-ANALYSIS-20-21.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects /

**endowments in the institution during the year (INR in Lakhs)**

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

01

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

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

### 3.3 - Extension Activities

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

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

03

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

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

**3.3.4.1 - Total number of Students participating in extension activities conducted in**

**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

422

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

0

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

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

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

We focus on the overall development of the students by providing them adequate facilities for extracurricular 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, mehendi, 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

3

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/4.1.3.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

1.90

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

**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	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/4.2.1.-FINAL.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/4.2.1.-FINAL.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

2.56

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

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

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

252

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

### 4.3 - IT Infrastructure

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

The 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 24x7. 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	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

10



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

**4.3.3 - Bandwidth of internet connection in the Institution** A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

6.245208

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1502

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

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

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

91

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

<p><b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b></p>	<p><b>C. 2 of the above</b></p>
--	---------------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<p><b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
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<p>0</p>
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<p><b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b></p>
---

<p>0</p>
----------

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

119

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

01

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

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

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

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

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

2

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

### 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

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs



File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

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	Documents
Paste link for additional information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/6.1.1.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/6.1.1.pdf</a>
Upload any additional information	No File Uploaded

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

The 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.

File Description	Documents
Paste link for additional information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/6.1.2.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/6.1.2.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 interrelationships 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/6.2.1.-6.2.2.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/6.2.1.-6.2.2.pdf</a>
Upload any additional information	No File Uploaded

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

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 incharges, 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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://sbgardacollege.org/wp-content/uploads/2021/03/6.2.1.-6.2.2.pdf">http://sbgardacollege.org/wp-content/uploads/2021/03/6.2.1.-6.2.2.pdf</a>
Upload any additional information	No File Uploaded

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

A. All of the above

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

**6.3 - Faculty Empowerment Strategies**

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

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.

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

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

00

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

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

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

07

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

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

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.

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

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit



objections within a maximum of 200 words

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

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

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

0

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

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

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.

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

## 6.5 - Internal Quality Assurance System

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

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.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The 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 teachinglearning 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.

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

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

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

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	D. Any 1 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**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

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

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

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

**D. Any 1 of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

**B. Any 3 of the above**

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

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

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.

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

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

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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The 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	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

S. B. GARDA COLLEGE (ARTS) &

P. K. PATEL COLLEGE OF COMMERCE, NAVSARI

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 is

practicing since 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 Red Cross Society of safe and reliable blood services.
- To help anyone, in case of any requirement for blood.

#### The Practice

- The college organizes blood Donation camp every year in collaboration with Red Cross Society, Navsari. The college is conducting this camp and is contributing to the cause of humanity.
- During the years, the college has collected 97 units of blood in collaboration with Red Cross Society, Navsari.
- The blood is stored and transported under optimum conditions with the help of 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 arrangement of coffee and Parley 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 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 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 type of events in the college.
- 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

Navarra

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Title of the Practice: No Pending work policy

The Context

- When the present In-Charge principal took charge in 2015-16, there were many pending works. Therefore, the principal and the Trust together decided not to keep any work pending, since then the institute strictly committed to the firm decision of NO Pending Work policy.

The objectives of the Practice

1. To accomplish the works immediately
2. No Pending work on the table

The Practice

The New Trust and administration started its tenure with firm decision that every pending work will be completed first. According to the priority, works were enlisted and completed. (File Attached). It was decided that the utmost transparency will be entertained in any matter. All problems were taken seriously and entertained positively.

Obstacles faced if any and strategies adopted to overcome them

- In many cases repeated actions were taken; queries were responded, great problems were faced but ultimately with the constant efforts of the institute works were accomplished and now most of the pending works are completed and the institution is functioning smoothly with no work pending.

Impact of the practice

- All the pending works of pension cases, arrears etc. (Write other works) were prioritised and accomplished successfully. (List of the works done during five years is attached). The administration is committed to its decision and utmost transparency is maintained in all matters. Even pension papers are prepared well in advance so as retiring employee get her/his due in time and pension can be facilitated in time.

Resources required

- With the constant hard work of the administrative staff and thoughtful insight of the principal and the Trust, the institute has settled all pending matters and is now smoothly functioning with routine works.
- Every possible opportunity is explored and varied resources are used to do the work done.

Evidence of Practice

- NA

Contact person for further details

The Principal

S. B. Garda College

Navsari

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M: 9427176101

Email: sbgaradacollege@gmail.com

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

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 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	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

TO FOCUS ON STUDENTS CENTRIC ACTIVITIES FOR THEIR HOLISTIC DEVELOPMENT.

TO START POST GRADUATE PROGRAMME IN PSYCHOLOGY SUBJECT.

TO CREAT CENTER FOR GPSC AND UPSC EXAMINATIONS.

TO FOCUS ON WOMEN SELF DEFENCE TRAINING.

TO PROVIDE MORE FACILITIES FOR YOGA AND MEDITATION ACTIVITIES.

TO START SHORT TERM COMPUTER COURSES.

*M. J. Patil*  
Co-ordinator  
IQAC

*(Signature)*  
Dr. Principal  
S. B. Garda College (Arts) &  
P. K. Patel College Of Commerce  
Navsari.