

## **Executive Summary**

Since 1993, Smt. AP Patel Arts and Late Shri NP Patel Commerce College, Naroda, Ahmedabad, has been imparting higher education to the students who largely hail from a densely populated working class locality of the eastern part of the city and scores of nearby villages. Managed by Shri Naroda Kelavani Mandal (est. 1957), ours is a co-education, Gujarati medium, Grant in Aid College affiliated to Gujarat University, Ahmedabad. We offer UG programmes of BA and B. Com and PG programmes of MA and M. Com and Computer Courses of Dr. BAOU and SCOPE course of the Gujarat Government. We carry out our academic duties with missionary zeal and commitment to suit our Vision, Mission and Goal statement. We have satisfaction that, though we are far away from our destination, we have been moving ahead on the right track and on the fast track. Imparting education to the students who hail from lower middle, working class families with fewer resources is indeed an uphill task and we have taken up this challenge with a strong will power and firm conviction. While moving ahead, we take, once again, this opportunity to share our vision in action and thereby make ourselves aware of our weak spots. This is what we have outlined hereunder.

### **1 Curricular Aspects**

We are glad that the goals and the objectives of the Institution have largely been translated into the academic programmes and allied activities. The programmes we offer meet the long felt demand of the society. The curricula are designed by the Gujarat University on the UGC guidelines. As the members of the BoS, our faculty play vital role in designing the curricula. All the UG and PG programmes follow the CBCS and Semester pattern. We also offer career orientated computer courses of Dr. BAOU and SCOPE.

### **2 Teaching – Learning and Evaluation**

We maintain total transparency in admission and evaluation process. Admissions are given purely on merit basis as per the University and Government norms. We evaluate the students' academic performance through internal tests, Assignments and Workbooks. For slow learners we conduct Remedial classes in English. We arrange scores of activities to enhance the quality of learning process. To bridge the gap of knowledge among the new students, we also arrange Bridge Course. We also conduct activities like Study Circle and Study Tours.

### **3 Research, Consultancy and Extension**

We have pleasure that nine of the faculty have Ph. D degree while Dr. RJ Chaudhari has been a recognized Ph. D guide in Physical Education. Thus, our Institution has a Research Centre where three students are currently pursuing their research in Physical Education. The Institution has all modern facility to support research activities. 10 faculties have written books on curricular aspects while all the faculties have participated in several National and International seminars. The Institution undertakes extension activities like NSS programmes, Blood Donation Camp, Community Library and have linkages and collaboration with several NGOs.

#### **4 Infrastructure and Learning Resources**

We have an all- inclusive infrastructure to carry out curricular and co- curricular activities. This includes 16 classrooms, Computer Centre, DELL, huge playground, Gymnasium, Parking, Girls' Room, and Canteen among others. We have all modern equipments to conduct teaching-learning activities. We use ICT. The process of automation of library is in progress. Because of the Government policy, the post of librarian has remained vacant for years and we have to face a lot for this shortfall.

#### **5 Student Support and Progression**

We have satisfaction that we are imparting higher education largely to the weaker section of the society. About 70% of our students are girl students. We pass all the Governmental benefits to the students belonging to the weaker section. Besides, we felicitate meritorious students with Institutional scholarships and allow freeships to the needy students. We also felicitate students for their achievements at the Annual Function. Parents and Alumni also extend support to students for placement and vocational guidance. CWDC addresses to the needs of the girl students.

#### **6 Governance and Leadership**

To achieve academic goals, all faculty work as a team and conduct curricular and co-curricular activities throughout the year. Besides, faculties also work hand in hand under various Committees. As the Head of the Institution, the Principal guides and monitors all activities. The faculty can use the entire infrastructure and other facilities for these activities. Our students shine out in sports. The Management is planning to come up with a new academic campus in near future.

#### **7 Innovative Practices**

We undertake all our activities keeping the students' interest at the centre. Thus, we take care of their participation in them and value their feedback. We ensure equity among them and take extra care of the differently-abled students. We also conduct activities to enhance their performance and bring down the drop out ratio. With linkages with scores of organizations, we have brought in society in our activities and with our extension activities; we have gone in the community. We also promptly address the grievances of the students.

# Part II: Evaluative Report

## Criterion I: Curricular Aspects:

### 1.1 Curriculum Design and Development

- 1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

**Vision:**

**“To impart quality higher education to meet the challenges of the modern times.”**

**Mission:**

**“To achieve excellence through quality education, by offering career – oriented programs, by using the modern technology for the best academic outcome among the students of Naroda and nearby villages.”**

The Vision, Mission and Goals have clearly been communicated to the students, teachers, staff and other stakeholders through Prospectus, website and continual follow-up curricular and co-curricular activities. They have also been prominently exhibited at various places in the premises. During various functions in the College, the Principal and faculty concerned also allude to the Vision, Mission and Goal of the Institution.

- 1.1.2 How does the mission statement reflect the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientation?

The mission statement vividly reflects the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientation mainly through the continual follow-

up curricular and co-curricular activities. Besides, it is also reflected through the followings;

- 1 We provide facilities of higher education to the students of Naroda which is a densely populated industrial area with generally lower middle labour class localities and to the students of about 40 nearby villages.
- 2 Keeping in view the general background of the students of our catchment area, we impart instruction in Gujarati medium.
- 3 To make our students aware of the prevailing economic trends, we offer Economics as an elective subject.
- 4 For a brighter future of the students, we have also started the career oriented PG programs of M.A. and M.Com.
- 5 We offer Computer as an optional subject to the students. We have a well-equipped Computer Center and Computer related aids including CDs and LCD projector in our College.
- 6 We offer the Add-on career oriented Program of SCOPE for proficiency in English through the State Government sponsored DELL program in our College.
- 7 We offer the following Add-on career oriented courses in Computer through the Study Center of Dr. BAO University in our College.
  - i) Certificate in Computing (CIC)
  - ii) Certificate in Personal Computer Software (CPCS)
  - iii) Certificate in Computer Concept (CCC)
- 8 For the mental and physical fitness of the students, we offer the opportunities and training in sports and cultural activities.
- 9 For an all-round personality development and confidence- building of our students and to bring out their inherent talents, we conduct the inter-class competitions, such as competitions in various cultural activities, fine arts and sports. We also train students for participation in various inter-collegiate events, Zonal and University level youth festivals and sports events.

- 10 For economic empowerment of our students and better opportunities of self-employment, we arrange training programs in handicrafts and co-operative movement.
  - 11 For value orientation of the students, we begin the day with the live recital of the National Song and holy hymns. Besides, we arrange Yajna on January 1 every year. NSS and NCC camps also inculcate values among the students.
  - 12 To create an awareness and sensibility among our students for the society and Nation, the institution offers them the activities of NCC and NSS.
  - 13 For enhancement of the communicative skills and better results, we arrange the remedial course and bridge course in English subject, and also arrange competitions like elocution, essay writing in English.
  - 14 We provide job opportunities to our students through in – campus placement camps.
- 1.1.3 Are the academic programmes in line with the institution’s goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)

### **The Goals and Objectives of the Institution**

#### **Goals:**

- 1 To impart quality education for an all- round development of the Students which may generate in them the intellectual skills, moral values, social sensibility and national pride.
- 2 To enhance academic abilities of the students in their subjects through quality education.

- 3 To offer them opportunities for the personality development and confidence building by bringing out their inherent talents through co-curricular, extra-curricular and extension activities.
- 4 To create an awareness among the students towards Social Services and National Integration through various activities.

**Objectives:**

- 1 To develop Numerical abilities and Analytical aptitude by offering the theoretical and practical education to the students of Commerce faculty.
- 2 To develop creativity of the students and make them community- savvy by offering them Programs in the language groups and Humanities in Arts faculty.
- 3 To offer various training programs to the students to strengthen their learning and equip them for employment opportunities.
- 4 To generate environmental awareness and social sensibility among the students through the curricular and co-curricular activities.

We have pleasure to state that the academic programmes are in line with the institution's goals and objectives.

Although the Institutions affiliated to Gujarat University enjoy little autonomy in terms of developing the curricula, the voice of our students and faculty reaches to the respective Boards of Studies (BoS) through the faculty who happen to be members of the respective BoS. Revisions take place accordingly and the institutions adopt the revised curricula.

The details of the faculty who served on BoS in the respective subjects have been furnished below.

No.	Name	Subject	Term
1	Dr. R. J. Chaudhari	Physical Education	Since 2006
2	Dr. S. P. Patel	Hindi	Since 2009

The curricula are devised by the respective BoS with the aim of addressing the needs of the society and have therefore relevance to the regional / national and global trends and developmental needs. This is reflected through the options we

offer and the activities we undertake all through the year. Besides, the details furnished in 1.1.2 above clearly specify it.

Keeping in view Equity, Self development, Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands, we undertake co-curricular and extension activities including NCC, NSS, Placement camps, SCOPE, academic tours during the year.

The Institution admits the students belonging to all the Disadvantaged groups without any discrimination to all programmes. In 2011-12, over 40% of the total students hailed from SC, ST and OBC categories. Besides, about 70% of total students were women-girls. This shows the Institution's concern for the disadvantaged classes of the society.

As part of the ICT introduction the following faculty delivered live TV talk at the State Government initiative of **BISAG**. (Updated till February 10, 1012).

No.	Name	Subject	Lectures delivered
1	Prin. Dr. J. B. Patel	Commerce	1
2	Jagdish Anerao	English and CC	11
3	D. A. Patel	Commerce	9
4	J. J. Parmar	Psychology	1
5	D. P. Suthar	English	1
6	Dr. M. J. Viradiya	Sanskrit	2
7	Dr. P. I. Patel	Economics	1

1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

ICT plays vital role for equipping the students to compete in the global employment markets in the following way.

1. The Institution has a well-equipped, State Government funded DELL-language laboratory and Computer centre for the use of ICT and the Institution encourages the use of these facilities.
  2. SCOPE programmes extensively use ICT.
  3. Some members of the faculty opt for ICT as a tool for classroom teaching.
  4. Some programmes have ICT as an integral part of the curriculum.
  5. So far 7 faculty have presented curriculum topics through live interactive telecast through the State Government sponsored BISAG programme. (pl. see 1.1.3 above for details)
  6. In the elective subject of Computer, ICT is widely used.
  7. The Study Centre of Dr. BAOU in the Institution offers Computer courses.
- 1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)

Although the Institutions affiliated to Gujarat University enjoy little autonomy in terms of developing the curricula, the feedback of our students and faculty is considered by the respective Boards of Studies (BoS) Very often, the feedbacks from alumni, employees and academic peers, received during formal interactions also play vital role in framing the curricula. Revisions take place accordingly and the institutions adopt the revised curricula.

The details of the faculty from our Institution who are the members of BoS in the respective subjects are as under.

No.	Name	Subject	Term
1	Dr. R. J. Chaudhari	Physical Education	Since 2006
2	Dr. S. P. Patel	Hindi	Since 2009



## 1.2 Academic Flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

The following programme options are available to learners in terms of Degrees, Certificates and Diplomas

No.	programme	options
1	Degree UG – 2	BA and B. Com
2	Degree PG – 2	MA and M. Com
3	Certificates - 4	CCC, CIC, CPCS, SCOPE.
4	Diploma	Nil

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:  
a) Core options b) Elective options c) Add on courses  
d) Interdisciplinary courses e) Flexibility to the students to move from one discipline to another f) flexibility to pursue the programme with reference to the time frame (flexible time for completion)

The Core and Elective options go on changing in each semester at UG and PG levels.

The details of the options available at the entry levels are as under'

<u>UG</u>	<u>Core options</u>	<u>Elective options – 1 &amp; 2</u>
<u>BA</u>	English Hindi Gujarati Sanskrit	Psychology Economics Hindi Gujarati Computer Application
<u>B. Com</u>	Economics, General Accountancy Business Communication English HRM	There is one Subject in Core Elective and Subject Elective each.

<u>PG</u>	<u>Core options</u>	<u>Elective options</u>
<u>MA</u>	Gujarati Sanskrit Hindi	Nil
<u>M. Com</u>	Economics, Management HRM Financial Marketing Accountancy Business Administration Financial Services	Nil

c) **Add on courses**

The Institution offers the following Add on courses.

1. CCC
2. CIC
3. CPCS
4. SCOPE

d) **Interdisciplinary courses** Not Available

e) **Flexibility to the students to move from one discipline to another**

Not allowed as per the University norms, so the Institution cannot allow students to move from one discipline to another. Partial flexibility however is available for the B. Com students who are allowed to move to BA programme.

f) **Flexibility to pursue the programme with reference to the time frame (flexible time for completion)**

Not allowed as per the University norms

1.2.3 Give details of the programmes and other facilities available for international Students (if any)

Though all the programmes and other facilities in the Institution are available for international students, no special provisions have been made for international students in absence of them.

1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

**The details of the self-financed programmes in the institution**

Sr.	Programmes	Fees (Rs.)	Duration	Curriculum	Eligibility
1	CCC.	4000/2780	6 months	Dr. BAOU	SSC
2	CIC	3130/2130	6 months	Dr. BAOU	HSC
3	CPCS	1430/1030	6 months	Dr. BAOU	HSC
4	SCOPE	600	100 hrs	Cambridge University	16 yrs

All these self-financed programmes are open-to all, provided the aspirants qualify to the minimum qualification in all the programmes.

**1.3 Feedback on Curriculum**

1.3.1 How does the college obtain feedback on curriculum from

a) Students?

In all Courses, students’ feedback on curriculum is by way of

1. Random Feedback.
2. Drop Box (Suggestion/ Complaint Box)
3. Direct access by the students to the faculty and Principal.

b) alumni?

We solicit Feedback from the alumni on curriculum during meetings. As such, they have little to say on the current curriculum.

c) Parents?

We solicit Feedback from the Parents on curriculum during meetings. As such, they have little to say on the current curriculum.

d) employers / industries? - Nil

e) academic peers? - The Members of BoS present their feedback in the meetings.

f) community? - Nil

- 1.3.2 How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

Necessary follow up actions are promptly taken on the feedback. They are analyzed and the outcome /suggestions are communicated to the respective BoS for continuous improvements and appropriate inclusion.

#### **1.4 Curriculum update**

- 1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

Generally, in Gujarat University, syllabus revision on the basis of the UGC guidelines takes place after every three years in all subjects.

With the introduction of the CBCS and Semester systems at the UG and PG levels, the step by step major revisions in the syllabi from the grass-root level have been taking place at all levels since 2010-11.

- 1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

The institution has been affiliated to Gujarat University and as the University frames the curricula through the respective BoS, therefore the institution has almost negligible role to play in framing the curriculum. The respective BoS ensures that the curriculum bears a thrust on core values adopted by NAAC. The Institution has only to follow the curricula framed by the respective BoS.

Dr. Ramesh Chaudhari, Asso. Professor, Physical Education and Dr. Suresh Patel, Head, Dept. of Hindi in our Institution have been the members of BoS in their respective subjects and have been instrumental in ensuring that the curricula of their respective subjects bear a thrust on core values adopted by NAAC.

- 1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

The institution has been affiliated to Gujarat University and therefore has almost negligible role to play in developing and/or restructuring the curricula as the University frames the curricula through the respective BoS. All the BoS necessarily use the guidelines of laid down by the statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula. The Institution only follows the curricula framed by the respective BoS.

Dr. Ramesh Chaudhari, Asso. Professor, Physical Education and Dr. Suresh Patel, Head, Dept. of Hindi in our Institution have been the members of BoS in their respective subjects and have been instrumental in using the guidelines of statutory body - the UGC- for developing and/or restructuring the curricula in their respective subjects.

- 1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

The Gujarat University frames and modifies the curricula through the respective BoS, With the step by step introduction of the CBCS and Semester systems at the UG and PG levels since 2010-11, the existing courses have been modified to meet the emerging/ changing national and global trends precisely because they have been framed as per the UGC guidelines.

## **1.5 Best Practices in Curricular Aspects**

- 1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

The Institution undertook the following quality sustenance and quality enhancement measures during the last five years in curricular aspects.

1. Dr. Ramesh Chaudhari, Asso. Professor, Physical Education and Dr. Suresh Patel, Head, Dept. of Hindi in our Institution have been the members of BoS in their respective subjects. They take care for the quality sustenance and quality enhancement measures in curricular of their respective subjects.
2. Faculty represent the problems/ suggestions about their respective subjects which prove to be useful in the quality sustenance and quality enhancement measures.

3. The Institution opened the state Government sponsored DELL and launched SCOPE programme for better proficiency in English among the students- a step forward towards quality sustenance and quality enhancement measure.
4. As many as 7 members of the faculty delivered 26 the live academic talks in all on their respective curricular topics at BISAG- a State Government Educational initiative.
5. Ten faculties wrote books on curricular topics of their respective subjects.
6. 9 members of the faculty were allowed to participate in the Refresher/ Orientation programmes during the last five years. This proves to be very useful in the quality sustenance and quality enhancement in curricular aspects
7. Use of ICT has encouraged.
8. Free internet access has been made available to all the stakeholders.
9. Study tours were arranged by some of the departments.
10. Students were allowed to participate in the inter-collegiate academic events.
11. In all **15 Guest lectures** were arranged by various departments in view of quality sustenance and quality enhancement in curricular aspects..
12. The Institution allowed 2 faculty to deliver guest lectures at the other institutions.
13. A unique feature of our Institution on quality sustenance and quality enhancement had been the cycle of the weekly tests until 2011. It has to be discontinued following the introduction of the CBCS.
14. We have organized Seminars for the students and faculty.
15. Study circles in several subjects arrange various programmes.
16. Department-wise celebrations of Days.
17. The Wall magazine *Navonmesh* provides opportunity for quality enhancement among the students.

1.5.2 What best practices in ‘Curricular Aspects’ have been planned/ implemented by the institution?

Apart from the activities mentioned, we arrange the followings;

1. Departmental Study tours
2. Use of ICT.

3. Guest lectures.
4. Telecast of live BISAG talks on the curricular topics.
5. Screening of films which have been based on the curricular topics.
6. Free internet access has been made available to all the stakeholders.
7. Study Circle in various subjects.
8. Contribution of the faculty in planning and implementing curriculum through BoS.

**Additional Information in view of the Observations made under Curricular Aspects in the previous assessment report and how have they been acted upon.**

**It was observed** that ‘the College is yet to organize any seminar or conference in its premises.’

We are proud to state that to make up for this deficit, our Institution have so far organized 11 seminars in all.

In 2009-10, our Institution organized Nine State level Seminars in our premises in the following subjects.

1. English
2. Hindi
3. Sanskrit
4. Gujarati
5. Psychology
6. Economics
7. Commerce- Accountancy
8. Computer Science
9. Physical Education

In 2010-11, our Institution organized Two UGC sponsored National level Seminars in our premises in the following subjects.

1. Sanskrit
2. Physical Education

We have also started DELL- language laboratory in our College.

## Criterion II: Teaching – Learning and Evaluation

### 2.1 Admission Process and Student Profile.

2.1.1 How does the institution ensure wide publicity to the admission process?

- a. Prospectus - Yes
- b. Institutional Website - Yes
- c. Advertisement in Regional/ National Newspapers - No
- d. Any other (specify) - Local Newspaper

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level.

- a. **General** – In all UG and PG courses, admission are given on the merit only. Separate merit lists of all categories are prepared and on approval by the University, the same are furnished on the Notice board. Only those who stand in merit are selected for admission.
- b. **Professional** - NA
- c. **Vocational** - Spot admission

2.1.3 How does the Institution ensure transparency in the Admission process?

The Institution ensures total transparency in the Admission process. In all UG and PG courses, admission are given on the merit only. Separate merit lists of all categories are prepared and on approval by the University, the same are furnished on the Notice board.

Only those who stand in merit are selected for admission.

2.1.4 How do you promote access to ensure equity?

- a) **Students from disadvantaged community.** –

They are admitted without any discrimination as per the rules. We ensure equity by allowing them open access to all the facilities without any discrimination. Reservation, Freeships and Scholarship norms are strictly followed at all levels.



b) **Women** –

They are admitted without any discrimination as per the rules. We ensure equity by allowing them open access to all the facilities without any discrimination.

Besides, as per the UGC norms, **CWDC** also takes care of the women's problems, if any. Various programmes are held for general awareness for them during the year.

c) **Differently-abled** –

1. A wheel-chair has been purchased for the differently abled.
2. A slope has been specially constructed to allow easy movement of the wheel-chairs.
3. Special seating arrangements are made for the differently-abled students during examinations.
4. Toilets with the western pattern have specially been made for the convenience of the differently-abled students.
5. All the benefits including freeships/ scholarships are passed on to them from time to time.
6. The facility of writers and extra time are permitted during examinations.

d) **Economically-weaker sections** –

1. All the benefits including freeships/ scholarships are passed on to them from time to time.
2. Special library support is provided to them.
3. We allow freeships to these students.

e) **Sports personnel** –

Students with outstanding performance in the inter-university events are felicitated at the annual function. They are rewarded with freeships and track suits and sport shoes.

f) **Any other (specify)** -

To ensure equity, all the meritorious students, irrespective of class, creed or gender are encouraged and rewarded with Kankuba and Jagjivan scholarships every year.

Best NSS leader, Best NCC cadet and Best student in cultural activities are also felicitated at the Annual function.

## 2.2 Catering to Diverse Needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.

As the admissions are given purely on the merit basis, the Institution is not required to make any provision for assessing the students' knowledge and skills before the commencement of the programme. Still, we conduct the '**Bridge Course**' precisely to bridge the knowledge gap of the incoming students of first Semester students of English for enabling them to cope with the programme.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners

A unique feature of the Institution had been **the cycle of the weekly tests**. It was easy for the Institution to identify slow and advanced learners on the basis of their performance at these tests. The students are shown their answer books to enable students to come across their weak areas. Besides, the Institution identifies the slow and advanced learners on the basis of **Workbooks** and **Assignments**.

For further improvement of the performance of the slow and advanced learners, the Institution provides the followings;

1. Facility of **Reading Room** to all the students throughout the year.
2. Special interactive **Guest Lectures** are also arranged by some departments.
3. **Special sessions for English Grammar** practice are arranged in DELL.

### **Strategies for the advanced learners**

1. Special counseling is provided to the advanced learners of all the subjects.
2. They are also exposed to the use of ICT and Internet.
3. The advanced learners are facilitated with scholarships at the Annual Function.
4. Due recognition is given to the academic achievements of the meritorious students by special mention through announcement.
5. The toppers of all subject-groups at the second year examinations are given text books free of charge in the final year.

### **Strategies for the slow learners**

1. For the reinforcement of the curriculum topics, **Additional Assignments** are given to the slow learners.
2. Free-of-charge **Remedial Classes** in English subject are also arranged for the slow learners of TYBA.
3. Often the parents of the slow learners are intimated.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

As per the University norms, there is no provision for tutorials for the students under the CBCS. However, time slots have been allotted for **Seminar** after the teaching hours of the respective subjects under CBCS.

2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.

1. The HoDs play the role of the mentors in all the subjects.
2. The students' mentoring takes place on the basis of their performance at the examinations, Assignments and Workbooks.
3. Besides, the students who participate in various curricular and co-curricular activities are guided by the faculty and their progress is monitored.
4. For mentoring of the students, we arrange Guest Lectures and live telecast of the State Government's BISAG programme in the respective subjects.

5. Often senior and past students provide need-based guidance to the needy students.

#### 2.2.5 How does the institution cater to the needs of differently-abled students?

The institution caters to the needs of the differently-abled students in the following way.

1. A wheel-chair has been purchased for the differently-abled.
2. A slope has been specially constructed to allow easy movement of the wheel-chairs.
3. Special seating arrangements are made for the differently-abled students during examinations.
4. Toilets with the western pattern have specially been made for the convenience of the differently-abled students.
5. All the benefits including freeships/ scholarships are passed on to them from time to time.
6. The facility of writers and extra time are permitted during examinations.

### 2.3 Teaching -Learning Process

#### 2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

1. A best practice of the Institution has been the commencement of the teaching activity right from the **Day One** of each term. All the departments work out distribution of units, teaching plans and strategies in advance. Departments also work out the blue print of activities for the year in advance.
2. The Institution prepares **Academic calendar** in which all the details regarding tests, study tours and co-curricular activities are furnished.
3. Till 2020-11, in the **Annual Pattern**, the schedule of the **Weekly Tests** was announced in advance for the convenience of the students while in the **Semester Pattern**, the tentative dates of the Internal tests are announced. The dates of the Re-tests and results are also announced in advance.

2.3.2 What are the various teaching- learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

The faculties adopt a variety of different teaching- learning methods. The details of the same are as under.

1. By and large, lecture method is used in all courses. Besides, the faculty also opt for **interactive method** as the case be.
2. **Work-books** have been a part of curriculum of English and Commercial Communication at all levels. The respective faculty guide the students fill in their work-books.
3. **Reading aloud** also takes place in some subjects. This practice is found fruitful for the reinforcement of the topics.
4. **ICT** is used as a tool of learning method by some faculty.
5. **Live telecast** of the interactive academic talks through the State Government sponsored **BISAG** is also made available to the students.
6. As the **project-based learning and seminars** form a part of curriculum in the PG programmes, students are required to undergo the project-based learning and seminars.
7. Often **Case study** method is used in the subjects like Business Organization and Management and Business Law.
8. **Computer-assisted learning** takes place in B.Com and BA programmes. Practical method is adopted in these programmes.
9. Every year, various departments conduct **Study Tours** for experiential learning.
10. As a supportive activity to bring out and enhance skills of the students, a **Wall Magazine** – *Navonmesh* is brought out regularly.
11. Curriculum based **films** are screened for better comprehension of the topics.
12. **Guest Lectures** are arranged as a learning method by most departments every year.
13. **CDs** of some curriculum topics are made available to the students.
14. Voluntary **Paper Reading** is conducted by some faculty.
15. **Seminars and Assignments** have been a part of curriculum in the CBCS.

16. **Charts and Photographs** are displayed on the walls.

2.3.3 How is learning made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

The strategies and the steps taken by the Institution to make learning student-centric are as under.

1. The faculties opt for **interactive method** as the case be. This gives the students enough ambiances to raise topic-related questions during the class.
2. **Library hours** have been scheduled to enable the students to make maximum use of the facilities.
3. The students are encouraged to make the optimal use of the library facilities including the **subject journals**.
4. **Free Internet Access** is made available to the students in the library.
5. The Institution provides the facility of **Reading Room** to all the students throughout the year.
6. **Xerox facility** at subsidized rates is made available students.
7. **ICT** is used as a tool of learning method by some faculty.
8. In the **Soft skills and Foundation courses**, the institution offers subjects like Stress management, Human Rights, Personality Development and Indian Culture for the acquisition of life skills, knowledge management skills and lifelong learning.
9. Every year, the Institution organizes the **training programmes of Co-operative activity, Handicrafts and Karate** for development of skills.
10. To make learning more student-centric, **charts, diagrams and photographs** are displayed in the class-rooms.
11. Curriculum based **films** are screened for better comprehension of the topics.
12. Every year, **Guest Lectures** are arranged as a learning method by most departments.
13. **CDs** of some curriculum topics are made available to the students

14. Every year, various departments conduct **Study Tours** for the field exposure to the students.
15. As a class-room activity, **Reading aloud** also takes place in some subjects. This practice is found fruitful for the reinforcement of the topics.
16. Learning is made more student-centric by **rewarding the toppers** by freeships, scholarships and free library books.
17. Students are free to make suggestions/ complaints about the teaching process through **Drop Box**. They are addressed to promptly.
18. We promote students' participation in the academic competitions, seminars and paper reading and other such events organized by other Institutions.

2.3.4 How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL , Internet and other information /materials)

To ensure that the students have effective learning experiences, the Institution had a unique tool in the form of the **cycle of weekly tests** until 2011, The results of these tests showed the extent to which the students have effective learning experiences. With the introduction of the CBCS from 2011-12, the same practice has to be discontinued. The Institution however ensures the students' effective learning experiences through the followings.

1. Their learning experience is monitored on the basis of **Assignments** and **Workbooks**.
2. ICT is used by the faculty for better learning experience.
3. The Institution has Wi-Fi connectivity for an easy access to Internet.
4. For the students' effective learning experience, the faculty opt for **interactive method** as the case be. This gives the students enough ambience to raise topic-related questions during the class.
5. **Library hours** have been scheduled to enable the students to make maximum use of the facilities.
6. The students are encouraged to use the **subject journals**.
7. **Free Internet Access** is made available to the students in the library.
8. We provide **supportive study material**.

9. The faculties undertake Problem solving and question paper solving activities.
10. The Institution provides the facility of **Reading Room** to all the students throughout the year.
11. **Xerox facility** at subsidized rates is made available students.
12. Faculty also share information furnished on the academic **Blogs**.
13. Students are encouraged to participate in the academic programmes arranged by other Institutions.
14. We show answer books to the students for total transparency and quality enhancement.
15. State Government sponsored live academic talks of **BISAG** are screened in DELL.
16. Meritorious students are rewarded with **scholarships, freeships and library books.**

2.3.5 How do the students and faculty keep pace with the recent developments in the various subjects?

The students and faculty keep pace with the recent developments in the various subjects in the following way.

1. **ICT** is used by the faculty.
2. The Institution has **Wi-Fi connectivity** so the stakeholders can have an easy access to Internet.
3. **Free Internet Access to the students** is made available in the library.
4. **Internet Access** is available in the staff-room, DELL, Research Centre, Principal's chamber and Computer centre.
5. To keep pace with the recent developments in the various subjects, **journals** have been prescribed
6. Students are **encouraged to participate** in the academic programmes arranged by other Institutions.
7. State Government sponsored live academic talks of **BISAG** are screened in DELL.
8. Various departments arrange **Expert's lectures.**
9. Various departments arrange **Study Tours.**



10. Screening of syllabus based **films** is arranged.
  11. **Blogs** are used by faculty.
- 2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?
1. Recently, we have started the **departmental libraries in English and Hindi** departments on the small scale. They are effectively used for the enhancement of teaching and learning. In near future, the rest of the departments will also have their separate libraries.
  2. We have separate sections for UG and PG in the library.
- 2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

The Institution undertakes the evaluation of the teachers by students through;

1. Random Feedback.
2. Drop-box.
3. Direct Access to the Principal/ Vice Principal.

The feedbacks received through random Feedback and Drop-box are regularly analyzed and subsequent to one-to-one meeting, due follow up actions are undertaken for the improvement of teaching.

## **2.4 Teacher Quality**

- 2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?

### **Selection Procedure of the Faculty**

Since 2010-11, **On-line Procedure** is undertaken by the State Government for the Selection of the Faculty in all subjects.

All norms of the UGC, State Government and University are strictly followed in the recruitment of the Teaching Staff.

First, an NOC for the vacancy is obtained as from the State Government. On the basis of the NOC, **On-line** applications are invited by **the State Government** through advertisements in the newspapers. All the eligible candidates are invited to face an Interview before a Selection Committee, which is formed as per the norms of the University and State Government and consists of, the Principal, the HoD of the concerned department, a Government Representative, Subject Experts, representative of the Management and a nominee of the Vice Chancellor.

Subject to the Approval by the State Government and the Recognition by the University, the appointment order is issued by the Management.

**Adjustment of Surplus Teaching staff:**

Subsequent to the State Government's decision to comply with the recommendations of the Rastogi Commission in ascertaining the work load of a teacher, a number of teachers in various subjects were rendered 'surplus'. The State Government short-listed such teachers who were rendered surplus in all the Colleges of the State and accommodated them in other Colleges where there were vacancies in the respective subjects.

Since 2003, the Institution has accommodated the following teachers from other Institutions who were rendered "Surplus" by the Government.

SR.NO.	NAME	SUBJECT
I	Dhirendra Suthar	English
II	Jagdish V. Anerao	English
III	Dr. Devyani Pandit	Sanskrit
IV	Dharmendra Patel	Commerce- Accountancy
V	Govind Chaudhari	Sanskrit
VI	Manoj Parekh	Computer Science

The Institution has the required number of qualified and competent staff, which includes two visiting faculties in Psychology and Commerce one each.

In PG courses, visiting faculty are invited to deliver the lectures.

- 2.4.2 How does the college appoint additional faculty to teach new programmes/modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?

The Management of its own appoints additional faculty to teach existing programmes. During the last three years, the Management has made the following appointments purely on the need-based bases.

SR.NO.	NAME	SUBJECT	YEAR
I	Smt. Bharati Patel	Sanskrit	2008-09
II	Smt.S.P.Patel	Business Law	2009-10
III	Manoj Shah	Psychology	Since 2009
IV	Smt. Pragna Prajapati	Business Law	Since 2011

- 2.4.3 What efforts are made by the management for professional development of the faculty? (eg: research grants, study leave, deputation to national/ international conferences/ seminars, training programmes, organizing national/ international conferences etc)? How many faculty have availed these facilities during the last three years?

The management always encourages professional development of the faculty. The details of the endeavors of the management in this direction three years, (since 2008-9), are as under.

**(Details updated till February 2012)**

1. Dr. Ramesh Chaudhari received the research grants of Rs.1, 20,000/ from the UGC for his Minor Research Project.

2. In all 8 faculties were allowed to participate in the UGC sponsored Refresher Courses in the respective subjects.
3. The details of the participation of the faculty in the Seminars/ conferences of national/ international levels in the last three years are as under.

Year	No. of Faculty
2008-09	21
2009-10	19
2010-11	20
2011-12	19

4. In all 18 Guest Lectures were arranged by various departments of the Institution.
5. In all 2 faculty were allowed to deliver talks as Resource Persons at Seminars/ conferences/academic programmes.
6. The details of the faculty who were allowed to deliver live interactive talks at the State government sponsored BISAG programme in the last three years are as under.

Year	No. of Faculty
2008-09	5
2009-10	6
2010-11	5
2011-12	1

7. The Institution organized **9 State level Seminars** in **nine subjects** and two **UGC sponsored National level Seminars**.

2.4.4 Give details on the awards/ recognitions received by the faculty during the last five years?

Nil

2.4.5 How often does the institution organize training programmes for the faculty in the use of?

The institution organizes need-based training programmes for the faculty in the use of the followings;

- a) Computers
- b) Internet
- c) Audio Visual Aids
- d) Computer-Aided Packages

Generally, one training programme on the above is held every year.

- e) Material development for CAL, multi-media etc. Nil

## **2.5 Evaluation Process and Reforms**

- 2.5.1 How are the evaluation methods communicated to the students and other institutional members?

The evaluation methods are communicated to the students through

- 1. Prospectus.
- 2. Instructions given at the Welcome Function.
- 3. Website
- 4. Notice board.
- 5. General Announcement System.
- 6. The classroom interactions.

The evaluation methods are communicated to the institutional members in the staff meetings. They can also get to know of the same through the website.

- 2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The institution always monitors the progress of the students and communicates it to the students and when necessary, to their parents.

The institution monitors the performance of the students on the basis of the followings;

- 1. Assignments
- 2. Workbooks
- 3. Preliminary Examinations

4. Annual – University Examinations
5. Attendance
6. Students’ participation in co-curricular and extra mural activities and sports.
7. Special achievements of the students.

The computer-generated mark statements are given to the students at the end of every taste and the respective faculty guide and counsel the slow learners for improvement in their performance.

In specific cases which demand immediate attention, the parents are called up for a meeting with the authorities.

If the need be, the students and their parents are telephonically also contacted.

#### 2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

The Institution always takes all care to redress the grievances of the students regarding evaluation of the internal tests. The students are shown their answer books and on demand, rechecking is also conducted.

For the grievances regarding evaluation of the University examinations, the students have to follow the University norms. Though the Institution has no role to play in such cases, the faculty often guide the students, if the need be.

#### 2.5.4 What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?

Since 2010-11, the University has by stages, introduced the Semester and CBCS systems at the PG and UG levels. Accordingly, the University has initiated major evaluation reforms. Thus, in place of the Annual system, now semester system has been introduced wherein a fixed pattern for all the question papers have been introduced by the University. The institution strictly follows all the reforms initiated by the University and ensures effective implementation of these reforms.

## 2.6 Best Practices in Teaching -Learning Process

2.6.1 Detail any significant innovations in teaching / learning / evaluation introduced by the institution?

Although the present education system permits little scope to the institution for the innovations in teaching and learning, we see to it that the teaching and learning are done with some innovative way. The significant innovations in teaching and learning introduced by the institution are as under.

1. Various Departments arrange **Guest Lectures** of the subject experts keeping in view the recent developments in the subjects.
2. Jagdish Anerao and Dharendra Suthar faculty in English have been widely using **ICT** in their classes.
3. Syllabus-based **films** have been screened by various departments.
4. **Charts and photographs** have been displayed on the walls of the classrooms by various departments for better comprehension of the topics.
5. **Reading aloud** individually and in groups have been done for reinforcement of the topics.
6. **Study tours** are arranged by various departments.
7. **Assignments** are given to the students to enhance their learning.
8. Submission of **Workbooks** is made compulsory.
9. Teachers give enough space to the students so that they can raise the subject related questions.
10. Students are free to make suggestions/ complaints about the teaching process through **Drop Box**. They are addressed to promptly.
11. Activities of **Study Circles** are encouraged. Thus we have study circles in English, Gujarati and Hindi.
12. The faculties also encourage the students for **Paper Presentation** before the class.
13. **Chanting of Shlokas** in Sanskrit is conducted in Sanskrit Special classes.
14. The wall magazine "**Navonmesh**" also contributes to innovative teaching, as the students present their views on the topics they have been taught.
15. The teachers use **Internet, LCD projector, OH projector, Blogs.**
16. Live interactive academic talk under the State Government sponsored **BISAG** programmes are shown to the students.

**Additional Information in view of the Observations made under Teaching Learning and Evaluation in the previous assessment report and how have they been acted upon**

It was observed in the previous report that 'the college does not have any provision for training the faculty in ICT enabled teaching methodology' and that 'it is yet to have a formal mechanism for academic audit.'

We are glad to state that we have succeeded in fulfilling one criterion, while yet to do so in the other.

We are glad to state that we have provided training to the faculty in ICT enabled teaching methodology, but we are sorry to state that we could not still have a formal mechanism for academic audit.

We regret the short fall and assure the NAAC that we will evolve one in days to come.



## Criterion III: Research, Consultancy and Extension

### 3.1 Promotion of Research

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken ( during last year) and composition of the Committee.

Yes, there is a Research Committee to facilitate and monitor research activity.

The details of its activities during 2010-11 are as under.

1. Encourages the faculty undertake research activities.
2. Processed the proposals for research projects.
3. Suggested titles of books useful in research.
4. Suggested titles of journals to enhance research.

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)

The Institution provides the followings for the promotion of faculty participation in research.

1. Sanctions Duty Leave when needed.
2. Flexibility in the Time table to enable the faculty participate in research.
3. The facilities like Computers, Internet, Library, LCD Projector, Xerox machine are provided.
4. Generous library support.

3.1.3 Does the institutional budget have a provision for research and development? If yes, give details.

No such special provision is made in the budget for research and development.

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

In the on-going research activities, there is little scope for the same.

3.1.5 What are the major research facilities developed on the campus?

The Institution has a Research Centre in Physical Education. Besides, the following facilities are available for research on the campus.

- 1 Free Internet Access.
- 2 LCD and OH Projectors.
- 3 Xerox Machine.
- 4 Library.
- 5 Separate seating arrangement in the library.
- 6 Movie Camera.
- 7 Wi-fi campus.
- 8 Digital Voice Recorder.
- 9 Scanner.

3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organisations / Industries / NGOs)

Nil

### **3.2 Research and Publication Output**

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

1. Dr. R. J. Chaudhari has been recognized as a Ph. D. guide, At present, **3** students have been registered for Ph.D. under him.
2. 3 students have already completed M. Phil. Under him while 1 student has been registered for M. Phil. under him.
3. Details of fellowship/scholarship, funding agency- Nil

3.2.2 Give details of the following:

- a) Departments recognized as research centers  
One (Physical Education)
- b) Faculty recognized as research guides  
One (Dr. R. J. Chaudhari)
- c) Priority areas for research  
Physical Education

- d) Ongoing Faculty Research Projects (minor and major projects ,funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

Dr. R. J. Chaudhari has just finished his work on the UGC sponsored Minor Research Project.

- e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).

The following students are pursuing their Research for Ph.D.

No.	Name	Title
1	D. G. Chaudhari	Special Olympics
2	D. K. Sheth	Impact of Yoga... on Tribal Students
3	P. C. Chavda	Impact of Yoga and .... Players

- 3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

Nil

- 3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

Two research papers of Dr. M. J. Viradiya and one research paper of Dr. R. J. Chaudhari were published in refereed journals in 2011-12.

- 3.2.5 Give list of publications of the faculty.

- a. Books

No.	Name	Title
1	Dr. R. J. Chaudhari	<i>Sports Science</i>
2	Dr. D. S. Pandit	1 <i>Dashrupak Vichar</i> 2 <i>Natya Darpanam</i>
3	Dr. M. J. Viradiya	<i>Sabdashakti Dwanibheda...</i>
4	Mukesh Prajapati	1 <i>Dwinodhi Nama Paddhati</i> 2 <i>Uchchatar Nama ..... 5</i> 3 <i>Dhandhakiya .....</i>
5	K. D. Patel	<i>Communication in Business</i>

6	Dr. S. P. Patel	<i>Shreelal Shukla ....</i>
7	Dr. K. N. Ravat	<i>Samkalin Hindi .... Chetna</i>
8	Dr. D A. Patel	<i>1 Karavera Parichaya 2 Marketing Sanchalan....</i>
9	R. G. Nisarata	<i>Uchchatar Nama ..... 1</i>
10	B. S. Prajapati	<i>Karyatmak Sanshodhan</i>

- b. Articles - Nil
- c. Conference/Seminar Proceedings - Nil
- d. Course materials (for Distance Education) –  
 Jagdish V. Anerao has been translating the Course materials of IGNOU into Gujarati in the capacity of the co-ordinator of the translators.  
 He has also been instrumental in the preparation of the Blog of the Department of Hindi, Gujarat University.
- e. Software packages or other learning materials – Nil
- f. Any other (specify) - Jagdish V. Anerao has been a free lance writer and translator. His articles appear in *Sadhana* weekly regularly. At present, he translating a Gujarati book into English.

### 3.3 Consultancy

- 3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

Nil

- 3.3.2 How does the institution publicize the expertise available for consultancy services?

Not Applicable

- 3.3.3 How does the institution reward the staff for the consultation provided by them?

Not Applicable

- 3.3.4 How does the institution utilize the revenue generated through consultancy services?

Not Applicable

### 3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

#### NSS

1. The Institution has **Two Units** of NSS. 200 students have been enrolled as volunteers.
2. There are **two Programme Officers** to handle the two NSS units. Besides, there is a Committee on NSS to support the activities of the units. All faculty share the responsibilities while special programmes and camps are organized. Thus, all faculty participate in the promotion of the extension activities of NSS.
3. Every year a **ten day camp** is held in a nearby village. The details of the camps held during the last five years are as under.

Sr. No.	Year	Village
1	2007-08	Lavarpur
2	2008-09	Huka
3	2009-10	Paradhoh
4	2010-11	Bharakunda
5	2011-12	Prantiya

In each of these camps, over 100 volunteers took part and undertook extension activities including cleansing drive, de-addiction drive, social awareness drive, competitions and cultural programmes.

In regular activities, various programmes are undertaken throughout the year. These include campus cleaning, tree-plantation, lectures, orientation, topic-specific rallies, celebrations of the national days and many more.

#### NCC

- As the NCC Authorities do not sanction separate units of NCC to the Colleges in Ahmedabad, the students of our College are enrolled in the

NCC through the Open Unit. The cadets undertake extension work through the Open Unit of the NCC.

### **NGOs**

Extension work in collaboration with NGOs.

Various programs are arranged in collaboration with NGOs. A number of the NGOs extend their support in various activities of the College. The NGOs include Red Cross, Ahmedabad District co-op. Union, Sanskrit Bharati, New Delhi, Shriji Handicrafts, Lions' Club, Ahmedabad.

1. Every year we arrange **blood donation camp** in collaboration with the Lions' Club and Red Cross.
2. At the behest of Jagdish V. Anerao, the Institution has started a **Community Library** in Chharanagar, a backward area of the city.
3. The student and faculty collect charity for the deaf and dumb people every year.
4. Students render community services in the slums of Mohannagar chhapara, near the College.
5. We collect cash and kind during natural calamities.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

Nil

3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?

Though there has been no formal college-neighbourhood network, our institution promote students' participation in service and training, contributive to community development by allowing their participation in such activities held by other institutions/organizations.

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

### **University**

The Institution is affiliated to Gujarat University so the NSS activities have been monitored by the University. We receive grants for the NSS activities from the University.

**Research institutions** Nil

**Industries** Nil

**NGOs** The Lions' Club of Naroda

3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)

1. **Blood Donation** has been a regular extension activity of the Institution. The benefits of this extension activity need no description.
2. The general awareness has risen among the youngsters in Chharanagar because of the community library.
3. Students belonging to economically weaker sections have been benefitted by the subsidized rates at Shri Hanuman Path Laboratory and Pu. Shantaba Hospital.
4. Activities of **NSS** have always beneficial to the villages where camps are held. The villagers become more aware about health and hygiene, education and environment.

3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

The institution is proud to put on record its partnership with several NGOs for extension activities. Its details are as under;

1. Collaboration with **Lions' Club**, Naroda for the Blood Donation and personality development of the students.
2. Collaboration with Ahmedabad Dist. Co-operative Union Ltd. for Co-operative training.
3. Collaboration with **Shriji Handicraft** for handicraft training.

4. Collaboration with **Shri Hanumanji Pathological Laboratory** for tests at the subsidized rates.
5. Collaboration with **Pujya Shantaba Charitable Hospital** for the medical treatment at the subsidized rates.
6. Collaboration with **Shri Shakti Pratishtan** and **Wushu Martial Arts** for free karate training to the students.

3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?

Nil

### 3.5 Collaborations

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

- 1 local bodies/ community  
Lions' Club and Red Cross for Blood Donation Camps.
- 2 State –
  - a. The Institution has been benefitted by the Gujarat Government sponsored language laboratory- **DELL**
  - b. The Institution conducts various activities under **Saptadhara** at the behest of the Gujarat Government.
  - c. The Institution conducted various activities under **Swarnim Gujarat** at the behest of the Gujarat Government.
  - d. The Institution conducts various activities under **UDISHA** at the behest of the Gujarat Government.
  - e. The students of the Institution participated in Khel Maha kumbha at the behest of the Gujarat Government.
  - f. BISAG programme.
- 3 National –
  - a. Campaign for awareness among young voters.
  - b. Organization of the Special Olympics for the MR children.
- 4 International - Nil
- 5 Industry –



The Association of Industries in GIDC, Naroda for placement.

- |   |                           |     |
|---|---------------------------|-----|
| 6 | Service sector -          | Nil |
| 7 | Agriculture sector -      | Nil |
| 8 | Administrative agencies - | Nil |
| 9 | Any other (specify) -     | Nil |

3.5.2 How has the institution benefited from the collaboration?

- a. Curriculum development Nil
- b. Internship Nil
- c. On-the-job training –  
Professional training is given to faculty for **DELL** by the Gujarat Government.
- d. Faculty exchange and development-  
Faculty get the opportunity to present live interactive academic talk at **BISAG** under the scheme of Gujarat Government.
- e. Research Nil
- f. Consultancy Nil
- g. Extension Various extensive activities were undertaken under Gujarat Government's Saptadhara programme
- h. Publication Nil
- i. Student Placement-  
Placement takes place under **UDISHA** programme of Gujarat Government.

3.5.3 Does the institution have any MoU/MoC / mutually beneficial agreements signed with

1. Other academic institutions Nil
2. Industry Nil
3. Other agencies.
  - a. On-line MoU with the Gujarat Government's initiative GSDM under **UDISHA** programme.
  - b. MoU with the Gujarat Government's initiative SCOPE.
  - c. Mutually beneficial agreements signed with Dr. BAOU for Computer courses.

### **3.6 Best Practices in Research, Consultancy and Extension**

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

**Good practices in Extension and Research activities of the institution are as under**

1. Community service through regular and camping activities of NSS.
2. Blood donation camp has become a tradition of the Institution.
3. Community library in Chharanagar.
4. Medical services at the subsidized rates have proved to be beneficial to the students belonging to the low-income group families.
5. Career oriented training programmes for the students.
6. Generous support of the Institution to the faculty in research in terms of use of infrastructure and other facilities.

**Additional Information in view of the Observations made under Research, Consultancy and Extension in the previous assessment report and how have they been acted upon**

It was observed in the previous report that 'as the college is not a recognized centre for research, it does not offer Ph. D or M. Phil programmes' and 'is yet to establish any institutional/ industrial linkage for training and / or exchange of faculty or students for academic activities.'

We are glad to put on record that now our college is a recognized centre for research, it does offer Ph. D and M. Phil programmes in Physical Education. So far 3 students have got Ph. D. under Dr. R. J. Chaudhari.

We are glad to put on record that we have established linkage for training with Shriji handicrafts, Wushu Martial Arts, Shri Shakti Pratishtan, the Lions' Club and some other organizations.

We are also glad to put on record that we have established linkage with the Alumni Association and Parents' Association for placement of our students. Besides, we also now have linkage with the Association of Industries at the GIDC, Naroda in view of placement and training. We are also in touch with various placement and training Agencies to this end.

## Criterion IV: Infrastructure and Learning Resources

### 4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for

a) Academic activities?

1. 15 spacious and well- ventilated classrooms with sound system network. 5 Additional classrooms are available from the school building.
2. Wi-Fi College building.
3. A separate hall for Library with Internet facility.
4. Assembly Hall.
5. Computer Center with Internet facility.
6. Spacious terrace.
7. Play ground
8. DELL- Language Laboratory with Internet facility.
9. Facility to telecast BISAG live academic talks.
10. TV sets
11. TV, DVD
12. LCD and OH Projectors
13. Movie Camera
14. Still Camera
15. Scanner
16. Fax
17. Digital Voice Recorder

b) Co-curricular activities?

In addition to the facilities shown in (a), we have the followings;

1. Internet

2. Xerox Machine
  3. Musical Instruments
  4. Sound system
- c) Extra –curricular activities and sports?

In addition to the facilities shown in (a) and (b), we have the followings;

1. Gymnasium – sports room.
2. NSS room.
3. Sport kits, tools and properties.
4. A separate room for the Director of sports.
5. Dressing room.
6. Canteen
7. Parking
8. PCO

- 4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

Copy of the Master Plan has been enclosed.

- 4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

The institution has augmented the infrastructure to keep pace with its academic growth.

1. We started the Gujarat Government sponsored **DELL**- language laboratory.
2. Installed the facility for the telecast of the live academic talks under the Gujarat Government's **BISAG** programme.
3. The process of Renovation and Automation of the Library is in progress.
4. The process of Renovation and up gradation of the Computer centre is in progress.

- 4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

### **Facility of common room**

There is a spacious common room with comfortable seating space, Internet and TV and other basic facilities.

### **Facility of separate rest rooms for women students and staff-**

There is a spacious separate rest room with comfortable seating space and other basic facilities exclusively for women students.

- 4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

The institution ensures the optimal utilization with a well planned roadmap in the following way.

1. Commencement of teaching right from Day One in both terms.
2. Implementation of the Academic Calendar.
3. Celebrations of the National Days.
4. Arrangement of various co-curricular and extra-curricular activities throughout the year.
5. Blood donation camp.
6. Interclass competitions of sport and cultural activities.
7. Holding functions like Welcome function, Farewell function, Annual function.
8. Holding various activities under Gujarat Government's UDISHA, BISAG, DELL and *Saptadhara* programme.
9. Providing Add-on programmes through Dr. BAOU and **SCOPE**.
10. Providing accommodation to other organizations.
11. Encouraging students and faculty to use library, Internet and ICT facilities.
12. Arranging telecast of the live interactive academic talks under Gujarat Government's **BISAG** programme.
13. Providing accommodation to the University for examinations.
14. Hosting various sport events.
15. Providing accommodation for elections and allied activities.

- 4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

The institution ensures that the infrastructure facilities meet the requirements of the differently-abled students in the following way.

1. A slope has been made specially for the smooth movement of the wheel-chairs.
2. A wheel-chair is available for the differently-abled students.
3. Toilets with the western pattern are available.

## 4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance of (last year's data)

the budget allocation for the maintenance of ... in **2010-11**

a. Land?	Rs.	79,500/-
b. Building?	Rs.	5,00,000/-
c. Furniture?	Rs.	30,000/-
d. Equipment?	Rs.	5,000/-
e. Computers?	Rs.	80,000/-
f. Vehicles?		Nil

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

The institution ensures the optimal utilization of budget allocated for various activities by the optimal utilization of the budget in the most appropriate way. The Institution arranges various events as part of curricular, co-curricular and extra-curricular activities regularly and utilizes the permissible budget under each head and gets the same audited.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The institution is run by Shri Naroda Kelvani Mandal and the Management takes care of the maintenance and repair of the infrastructure, equipments and services.

### 4.3 Library as a Learning Resource

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

Yes, there is a Library Advisory Committee which is responsible for the followings;

1. Selection and purchase of books.
2. Selection and subscription of journals and magazines.
3. Maintenance aspects of the library facilities.
4. Ensuring smooth functioning of the library facilities.

4.3.2 How does the library ensure access, use and security of materials?

We are glad to state that the process of total automation and open access faculty is on for the smooth and easy access and use of the library facilities and their security. Until this facility starts functioning, the students can use the library facilities on their tickets. They can use the books for two weeks and avail of further renewal for two weeks.

The record of the transaction by faculty is maintained in a register.

The students can also avail of the library facilities by producing their Identity cards.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

The following support facilities are available in the library

1. Computers.
2. Internet.
3. Xerox.
4. Seating accommodation for students.
5. Separate seating for the faculty.
6. Panel for New Arrivals.
7. Panel for magazines and journals.
8. Luggage shelf.
9. Stands for Newspapers.

- 4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

On the advice of the Library Advisory Committee, books, other reading materials and current titles are purchased and important journals and magazines are prescribed.

**The amount spent on new books and journals during the last five years**

Year	Amount
2007-08	1,74,758/-
2008-09	55,846/-
2009-10	1,15,922/-
2010-11	89,459/-
2011-12	So far Rs. 30,000/-

- 4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (hours, frequency of use, subscriptions, licensed software etc.,).

Free Internet access is available in the library to the students and faculty from 7.30 am to 2.30 pm on all working days. We maintain a record of the users through a Register. With prior permission, the students are allowed to use Internet beyond the working hours. As a disciplinary measure, we allow the Internet access to the students only after their lectures are over.

- 4.3.6 Are the library services computerized? If yes, to what extent?

The process of total automation of the library services is in progress.

- 4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

The process of total automation of the library services is in progress by making use of INFLIBNET.



- 4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

Because the post of the librarian has remained vacant for the last five years because of the non availability of the NOC from the government, the Institution has to hire the services of the librarian. As the librarians go on changing off and on, and in absence of a regular librarian, the Institution finds it difficult to enrich the faculty and students with its latest acquisitions.

We however display the newly purchased titles on the New Arrivals panel.

- 4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility

No, the library does not have interlibrary borrowing facility.

- 4.3.10 What are the special facilities offered by the library to the visually- and physically-challenged persons?

In absence of the visually challenged persons in the Institution so far, we have not created any special facilities for them. Students help the physically-challenged persons to ensure their easy access to the library faculties. No special facilities in the library have been made for such persons.

- 4.3.11 List the infrastructural development of the library over the last two years

- 1 Total renovation of the library hall is in progress.
- 2 The process of total automation of the library services is in progress.

- 4.3.12 What other information services are provided by the library to its users?

In absence of a regular librarian, the Institution finds it difficult to provide additional faculties or services to its users. However, the faculty help the students and make such services available to them.

#### **4.4 ICT as Learning Resources**

- 4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licensed software etc.)

Our Institution has the up-to-date computer facility.

1. Fully computerized administrative office with LAN facility and Shiv Shakti software.
2. Gujarat Government sponsored well-equipped DELL- the fully computerized language laboratory.
3. Well-equipped computer centre.
4. There are 67 computers in all. Their configuration is as under.

DELL/ACT	-	27
Computer centre	-	29
UDISHA	-	01
Admin Office	-	04
Principal's Chamber	-	01
Research Centre	-	01
Library	-	03
Staff room	-	01
Total	-	67

- 4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

There is no central computing facility in the Institution. However, the Computer centre, DELL and administrative office are fully computerized with LAN facility.

- 4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?

The Institution facilitates the faculty to prepare computer-aided teaching/ learning materials.

Prof. Jagdish V. Anerao and Prof. Mukesh Prajapati have prepared computer-aided student-centric teaching materials on the respective curriculum topics.

The facilities of computers, LCD and OH projectors and DELL are available in the college for such efforts.

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

The Institution has a dynamic website- [www.appatelcollege.org](http://www.appatelcollege.org)

It is updated regularly.

4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

The institution upgrades its computer systems on the need-based conditions. The maintenance of the computers in the institution is done through AMC while DELL is maintained by the Gujarat Government.

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

The computers and their accessories are maintained through AMC while DELL is sponsored and maintained by the Gujarat Government.

## 4.5 Other Facilities

4.5.1 Give details of the following facilities:

- (a) Capacity of the hostels (to be given separately for boys and Girls) - Not Applicable
- (b) Occupancy - NA
- (c) Rooms in the hostel (to be given separately for boys and Girls) - NA
- (d) Recreational facilities
  1. Spacious Assembly Hall.
  2. Musical instruments.
  3. Sound system.
  4. Accessories and property for drama performance.
- (e) Sports and Games (Indoor and Outdoor) facilities
  1. Huge play ground for Outdoor and athletic events.
  2. Gymnasium – sports room.
  3. Sport kits, tools and properties of Table tennis, Badminton, Cricket, Volleyball, Carom, Chess.
  4. A separate room for the Director of sports.
  5. Dressing room.

(f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

1. The college has no health center of its own. However, as per the rules and regulations of Gujarat University, we undertake the medical check-up of all the students of F.Y.B.A and F.Y.B.Com. The Students can also consult the Medical Practitioner at the University Health Center, free of cost.
2. As per the agreement, the students of the Institution get medical services at subsidized rates at Shri Hanuman Path. Laboratory and Pujya Shantaba Charitable Hospital.
3. The college is located in a residential area so we have an understanding with the medical practitioners in the vicinity of the campus for providing medical services to our students in case of emergency.
4. In case any student is injured during the college timings or sports activities or academic tour, the college bears the medical expenses.
5. Occasionally the college also arranges Blood group test and the lectures of experts on 'Health Care', AIDS.
6. The 24 x 7 emergency medical services of 108 of the Gujarat Government are available on a phone call.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

The institution ensures participation of women in intra-institutional sports competitions by arranging interclass sport tournaments every year Meritorious girls in sport are encouraged to play at the. inter- institutional levels. The details of the participation of the girls of the Institution inter- institutional are given in the following table.

Similarly, the institution ensures participation of women in intra-institutional cultural activities by arranging interclass competitions of cultural activities every year. Meritorious girls in cultural activities are encouraged to participate at the inter- institutional levels. The details of the participation of the girls of the Institution at inter- institutional cultural activities are as under.

<b>Year</b>	<b>Cultural Events</b>	<b>Sports</b>
2009-10	40	23
2010-11	38	15
2011-12	49	16

4.5.3 Give details of the common facilities available with the Institution (Staff room, day care centre, common room for students, rest rooms, health centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)

The common facilities available with the Institution are as under.

#### **4.6 Best Practices in Infrastructure and Learning Resources**

4.6.1 What innovations/best practices in ‘Infrastructure and Learning Resources’ are in vogue or adopted/adapted by the institution?

The innovations/best practices in ‘Infrastructure and Learning Resources’ adopted by the institution are as under.

1. Opening of the Gujarat Government sponsored DELL- language laboratory.
2. Use of ICT.
3. Computer training to faculty and office staff.
4. Presentation of the live academic talk by faculty under the Gujarat government’s BISAG programme.
5. Newly built spacious Assembly Hall.
6. Renovation and up gradation of the library.
7. Renovation and up gradation of the Computer centre.
8. Drinking water stands for students.
9. Slope for the easy movement of the wheel chair.

**Additional Information in view of the Observations made under *Infrastructure and Learning Resources* in the previous assessment report and how have they been acted upon**

It was observed in the previous report that the ‘infrastructure facilities need to be expanded’ and that the library ‘does not make the use of the INFLIBNET/ DELNET’ and that ‘The college has no Health Care Centre.’

We are glad to say that the infrastructure facilities have partly been expanded with the opening DELL, installation of BISAG facility and total renovation and up gradation of the library and computer centre.. Now, our library will have open access system along with INFLINET.

We have entered into agreement with Shri Hanumanji Path. Laboratory and Pujya Shantaba Charitable Hospital for providing health care services at the subsidized rates to our students. Both these are located in the vicinity of the Institution and our students have found this very helpful. With these linkages, our Institution feels no need to start a Health Care Centre.

## Criterion V: Student Support and Progression

### 5.1 Student Progression

- 5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

2009-10				
	General	SC	ST	OBC
UG	1160	214	34	581
PG	320	50	22	116
2010-11				
	General	SC	ST	OBC
UG	1078	215	23	481
PG	263	35	13	116

- 5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

The Institution makes sincere efforts to minimize the dropout rate and facilitate the students to complete the course. The details of the same are as under.

1. We start the teaching activity right from Day ONE in both the terms.
2. We are proud to state that the teaching activity in our Institution is carried out most regularly with total commitment and punctuality.
3. We try to enhance their learning by Workbooks and Assignments
4. Pursuant to our Mission Statement, we make sincere efforts to bring out talents of the students and develop their skills by arranging interclass competitions in sports and cultural activities.
5. We offer Add-on, Value-added courses of Dr. BAOU and SCOPE.
6. We provide a safe, secure and eco-friendly academic ambiance to the students.
7. We provide free access to Gymnasium and Internet to all the students.
8. We arrange free of charge carrier oriented training programmes for the students.

9. We encourage the meritorious students from sports, NSS and cultural activities by felicitating them.
10. We felicitate the meritorious students who top the merit lists with scholarships and co-opt them in the Students' council every year.
11. We offer computer as an elective subject in Arts which proves useful for placement.
12. We conduct 'in-campus' placement camps and provide job opportunities to the students.
13. We arrange free of charge karate training camp for the students.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)

It is difficult, almost impossible to account for the students' progression to further studies and for employment because after graduation they get plenty of other options for further studies and employment and there is no system to trace out and record their further progression.

Most of the students in the PG courses in our Institution are graduates of our Institution only. Many other students join PG programmes in other Institutions while many more pursue their own family professions. In absence of any kind of contact, we are not in a position to furnish such data.

Our students' progression from UG to PG in our Institution for the last two years is as under.

A past student of the Institution **Mahesh Patel** got his **Ph. D.** in Hindi in February 2007.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

The institution facilitates the placement of its outgoing students by arranging 'in-campus' placement camps through **UDISHA** - a scheme of the Gujarat Government. Besides, the alumni and the members of the parents association also provide jobs to our students.



We could not maintain the complete data of the placement as, despite our requests, neither party provides us the final status. Yet according to the available partial data, the average proportion of the graduating students who have been employed through the 'in-campus' placement camps for last five years is about 10%. This does not include the self employed graduates, those who pursue the parental profession and agriculture.

5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc. )

The institution facilitates and supports students for appearing and qualifying in various competitive examinations in the following way.

1. The faculties guide them in specific areas.
2. The library provides them supportive material and magazines.
3. Free Internet access and reading room facility are provided to them.
4. We display advertisements and related information on separate Notice Board.

The students appear at various competitive examinations like CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services themselves and the Institution has no role to play. In such circumstances, it becomes very difficult to keep record of the students who qualify.

The available data of the students who qualified NET, SLET is as under.

Sr.	Name	Subject	Qualified	Year
1	Aarti Soni	Gujarati	SLAT	2008
2	Manish Chavda	Gujarati	SLAT	2011
3	Trupti Joshi	Hindi	NET	2009

- 5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. ( Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)

The comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average cannot be worked out precisely because the University average is not available and because there are there are over 300 affiliated colleges, the comparative analysis of the institutional academic performance with reference to other colleges is not viable.

The data of the institutional academic performance for the last five years is as under.

Year	FBA		SBA		TBA		FCOM		SCOM		TCOM	
	%	1 <sup>ST</sup>	%	1 <sup>ST</sup>	%	1 <sup>ST</sup>	%	1 <sup>ST</sup>	%	1 <sup>ST</sup>	%	1 <sup>ST</sup>
2006-07	89.36	30	94.49	19	92.27	55	81.52	05	86.10	14	89.62	33
2007-08	85.19	24	93.39	31	90.56	20	81.02	07	86.33	16	83.64	22
2008-09	81.72	17	89.63	11	86.74	18	78.24	03	83.93	12	79.25	38
2009-10	73.89	09	91.72	20	82.82	24	72.07	01	87.32	15	73.65	09
2010-11	80.74	13	91.54	11	84.21	16	66.56	07	82.38	06	66.83	12
GOLD MEDAL	Our Student <b>Dipika Prajapati</b> secured the <b>Gold Medal in Hindi</b> at TYBA Examination in April 2010.											

## 5.2 Student Support

- 5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

The institution publishes its updated prospectus annually. It disseminates the information regarding programmes, subject-options, fee structure, academic calendar, facilities, activities etc.

- 5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last

academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

The institution provides financial aid to students in the following way.

a. **Scholarships**

1. **Kankuba scholarships** are awarded to the subject-wise toppers from FY to TY. In 2010-11, financial aid of Rs. 2100/ was provided to 21 students by way of Kankuba scholarships.

2. **Jagjivan scholarships** are awarded to the toppers in English/CC from FY to TY. In 2010-11, financial aid of Rs. 2000/ was provided to 8 students by way of Jagjivan scholarships.

a. The institution provides financial aid to the needy students by way of reimbursing the amount of fees – partly or fully. Since 2007-08, financial aid of Rs. 18448/ was provided to 47 students by way of reimbursing the amount of fees.

b. In case, during college hours or College functions, sports activities or educational tour or picnic, any student sustains injuries whatsoever or meets with an accident, the college bears the all the medical expenses.

5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)

**Various schemes of the Institution for student welfare**

1. Canteen facility on ‘no profit no loss’ basis.

2. Student counseling support under **UDISHA** scheme of Gujarat Government.

5.2.4 What type of support services are available to overseas students?

In absence of the overseas students, the question does not arise.

5.2.5 Give details of the placement and counseling services for the students?

Placement and counseling support is made available to the students under **UDISHA** scheme of Gujarat Government. We arrange ‘in campus placement

camps' and also invite experts for counseling. We also invite organizations who provide the professional training and equip the students for the placement.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

To encourage and develop entrepreneurial skills among the students

To encourage and develop entrepreneurial skills among the students, we undertake the following activities.

1. We arrange training programme in co-operative activity.
2. We arrange training programme in handicrafts.
3. We arrange special lectures of experts on the entrepreneurial skills.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

The faculty participate in academic and personal counseling in the following ways.

1. For academic counseling of the newly admitted students, the College arranges a special welcome program in the beginning of the year.
2. There is an easy access to the Faculty for all the students. They consult the Faculty concerned for academic and personal counseling.
3. There is an easy access to the Principal for all the students for academic and personal counseling.
4. The Faculty also provides the academic counseling to the students in the classroom interactions.
5. As per the UGC guidelines, we have started the CWDC, which provides counseling to the women students.
6. The faculties provide the need-based guidance to the students to improve their performance and career prospects.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre

The College level WDC (CWDC) conducts various programmes for guidance and counseling centre for women students, the CWDC arranged lectures and promoted the women students' participation in the events organized by other Institutions.

- 5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)

The College level WDC (CWDC) is constituted in the Institution and is functioning on the UGC guidelines for prevention/ action against sexual harassment of women students. In fact, our campus is so safe and secure for the women students, that so far not a single incident of sexual harassment of women students has been reported in the Institution since its inception in 1993.

- 5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

The institution has a grievance redressal cell to address the students' grievances. The students may present their grievances through Drop Box, Random Feedback or Direct Access to the faculty concerned or Principal. The grievances are largely in the form of suggestions. On the basis of such feedbacks, the Institution has so far addressed to their grievances on the classroom accommodation, basic facilities, time table and such other matters.

- 5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

Yes, there a provision for acquiring computer skills / literacy for all students, in the curriculum. We offer computer as an elective subject in BA programme and Talley is a part of the curriculum in B. Com.

- 5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

The Institution runs the following value-added courses to develop career training.

1. CCC
2. CPCS
3. CIC
4. SCOPE

Besides, to develop career training, the Institution also conducts the free of charge **training in co-operation and handicrafts.**

For personality development, the Institution has made an agreement with the **Lions' Club** of Naroda, which allows the participation of our students in its programmes on personality development. Similarly, the Institution has made an agreement with Wushu Martial Arts and Shri Shakti Pratishtan the free of charge **training in Karate**

Towards our initiatives on the community orientation and good citizenship, we begin the day with the **live recital of the National Song and prayer**; arrange a **Yajna** on January 1 every year. Besides, the **community library in Chharanagar** and the **students' visits to the Mohannagar slums** and **Blood Donation camps** are also our initiatives in this direction.

- 5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

The very location of the Institution in a densely populated area makes it a safe and secure campus for the students. Besides, our Institution is reputed for discipline, so no nuisance whatsoever occurs in and around the campus. To ensure safety and security of the students, entry and exit of the students are restricted and no outsiders are allowed to enter the campus. The same also applies to safety and security of the faculty.

24 x 7 security ensures the safety and security of the institutional assets.

### **5.3 Student Activities**

- 5.3.1 Does the institution have an Alumni Association? If yes,

Yes, We have Alumni Association, which we started in January 2006, and it was registered under the Trust Act and Societies Act in November 2006.

i. List its current Office bearers

<b>Name</b>	<b>Position</b>
Dr. R. J. Chaudhari	President (ex officio)
Shri Mukesh Oza	Vice president
Smt. Aruna Prajapati	Secretary
Shri Kanu Gajjar	Treasurer

Besides, there is an Executive Committee comprising of 11 members.

ii. List its activities during the last two years.

The Alumni Association has so far undertaken the following activities.

1. Provided Career guidance to the existing students.
2. Assisted in the preparations of the students' participation in the cultural fete.
3. The past students also guided the existing students in sports and cultural activities.
4. The Alumni also arrange the Placement camps, join hands in the activities in the College.

iii. Give details of the top ten alumni occupying prominent positions.

Details of the top ten alumni occupying prominent positions.

<b>No.</b>	<b>Name</b>	<b>Position</b>
1	Mukesh Oza	Entrepreneur
2	Devang Bhatt	Director, GTPL
3	Sagar Vyas	Asst. Professor
4	Atul Patel	Entrepreneur
5	Manish Parekh	Asst. Professor
6	Kiran Kaur	School Principal
7	Varsha Prajapati	Asst. Professor
8	Mahesh Patel	Asst. Professor

9	Sarala Chaudhari	PTC college Faculty
10	Jatin Bhadja	CA

iv. Give details of the contribution of alumni to the growth and development of the institution.

1. Alumni arranged the Placement camps, joined hands in the activities in the College and extended all support and guidance in the growth and development of the institution.
2. Provided Career guidance to the existing students.
3. Assisted in the preparations of the cultural fete on the occasion of the celebration of the Golden Jubilee of Shri Naroda Kelavani Mandal.
4. Extended help in raising funds during the celebration of the Golden Jubilee of Shri Naroda Kelavani Mandal.
5. The past students also guided the existing students in sports and cultural activities.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)

The following information gives an account of our achievements at the Zonal level Sports tournaments of the Gujarat University in the last three years.

1. The Institution became Champions in Kho-Kho (Boys) and Runners-up in Kho-Kho (Girls), Kabaddi (girls) and Cross Country (Boys) at the University Level in 2009-10.  
Total 9 Students, including 4 girls, were selected in the University Team for the Inter University events of Kabaddi and Kho-Kho.
2. The Institution became Champions in Kho-Kho (Boys) and Kho-Kho (Girls), Boxing (Boys) and Cross Country (Boys) at the University Level in 2010-11.  
Total 12 Students, including 5 girls, were selected in the University Team for the Inter University events of Kabaddi, Cross Country and Kho-Kho.



3. The Institution became Champions in Kho-Kho (Girls), Weight Lifting (Boys) and Cross Country (Boys) and Runners Up in Kho-Kho (Boys) at the University Level in 2011-12.

Total 13 Students, including 6 girls, were selected in the University Team for the Inter University events of Kabaddi, Cross Country and Kho-Kho.

- 5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

The institution involves and encourages students to contribute to the Institution's quarterly wall magazine **Navonmesh**. Earlier, the Institution had undertaken the publication of the Institution's mouthpiece **Prasun** in which we had involved and encouraged the students' contribution.

- 5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

Yes, the institution has a Student Council which is constituted on the merit basis every year. Toppers in each class are made the Class Representatives. The girl who tops in the second year University examinations is made the Ladies Representative and the overall topper in the second year University examinations is made the General Secretary.

Various activities are held at the behest of the Student Council every year. This includes lectures, Annual Function and cultural events.

Its funding is done through fees and the accounts are audited as per the University rules.

- 5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

The Library Committee, Cultural Activities Committee, Sports Committee and the CWDC have student representations.

- 5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

The institution seeks and uses feedback from the alumni and steps are taken on the basis of the feedback to improve the growth and development of the institution. Meetings with the Management are also held for interactions with regard to improvement and development of the institution.

#### 5.4 Best Practices in Student Support and Progression

- 5.4.1 Give details of institutional best practices towards Student Support and Progression?

1. Constitution of the **Student Council** and **Alumni Association** .
2. Financial aid to the students by way of the **Institutional scholarships and freeships**.
3. **Felicitation of the meritorious students** in curricular, co-curricular and extra-curricular activities every year.
4. Prompt **redressal of the grievances/feedback** of the students.
5. **Total safety and security** of the students.
6. **Free library books** to the toppers.
7. **Interclass competitions** of sports and cultural activities.
8. Medical services at the subsidized rates.
9. Free access to **Internet and Gymnasium**.
10. Wall magazine *Navonmesh*.
11. Arrangement of **Picnic and Study tours**.
12. Programmes for personality development and career counseling.
13. Placement camps
14. Free of charge training of **Karate, Handicrafts and Co-operative activity**.

**Additional Information in view of the Observations made under *Student Support and Progression* in the previous assessment report and how have they been acted upon**

It was observed in the previous report that ‘the college does not have a formal placement cell.’

We are glad to state that since the inception the UDISHA Club in 2010-11, our Institution has a functional placement centre. We arrange in-campus placement camps and are in touch with agencies which provide training to the aspirant young students. We have also created a database of these aspirant young students.

## Criterion VI: Governance and Leadership

### 6.1 Institutional Vision and Leadership

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution

- a) ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?

**Vision:**

**“To impart quality higher education to meet the challenges of the modern times.”**

**Mission:**

**“To achieve excellence through quality education, by offering career – oriented programs, by using the modern technology for the best academic outcome among the students of Naroda and nearby villages.”**

The Institution ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation in the following ways;

1. We offer the programmes which have been designed on the guidelines of the UGC.
2. For brighter job opportunities, we offer PG programmes.
3. We offer Add on courses in Computer and English for brighter job opportunities.
4. We ensure equity among the students who come from all sections of society.
5. We take care of safety and security of all the students, more particularly, the girls.
6. We impart education using ICT.
7. Monitoring of all activities by the respective authorities and Principal.

b) Translates its vision statement into its activities?

The Institution translates its vision statement into its activities in the following ways;

1. We start teaching activities right from Day One.
2. We have spacious campus with all modern amenities to carry out the teaching activities.
3. We use ICT.
4. We offer free Internet access to the students.
5. We undertake scores of curricular, co-curricular and extra-curricular activities every year.
6. We arrange placement camps.
7. We promote students' participation in sports and cultural activities.
8. We arrange free career oriented training programmes
9. We felicitate the meritorious students in curricular, co-curricular and extra-curricular activities every year.
10. Autonomy in carrying out activities.
11. We undertake extension activities.
12. We have established linkages with many organizations.

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

Shri Naroda Kelavani Mandal, the Management is fully committed for effective and efficient transaction of the teaching-learning processes and plays prominent leadership-role in this direction.

The Management allows total autonomy to carry out the academic activities and provides all support in terms of the basic infrastructure and equipments. Thus, we have a spacious campus with all modern amenities.

Because of its support, we could start PG and Add-on programmes. The Management also provides financial support when required, takes keen interest in all the curricular, co- curricular and extra-curricular activities.

The Management is also set to shift to a more spacious and most modern campus in near future in the wider interest of the community.

- 6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The Management acts mainly as the guiding force to the Institution and stimulates energy among us by providing all support and encouraging us to put in the best efforts. It never meddles or interferes in the routine activities of the Institution. Thus, there is a clear demarcation line between the two for the smooth functioning of the Institution. The Institution puts the policies of the management into practice. The responsibilities of the Management are communicated to the staff of the institution through general meetings or through the Principal.

Similarly, the responsibilities of the Principal are communicated to the staff through Casual and need-based meetings or through Notices. The staff is aware that the Principal is the head of the Institution and his responsibilities are defined by the norms of the University, the State Government and the UGC and that he has to impart the administrative duties for the smooth functioning of the Institution. Thus, he is the final authority in decision making and also responsible for all the affairs- whatsoever- of the Institution.

- 6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?

The Head of the institution ensures that adequate information is available to the Management, to review the activities of the institution by sending the Annual Report to the Management. The Report enlists all the details of all the activities and achievements of the Institution. It also enlists the personal achievements of the Faculty. Thus, the Annual Report provides adequate information to the Management to review the activities of the institution.

- 6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

The management encourages and supports the involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes in the following ways;

1. It holds meetings with the staff.
2. It fulfills all infrastructure needs of the staff.
3. On requests of the staff, the Management also undertakes improvements and renovations in the infrastructure, up-gradations of the facilities.
4. It felicitates the faculty for their merits and achievements.
5. It provides all support to the staff for smooth conduct of the curricular, co-curricular and extra-curricular activities in the Institution.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

The Head of the Institution plays the leadership role in governance and management of the institution in the following ways;

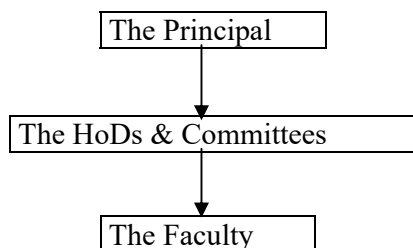
1. As the Head of the Institution, the Principal takes care of each and every activity – academic and administrative.
2. For a smooth functioning of the Institution, he is the friend, philosopher and guide of all the stack holders.
3. He sees to it that the Institution is running as per the rules and regulations of the Government and the University.
4. He complies with the rules and regulations of Gujarat University with regard to admission process, examinations, cultural and sports activities.
5. He also implements suggestions, rules and regulations laid down by the Management with regard to academic and administrative activities.
6. He chairs all the Committees ex-officio and guides the members of the Committees and monitors their activities.
7. He guides the teaching and non-teaching staff to enhance their efficiency and monitors their work regularly.
8. He encourages all the stack holders to make the optimal use of the infrastructure and equipments of the Institution.
9. He sees to it that the curricular, co-curricular and extra-curricular activities are undertaken properly for the all round development of the students.
10. He ensures a student-friendly, safe and secure atmosphere in the campus.
11. He takes care of the maintenance and optimal use of the Infrastructure.

## 6.2 Organizational Arrangements

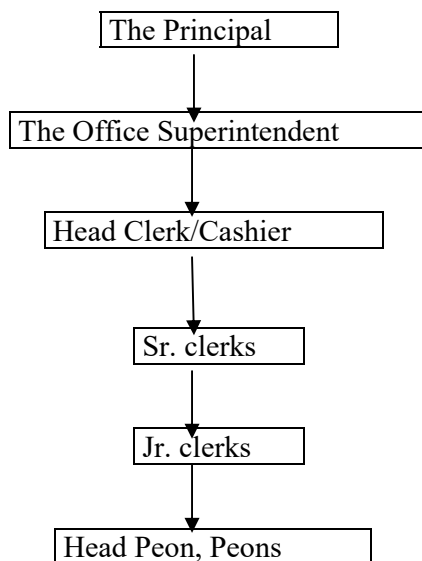
6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

The hierarchy in the organizational structure of the academic and administrative bodies of the institution is as under;

- **Academic side**



- **Administrative side**



Every year, in June, a staff general meeting, chaired by the Principal, is held and various Committees are formed for the smooth conduct of various curricular, co-curricular and extra-curricular activities during the year.



After the General Meeting, the meetings of the individual committees are held from time to time. The powers of these Committees are restricted to decision making and execution only. As they are not the statutory bodies, no records of the proceedings of the meetings are maintained. Besides, generally, only programme specific meetings of the respective committees are held.

The funding and budgetary powers and the final authority regarding finance, infrastructure, and faculty recruitment lay vested in the Principal and the Management whose decisions are final and binding to all.

The performance evaluation of teaching staff takes place by the Principal on the basis of the students' feedback while there is no specific performance evaluation system of non-teaching staff. The same may however take place by the Principal on the basis of the students' feedback.

- 6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administration is by and large decentralized. There is clear cut demarcation line of responsibility among the administrative staff and accountability is fixed accordingly. The administrative staff works collectively as a team in total co-ordination.

Similarly, the teaching staff works collectively as a team in total co-ordination. All the departments work in total collaboration with one another. Thus, the function of one department does not remain department-specific but the function of the Institution as a whole.

This attitude leads to the success of all our programmes including the NSS camps, cultural activities, sport events, departmental lectures and so on. In fact, this unity is our strength and our Institution is known for this strength.

- 6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

The HoDs monitor the affairs of their respective departments. All the departments of the academic side and the administrative staff work collectively

as a team in total co-ordination. The smooth and hassle-free functioning of the all the Institutional activities is the result of the effective internal coordination among us. We are proud to state that there are no disputes whatsoever amongst us.

The internal coordination monitored by the Principal and by the Management, when needed.

Government of Gujarat and Gujarat University monitor the affairs which concern them.

- 6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

No, the institution does not have a Grievance Redressal Cell for its employees precisely because there are no grievances. The employees have, however, an easy access to the Principal and the Management in view of their grievances, if any.

- 6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

Though there is no fixed schedule for such meetings, generally, the management meets the staff 3 to 5 times in an academic year. The Management also arranges a get-together after the Dipavali festival. The discussion on the forth coming events, if any, issues and problems take place in such meeting.

- 6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

**Yes, there is a Cell – the CWDC- to prevent sexual harassment of women staff.** There are 8 women in the staff but there has never been a single case of sexual harassment of women staff. In absence of such cases, the question of its effectiveness is completely out of place.

### 6.3 Strategy Development and Deployment

- 6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

The Management communicates its vision to the Principal who in turn communicates the same in the general meeting of the staff at the beginning of the year, in June. After general agreement, the perspective institutional plan is chalked out.

The plan is communicated to the Students Council when it is formed. Their voice is also considered and necessary amendments are incorporated. The students communicate their feelings on the plan through Drop Box, Random Feedback or Direct Access to the Faculty or Principal. Thus, the Institution involves the students in the planning process.

We are glad to state that the Management is planning to start a totally new academic campus in Enasan village near the city. The SFI will also offer all Technological and Management programmes, apart from the humanities.

The Management is developing the new campus in consultation with the teachers and the needs of the students will be addressed to in the upcoming campus.

- 6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The Management communicates its objectives to the Principal who in turn communicates the same in the general meeting of the staff at the beginning of the year. After general agreement, various committees are formed to ensure individual employee's contribution for the institutional development. All the employees are accommodated in one or more committees depending on their aptitude. All the committees and each individual employee work hand in hand for the institutional development. This ensures each individual employee's contribution for the institutional development.

- 6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty,

research, extension and linkages, and examinations held during the last two years.

Every year, in June, a staff general meeting, chaired by the Principal, is held and various Committees are formed for the smooth conduct of various curricular, co-curricular and extra-curricular activities during the year. These Committees are as under;

1. Admission Committee
2. Examination Committee
3. Sport Committee
4. Cultural Activities Committee
5. Tour Committee
6. Time table Committee
7. Library Committee
8. Research Committee
9. IQAC –NAAC Committee
10. Wall magazine Committee
11. Placement & Career counseling Committee
12. Saptadhara Committee
13. NSS Committee
14. Website Committee
15. Academic calendar, Media and Publication Committee

The meetings of the individual committees are held from time to time. The powers of these Committees are restricted to decision making and execution only. As they are not the statutory bodies, no records of the proceedings of the meetings are maintained. Besides, generally, only programme specific meetings of the respective committees are held.

The funding and budgetary powers and the final authority regarding finance, infrastructure, and faculty recruitment lay vested in the Principal and the Management whose decisions are final and binding to all.

The performance evaluation of teaching staff takes place by the Principal on the basis of the students' feedback while there is no specific performance evaluation

system of non-teaching staff. The same may however take place by the Principal on the basis of the students' feedback.

- 6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

The institution has a tailor made software Shiv Shakti to select, collect, align and integrate data and information on the academic and administrative aspects of the institution.

- 6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

Yes, the institution uses the various data and information obtained from the feedback, in decision-making and performance improvement. The Principal and senior faculty analyze the students' feedback and those pertaining to the faculty are shown to the faculty concerned for performance improvement. Some of the highlights are as under;

1. On the demand of the students for the drinking water stand, we built one.
2. We improved the parking facility.
3. We subscribed new magazines.
4. We improved the canteen facility.
5. Electrical equipments get repaired promptly.
6. On their demand, we started Gymnasium.
7. On their demand, we started DELL- the language laboratory.

- 6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

The institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty are as under;

1. The spacious Staff Common Room has been the centre for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty. Every morning, interactions take place among the faculty. Again,

the Tea time also provides the same opportunity. Obviously, this provides us the opportunities for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty.

2. Similarly, the teaching staff works collectively as a team in total co-ordination. All the departments work in total collaboration with one another. Thus, the function of one department does not remain department-specific but the function of the Institution as a whole. The HoDs monitor the affairs of their respective departments.
3. Every year, in June, a staff general meeting, chaired by the Principal, is held and various Committees are formed for the smooth conduct of various curricular, co-curricular and extra-curricular activities during the year. All the committees and each individual employee work hand in hand for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty
4. All members of the staff work collectively with team spirit in all curricular, co-curricular and extra-curricular activities during the year. Our commitment is vividly reflected in the successful organizations of the NSS camps, Blood Donation Camps, Interclass competitions of sport and cultural activities, Guest lectures, Annual Functions and scores of other events all the year round.
5. Every year, a One Day picnic for the students is arranged and all the faculty join.
6. Every year, over four parties are held by the staff. Besides, two family parties are also held every year. This speaks for itself about our commitment and team spirit and our aptitude and initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty.

## **6.4 Human Resource Management**

- 6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve

teaching/ research of the faculty and service of the faculty by other staff? If yes, how?

The Institution's mechanisms for performance assessment of faculty and staff include the following;

1. We attach greater significance to the feedback of the students for performance assessment of faculty and staff. To improve teaching of the faculty necessary steps are taken on the basis of the feedback.
2. The Institution has also adopted the Self-appraisal method. The faculty is required to submit the Self-appraisal to the Principal and the same is communicated to the Management. The meritorious faculties are felicitated in the Annual Function every year.
3. To encourage the quality, the appreciation of the achievements and meritorious performance of the faculty takes place through the General Announcement System.

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

Some of the welfare measures for the staff and faculty are as under;

1. Various deposit schemes and loan facility of the Staff Credit Society.
2. Free Internet access.
3. Free access to Gymnasium.
4. Xerox facility.
5. Easy access to DELL and Computer Centre.
6. Total support and encouragement to research activities.
7. Provision of uniform and washing allowance for the class 4 employees.
8. Autonomy to Departments and Committees to hold various activities.
9. Provision of meals/snacks during the special events when the staff is required to work for longer hours.
10. Provision of Duty Leave for academic purposes.
11. Provision of Self appraisal of the faculty.
12. Flexibility in time table to encourage the participation in the faculty development programmes.
13. Special seating arrangement for the faculty in the library.

14. Medical services at the subsidized rates at Pujya Shantaba Charitable Hospital and Shri Hanumanji Path. Laboratory.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

Since the strategies and implementation plans to recruit and retain faculty and other staff are framed by the State Government and the University, the institution has as such no role to play in this process. Besides, the State Government has made all the process of recruitment online, the institution has as such no role to play in framing the strategies. It has just to follow the strategies and implement the plans.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specializations).

The Institution follows all the criteria for employing part-time/ad hoc faculty which are same as the ones for the regular faculty. The salary structure depends on the workload. They are employed purely on contact basis and paid by the Management.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

The policies, resources and practices of the institution that support and ensure the professional development of the faculty are as under;

1. Sanction of Duty Leave for academic and research activities, for participation in seminars, conferences, workshops etc and for the official work with the University or other statutory bodies.
2. Infrastructure support is provided for arranging seminars, conferences, workshops, research activities or guest lectures in the Institution.



3. Financial support is also provided for arranging seminars, conferences, workshops, research activities or guest lectures in the Institution.
4. The use of all equipments and Internet is allowed for research and for the programmes for the professional development of the faculty.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

1. The needs of the faculty development are assessed during the staff meetings. Besides, the Institution takes care to promote the faculty to participate the faculty development programmes. Thus, the faculty are allowed to participate the Refresher courses and Orientation programmes.
2. When the revision of the curriculum takes place, the faculty are allowed to participate the workshops on the new curriculum topics.
3. The faculty are also allowed to participate the faculty development programmes organized by the KCG- the Knowledge Consortium of Gujarat.
4. The institution has conducted staff development programmes for skill up-gradation in English and training of Computer.
5. The faculty can also avail the services of the Computer personnel, DELL and Computer centre.
6. The faculties are encouraged to join the value added computer programme of Dr. BAOU.

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

1. All inclusive, well-maintained and spacious infrastructures.
2. Well-ventilated, well-maintained and spacious Staff room with all basis amenities.
3. Equipments like TV, LCD projectors, CDs, Computer and Internet.
4. Well-maintained and functional office with LAN.
5. Well-ventilated, well-maintained classrooms and lecture halls.
6. Library support.
7. Separate seating in the library.

8. Computer centre.
9. DELL – the Gujarat Government sponsored language laboratory.
10. Sound system.
11. Digital Voice Recorder.
12. Movie Camera.
13. Xerox
14. A spacious Assembly Hall.
15. Huge Play ground.
16. Gymnasium.
17. Lush green ambiance.

## 6.5 Financial Management and Resource Mobilization

- 6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

Yes, the institution gets financial support from the Government. The details of the grants received in the last three years under different heads are as under.

Head	2008-09	2009-10	2011-12
Salary (Rs)	1,07,22,185/	1,08,63,558/-	2,06,80,841/-
Maintenance Grants (Rs)	Nil	Nil	9,21,168/-

- 6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

Nil

- 6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

There is adequate budget to cover the day-to-day expenses. The deficits, if any, are taken care of by the Management - Shri Naroda Kelavani Mandal.

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))

The statements are enclosed.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

Yes, the accounts are audited regularly. All the accounts are maintained by the administrative staff. The Principal and accountant takes care of the internal audit which is followed by the statutory audit by a CA.

The statements are enclosed.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

Yes, the institution has computerized its finance management systems by installing **Shiv Shakti** software.

## **6.6 Best Practices in Governance and Leadership**

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

- 1 For zero waiting in the administrative work, the Institution has a fully computerized administrative office with LAN and Internet facilities.
- 2 Total support of the Management for smooth functioning of curricular and co-curricular activities.
- 3 The Principal of the Institution acting as the friend, philosopher and guide.
- 4 Total transparency in administration, admission and evaluation.
- 5 Total co-ordination among the faculty, committees and the administrative staff.
- 6 Organization of parties throughout the year.
- 7 Meetings with the Management, including one get-together after Dipavali.
- 8 Two family parties every year.
- 9 A One Day Picnic every year.

- 10 Optimal use of the infrastructure and equipments.
- 11 Training in English and Computer.
- 12 Total monitoring of all the activities by the concerned authorities and Principal.

**Information in view of the Observations made under Governance and Leadership in the previous assessment report and how have they been acted upon**

It was observed in the previous report that ‘the college has a perspective plan to start a Career Counseling and Placement Cell, a well-equipped AV room and a language laboratory’ and that ‘the college does not conduct any performance appraisal for the non-teaching staff.’ And that ‘it does not undertake any staff development, skill up gradation or training programme for the non-teaching staff.’

We are glad to state that we have largely met the short falls in this criterion.

We have already started a Placement Cell, a well-equipped AV room-cum-language laboratory- DELL with the Gujarat Government assistance.

It is true that we could not conduct any performance appraisal for the non-teaching staff, mainly because we are running short of the non-teaching staff.

We are however glad to put on record that we have provided training for skill up gradation of the non-teaching staff.

## Criterion VII: Innovative Practices

### 7.1 Internal Quality Assurance System

- 7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

The institution has developed the following mechanisms for quality assurance within the existing academic and administrative systems.

- 1 Formation of various Committees and their thorough functioning.
- 2 Total commitment and punctuality in teaching activity.
- 3 Formation of the Students' Council and meetings with them to chalk out planning of activities.
- 4 Formation of the CWDC to address the women's issues.
- 5 Formation of the Grievance Redressal Cell.
- 6 Optimal use of the General Announcing System for quick circulation of information among all the staff holders.
- 7 Academic Calendar.
- 8 Showing answer books to the students for total transparency.
- 9 MIS, Internet and LAN in the Administrative Office.
- 10 Prompt Actions on the Students' feedback.
- 11 Promotion of ICT in teaching-learning process.
- 12 Regular meetings and interaction among the faculty and Committees.

- 7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

The above mechanisms ensure total co-ordination in the activities of the Institution. The details of the functions carried out by the above mechanisms in the quality enhancement of the institution are as under;

- 1 Formation of various Committees ensures the smooth sailing of respective activities of each individual committee.

- 2 Various events are held at the behest of the students' council.
- 3 MIS, Internet and LAN in the Administrative Office ensure transparency and zero waiting in the office related work.
- 4 The CWDC and Grievance Redressal Cell ensure speedy disposal of grievances of all the students of the Institution.
- 5 DELL, Internet and use of ICT ensures the quality enhancement of the institution.
- 6 The Academic Calendar ensures proper planning of the forth coming events in advance.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

The Students play a crucial role in assuring quality of education imparted by the institution in the following ways;

- 1 Their feedbacks received through Drop Box or Random Feedback are addressed to for assuring quality of education imparted by the institution.
- 2 The Students' Council plays vital role in planning and decision making. The CRs and the LR play lead role in assuring quality of education imparted by the institution.
- 3 The students have an easy access to the faculty and Principal to present their case. This helps us to enhance the quality of education imparted by the institution.
- 4 Showing of the answer books to them ensures that their voice is heard.
- 5 They are involved in co- curricular and extension activities.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

- 1 Starting of teaching activity right from Day One is our proud practice.
- 2 The HoDs play vital role in executing the teaching process. They plan the time table, guide the faculty in the department and address to the problems of the students and faculty.
- 3 ICT and DELL ensure better comprehension of the topics by students.

- 4 The formation of Committees makes the functioning of the Institution very easy. Their autonomy and monitoring ensure success of the work in hand.
- 5 The organizations like ‘Welcome Function’ for the incoming students and the ‘Farewell Function’ for the outgoing students build a long lasting rapport.
- 6 The Annual Function has been proved a best practice of the Institution as it connects the outgoing students with the Institution for the whole life. Felicitation of the Achievers among the students and faculty is in itself a best practice.
- 7 The formations of CWCD and Grievance Redressal Cell ensure our zero tolerance to complaints of the students.
- 8 Institutional Freeships and scholarships promote enhancement of quality among the students.
- 9 Placement camps and career counseling provide better opportunities to the students.
- 10 The support of the Alumni is our asset.
- 11 NSS activities, the community library in Chharanager, Blood Donation camp are some of the outstanding extension work of the Institution.
- 12 Sport has earned a name and fame to our Institution and a brighter life to scores of our students.
- 13 Celebrations of the National Days, Teacher’s day and Yajna, live recital of “Vande Mataram” followed by a devotional prayer ensures values of national integration and civics.

7.1.5 In which way has the institution added value to the quality enhancement of students?

The institution has added value to the quality enhancement of the students in the following ways;

- 1 Autonomy to the students’ council to arrange programmes that may lead to the quality enhancement.
- 2 To bring out and enhance the skills among the students, the Institution organizes inter-class competitions in sports and cultural activities.

- 3 We felicitate and reward the meritorious students for their achievements in the Annual Function. We also appreciate their achievements through the General Announcement System.
- 4 In order to inculcate the moral values among the students, we begin the day with the live recital of *Vande Mataram* and devotional prayer.
- 5 In order to inculcate the virtues of the nationalism and civic sense among the students, we celebrate the National Days.
- 6 The Institution has developed such an environment and culture that encourage the students to grow qualitatively.
- 7 DELL and ICT ensure the quality enhancement among the students.
- 8 Assessment of Workbooks and Assignments lead to the quality enhancement of the students.
- 9 Regular marking of attendance of the students ensures punctuality and discipline.
- 10 The extension activities like Blood Donation Camp, NSS programmes and community library in Chharanagar inculcate the virtues of the social responsibility and charity among the students.

## 7.2 Inclusive practices

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

a) Socially-backward

- 1 We strictly follow the reservation policy and other norms laid down by the Governments and University for the students belonging to these communities.
- 2 We pass on to them all the monetary benefits provided to them by the Government.
- 3 They avail of the remedial and bridge courses.
- 4 The Institution ensures equity and fraternity among all the students, irrespective of class or creed. Thus, all students have equal access to all the facilities and infrastructure.
- 5 They participate in all curricular, co- curricular and extra-curricular activities without fear or discrimination.



b) Economically-weaker

- 1 We reimburse tuition fees to the meritorious students of this sanction.
- 2 We provide the library support to them.
- 3 We follow all the Government and University policies on such students.

c) Differently-abled

- 1 A slope has been made for the easy movement of the wheel chairs.
- 2 The Institution has purchased a wheel chair.
- 3 We pass on to them all the monetary benefits provided to them by the Government.
- 4 We allow the facility of a writer during examinations.
- 5 We allow extra time and provide special seating arrangement for the differently abled students during examinations.
- 6 We provide all humanitarian help to these students.

7.2.2 What efforts have been made by the institution to recruit

1) Staff from the disadvantaged communities? Specify?

a) Teaching

We strictly follow all the Government and University policies on reservation in recruitment. As such, the Government sanctions the position only in accordance with the reservation and roster norms and the Institution follows the Government's decision during the recruitment procedure. Now, the Gujarat Government has made all the procedure online.

b) Non-teaching

The same as mentioned in (a) above.

7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

- 1 To achieve gender balance amongst students and staff, we strictly follow all the Government and University policies in the admission process and recruitment.

- 2 Formation of CWDC as per the UGC guidelines to address the issues of women stakeholders.
- 3 We ensure total safety and security of all the students
- 4 Facility of a spacious Ladies Room with all the basic amenities to girl students.

7.2.4 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.

- 1 The result of the gender audit for the staff and students in 2010-11 is as under.

<u><b>The staff</b></u>			<u><b>The Students</b></u>		
Male	Female	Total	Male	Female	Total
16	08	24	686	1576	2262

- 2 Various programmes are held at the behest of CWDC.
- 3 We arrange free of charge career orientated training programmes in handicraft for girl students.
- 4 We arrange free of charge training programmes in martial art/ karate for girl students.

7.2.5 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

The intervention strategies adopted by the institution to promote the overall development of students from rural/ tribal backgrounds are as under;

- 1 We arrange bridge course in English for the FYBA students most of whom hail from the rural areas.
- 2 We encourage, motivate and ensure their active participation in all the co-curricular and extra- curricular activities.
- 3 We encourage, motivate and ensure their active participation in the extensive activities.
- 4 We take extra care for the tribal students to ensure that the benefits permissible to them reach them in due course.
- 5 We ensure equity among all the students irrespective of their background.

7.2.6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

There is no special provision or mechanism in the Institution to record the incremental academic growth of the students admitted from the disadvantaged sections. We however take extra care for their academic growth by arranging bridge course in English for FYBA students and remedial course in English for TYBA students.

7.2.7 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

The Institution always takes care to promote social-justice and good citizenship amongst the students and staff. To meet this end, the Institution undertakes the following initiatives.

- 1 We involve the students and staff in all our extension activities.
- 2 We ensure equity among the students and staff and allow no discrimination whatsoever.
- 3 The co- existence during the camps of the NSS and NCC promote social-justice and good citizenship amongst the students.
- 4 The celebrations of the National Days in the Institution also promote social-justice and good citizenship amongst the students and the staff.
- 5 The Institution organizes various programmes that promote social-justice and good citizenship amongst the students and the staff.

All our initiatives have yielded good fruits as since the inception of the Institution in 1993, there has been not a single case which might have failed the social-justice and good citizenship amongst the students and staff.

All our students- past or present- are proud of the lessons they have learnt for promotion of social-justice and good citizenship.

### 7.3 Stakeholder relationships

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

The institution ensures the active participation of all its stakeholders in planning, implementation and evaluation of the academic programmes in the following ways;

- 1 Strategies are evolved only after the general consensus at the General Meeting at the beginning of the year. Thus, the voice of each member of the staff is heard.
- 2 The strategies are communicated to the Students' Council when it is formed. Thus, their voice is also taken into consideration and if required, we amend the strategies.
- 3 The Management also guides and monitors the academic activities regularly.
- 4 We arrange the parents' meeting to know their viewpoints and thus, their voice is also taken into consideration.
- 5 Though the Alumni Association has little role to play, we come across their voice in terms of the academic activities of the Institution.
- 6 The students have all the freedom to share their views through Drop Box, Random Feedback or direct access to the faculty or Principal. Their concerns are addressed to.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

- 1 The institution has been affiliated to Gujarat University and as per the University manuals; an Institution has no authority to develop new programmes to create an overall climate conducive to learning. The authority to design and develop new programmes lies with the University. The BoS develops the programmes of their respective subjects on the UGC guidelines. In this respect, two faculties of our Institution Dr. R. J. Chaudhari and Dr. S. P. Patel have played key role in designing the programme of their respective subjects in the capacity of the member of BoS.

- 2 Alongside of offering the programmes of Gujarat University, we also offer value-added programmes of Dr. BAOU and SCOPE- a Gujarat Government initiative.

7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

There are plenty of factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction. Some of the key factors are;

- 1 The reputation of the Management – Shri Naroda Kelavani Mandal. For over 50 years, the Management has been actively engaged in the field of education. Today, over 6000 students are getting quality education from KG to PG programmes- all under one roof. It is the pioneer Management in the Eastern Ahmedabad.
- 2 The Institution has been reputed for its discipline and so no nuisance has ever taken place since its inception in 1993. Over 65% of the students are girls, this proves our commitment for discipline.
- 3 We start teaching activity right from the Day One of each term and this is our unique practice- not to be found in any academic institution.
- 4 Start of the Day with the live recital of the National Song and devotional hymns to inculcate moral values and nationalism.
- 5 Punctuality, regularity and commitment in the teaching process.
- 6 Various ways to address the students grievances
- 7 Organization of interclass competitions in sport and cultural activities.
- 8 Institutional Scholarships to the meritorious students.
- 9 Felicitation of meritorious students through the General Announcement System and at the Annual Function.
- 10 Total transparency in admission and evaluation process.
- 11 No collection of extra fees in whatsoever name.
- 12 Our all inclusive infrastructure.
- 13 Student-friendly and education-centric environment which is conducive to teaching – learning process.
- 14 Free access to gymnasium and Internet.
- 15 Facility of reading room after the college hours.
- 16 Celebration of the national Days to inculcate nationalism.
- 17 In-campus Placement camps.
- 18 Extension activities and linkages for the welfare of the students.
- 19 Organization of One-day Picnic the departmental Study tours.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?

The institution elicits the cooperation from all stakeholders to ensure overall development of the students in the following ways;

- 1 The Goals and Objectives of the Institution have been set in consultation with the Management. We are proud to state that the Management has always remained a guiding force to us. Its valuable suggestions and total functional autonomy encourage and inspire us to put in our best efforts.
- 2 The strategies to ensure overall development of the students are chalked out at the General Meeting of the staff in the beginning of the year. All faculty share views and after general agreement, we design the strategies to ensure overall development of the students. Thus, the voice of each faculty is taken into consideration while planning the curricular and co-curricular activities, community orientation and the personal/ spiritual development of the students.
- 3 On formation of the Students' Council, the same is communicated to the representatives of the students. Their suggestions, if any, are incorporated.
- 4 We often arrange meeting with the parents and involve them in our efforts of overall development of the students.
- 5 We also seek guidance of the alumni in view of the overall development of the students.
- 6 We have developed linkages for the personal development of the students.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

When we arrange the in-campus placement, we sense the public concerns in our current programmes which largely fail to meet the challenges of the rapidly changing corporate sector. Besides, we have been observing that most students of the University fare very poorly at the NET, SLET and such other entrance/eligibility tests. The public concerns are anticipated at the dismal performance of the students who have gone through our current programmes.

In order to address the public concerns, we have undertaken drastic changes in the teaching – learning process. We have attached greater significance to ICT. We have also started the Gujarat Government sponsored DELL and SCOPE in our Institution. We have upgraded our Computer centre and library.

The Management is also planning to come up with an SFI- a new educational campus offering the modern professional programmes in Management and Technology.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

The institution promotes social responsibilities and citizenship roles among the students in the following ways;

- 1 We arrange various extension activities and involve the students in them. Thus, they wholeheartedly participate in the **Blood Donation camp, NSS and NCC** camps.
- 2 The celebrations of the **National Days** largely promote social responsibilities and citizenship roles among the students.
- 3 At the behest of Jagdish Anerao, an Asso. Professor of English, the Institution has started a **community library** in a backward area of Chharanager. This has inculcated a sense of social responsibilities and citizenship roles among the students.
- 4 We ensure their active **participation in sport and cultural activities**. This promotes social responsibilities and citizenship roles among them.
- 5 **Felicitation of the meritorious students** inspires other students to play a vital role towards social responsibilities and citizenship.
- 6 We have placed **Dust bins** at various spots and ensure that they use them and help us keep the premises clean.
- 7 We ensure that the students contact the office in view of the **lost/found possessions**, if any.

7.3.7 What are the institutional efforts to bring in community-orientation in its activities?

The Institution's efforts to bring in community-orientation in its activities are.

1. We invite eminent personalities to chair our Annual Function. This has brought us close to many leading personalities of our community.

2. In our celebrations of the National days, we involve local people.
3. Our NSS camps are held in nearby villages. This gives us a greater opportunity to bring in community in our activities.
4. The community library in Chharanagar has also brought the community closer to us.
5. Various academic and social functions are held in the Assembly Hall. This brings in society a bit closer to us.
6. Our linkages with the followings have brought in community in our activities.
  - a. Shriji Handicrafts,
  - b. Wushu Martial Arts,
  - c. Shri Shakti Pratishtan,
  - d. Lions' Club,
  - e. Shri Hanumanji Path. Laboratory,
  - f. Pujya Shantaba Charitable Hospital.
7. Our students visit various places and organizations during the academic tours. This also brings in community in our activities.

7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

Our Institution actively supports and strengthens the neighborhood communities through extension activities, NSS programmes, community library in Chharanagar. Our students maintains live contact with a nearby slums. Besides, we also extend moral and material support to community during natural calamities and other disasters.

7.3.9 How do the faculty and students contribute in these activities?

There are two NSS units in our Institution. The faculty in charge and the students undertake various extensive activities throughout the year. Besides, the annual camps are held in nearby villages. All the members of the staff participate in the camping. Thus, NSS activities contribute in the extension activities.

Our students maintain live contact with slum-dwellers of Mohannagar Chhapara, near our College. At the behest of a faculty, Jagdish Anerao, we have



started a community library in Chharanagar, a backward area near our College. The Vice Principal of our Institution takes keen interest in Blood Donation activity. He is also associated with the Special Olympics for the differently abled. The faculty and students of the Institution also support several NGOs.

The faculty and students of the Institution also support the society with cash and kind during natural calamities or such other disasters.

Thus, the faculty and students contribute in the extensive activities.

7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

Our Institution determines student satisfaction on academic benchmarks on the basis of the followings;

1. Drop Box
2. Random Feedback
3. Students' Direct Access to the faculty.
4. Students' Direct Access to the Principal.

On the basis of the students' feedback, necessary follow-up actions are taken to student satisfaction. We change accordingly to meet the current and future educational needs and challenges.

7.3.11 How do you build relationships?

- to attract and retain students
  1. Beginning of the teaching activity right from Day One in both the terms.
  2. Student-centric approach.
  3. Punctuality and regularity in teaching activity.
  4. Organization of various co-curricular activities.
  5. Felicitation of the meritorious students.
  6. Scholarships to the meritorious students.
  7. Reimbursement of fees to the needy students.
  8. Quick redressal of the students' grievances.
  9. Placement camps.
  10. Free access to Internet and Gymnasium.

11. Bridge course and remedial course in English
  12. Assignments and workbooks for quality enhancement.
  13. Extension Activities.
- to enhance students performance and
1. Assessment of Assignments and workbooks.
  2. Quick response to their grievances.
  3. Free access to Internet.
  4. Use of ICT.
  5. Commerce-curricular activities for all round development of the students.
  6. Felicitation of the meritorious students.
  7. Scholarships to the meritorious students.
  8. Reimbursement of fees to the needy students.
  9. Bridge course and remedial course in English
- to meet their expectations of learning
1. We come across their expectations of learning through Drop Box, Random Feedback and their direct access to the faculty and Principal. We address to their suggestions and complaints to meet their expectations.
  2. We show them the answer books for total transparency in evaluation.
  3. We use ICT.
  4. We allow them free access to Internet.

**Information in view of the Observations made under Innovative Practices in the previous assessment report and how have they been acted upon**

There have been no specific observations upon which we were expected to act.

## **D. Declaration by the Head of the Institution**

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and No part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

**Signature of the Head of the institution  
with seal:**

Place:

Date: