



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	SMT AP PATEL ARTS AND LATE SHRI NP PATEL COMMERCE COLLEGE, AHMEDABAD
Name of the head of the Institution	Dr. Ramesh J. Chaudhari
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09824131922
Mobile no.	9825604664
Registered Email	naroda_naac@yahoo.com
Alternate Email	anerao_jagdish@rediffmail.com
Address	PK Patel Campus, Nr. Muni. School, Naroda,
City/Town	Ahmedabad.
State/UT	Gujarat
Pincode	382330

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Jagdish Vinayakrao Anerao			
Phone no/Alternate Phone no.		07922815858			
Mobile no.		9825604664			
Registered Email		naroda_naac@yahoo.com			
Alternate Email		anerao_jagdish@rediffmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.appatelcollege.org/wp-content/uploads/2022/06/AQAR-Smt_A_P_Patel_Arts_2015-16.pdf%20			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.appatelcollege.org/wp-content/uploads/2022/06/Academic_Calendar_2016-17.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	71.20	2007	31-Mar-2007	30-Mar-2012
2	B	2.17	2012	12-Sep-2012	11-Sep-2017
6. Date of Establishment of IQAC			15-Jun-2007		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Extensive Use of the ICT by faculty	15-Jun-2016 220	20
Guidance to the Youth festival Contestants	10-Aug-2016 4	85
National Sanskrit Shikshak Prashikshan Varg	07-Sep-2016 6	52
Two more computers provided in Library	01-Dec-2016 6	300
State level workshop in manuscriptology	03-Jan-2017 7	16
Enhancement of time of Reading room	01-Feb-2017 6	100
Campus Placement Camp by ICICI Bank	08-Apr-2017 1	25
National Seminar in Physical Education	28-Feb-2017 2	110
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Gujarat Government	Maintenance Grant	State Government	2017 365	287527
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Significant contributions made by IQAC in 201617 1) Felicitating toppers at Sem4 University Examinations with free book sets. 2) Reading room facility even after the college hours. 3) Procuring the Services of the Alumni . 4) Raising number of Computers for the students in the library . 5) Encouragement for Hosting of Seminar / Workshop on the Campus.

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

Plan of Action	Achivements/Outcomes
Felicitatation of the toppers at the Semester 4 University examinations with a free book set as per the syllabus of the Semester 56.	The announcement was done at the Annual Function and it was overwhelmingly welcomed by all the stakeholders.
Engaging the Alumni for vocational-career guidance and training.	Engaging the Alumni for vocational-career guidance and training proved very useful as after they trained the students for the various competitions of the University Youth festival, 16 out of a total of 55 participants were selected for the finals. Besides, an On campus Placement Camp was also held at the behest of the Alumni in which 2 students were shortlisted by the ICICI Bank in February 2017.
The suggestion of organizing a seminar/workshop on the campus.	In view of the suggestion of organizing a seminar/workshop on the campus, the Dept. of Sanskrit had hosted a National Seminar and a State level workshop in January 2017 and Dept. of Physical education had hosted a National Seminar.
Providing more computers for the students in the library.	In view of the suggestion of providing more computers for the students in the library, two more computers were added taking the total to three.
Extension of the timings of the reading room.	The timings of the reading room extended till 6 pm.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Shri Naroda Kelavani Mandal	19-Apr-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	23-Jan-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System in the Institution in 2016-17. Every year, the Management is appraised of the overall performance of the Institution during the Academic year by way of the Institutional Progress Report which is submitted in a book form to the Management, generally after June. The Institution follows the instructions and suggestions, if any, received from the Management, during the subsequent academic year. The Institutional requirements are placed before the Management by the Head of the Institution at the Management meetings which are held at the regular intervals. The Institution intimates the Management about the programs to be held on/off the campus and gets prior consent from the Management. Most often, the post bearers grace the occasion. The Management also support generously the Institution in such programs. Often informal interactive meeting of the staff with the post bearers of the Management is also held.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1.1 The Institution's well-planned Curriculum Planning and Implementation mechanism for 2016-17. 1) Four of the faculty members (Dr. Ramesh Chaudhari, Dr. Mukesh Prajapati, Dr. Manjula Viradiya, Manoj Parekh) happened to the members of the BoS of their respective subjects and they had contributed to the Curriculum Planning and Implementation at the University level. 2) Curriculum Planning and Implementation mechanism for all programs is worked out at the

very outset of the new semester at the Staff General Meetings held in June and November. 3) Subsequent to the Staff Meeting, the department wise micro planning for the Curriculum Implementation is worked out by the respective departments. 4) An education-savvy academic environment in a well-maintained infrastructure is made available to all the stake-holders. 5) Necessary corrective steps are taken in view of addressing the students' feedbacks/suggestions/complaints received through Redressal System. 6) Various co-curriculum programs including Expert's lectures, competitions and study tours are arranged by the Institution in general and departments in particular. 7) All the members of the faculty presented papers at seminars/conferences for quality enhancement. 8) Nine members of the faculty attended the UGC sponsored FDPs/STCs for quality enhancement. 9) Students were encouraged to participate in various co-curriculum programs organized by other institutions. 10) Extensive use of ICT added to the easy deliverance of the teaching topics in the classrooms. 11) Value-added co-curricular Programs like Tally and Co-operative Training, workshop in Sanskrit were offered to the students for quality enhancement. 12) Based on the slow learners' performance at the internal evaluation, necessary remedial steps, including extra classes and assignments, were taken by respective departments. 13) An interactive session with the Alumni was held the exposure of the employability aspects of the Curriculum. 14) Department-wise Review Meetings on the Curriculum Implementation were held at the end of the semesters in October and April. 15) Library support including books and computers and Reading room facility were provided to the students. 16) Schemes of recognition of the meritorious students implemented to encourage the students to achieve better results.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Tally	NA	15/06/2016	21	Focus on employability	Computer Accounting skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	English	15/07/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Graduation	15/06/2012
BCom	Graduation	15/06/2012
MA	Post-Graduation	15/06/2012
MCom	Post-Graduation	15/06/2012

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	9	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally	05/02/2017	9
Co-operative Training	01/08/2016	100
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NA	0
BCom	NA	0
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1.4.2 The Institution has developed a well organised feedback system in place. 1) Feedbacks from all stakeholders are obtained during the year and are being analysed and utilized for overall development of the institution. 2) A Drop Box is placed for the students to drop their feedbacks, suggestions or complaints. The Redressal Committee takes up every feedback and takes the actions that are required to be taken. The actions taken by the Committee are announced through the general address system. 3) A student can also approach directly to the faculty concerned or the Head of the Institution for his issue to be addressed. 4) The students' issues are also taken up and addressed to at the Meeting of the Students' Council. 5) Feedbacks of the students are also obtained in a printed form at the end of the academic year. They are analysed and necessary corrective actions are taken. 6) Feedbacks from the parents obtained during the meeting of the parents Association are analysed promptly and necessary corrective actions are taken. 7) The CWCD is in place in the institution which a girl student can approach for her issues pertaining to gender bias or sexual harassment, if any. 8) The Anti-ragging Committee is in place in the institution which any student can approach with the complaints of ragging, if any. 9) The SC-ST Cell is in place in the institution which any student from the SC/ST communities can approach with the complaints of caste discrimination, if any. 10) The faculty and other employees can approach the Head of the Institution for his feedbacks or issues, if any, to be addressed. 11) The Institution is glad to place on record that not a single case of either ragging, casteist discrimination or sexual harassment has been reported in the Institution since its inception.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Graduation	520	221	221
BCom	Graduation	450	443	443

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1767	335	5	0	17

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	38	18	0	0

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution has developed a Students Mentoring System to ensure an easy access for the students to the mentors to present their issues and redressal. 1) A mentor has been assigned to each class whom the students of the class can approach for the redressal their issues, if any. 2) The students can also see the faculty concerned for the redressal their issues. 3) If not satisfied, the students can also see the head of the institution for the redressal their issues. 4) The Anti-ragging cell is in place to address the ragging issues, if any. 5) The girl students can approach the CWDC in case of their harassment. 6) The SC/ST students can approach the SC/ST Committee in case of their harassment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1767	22	1:80

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	22	4	2	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2016	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	-	1 - 3 - 5	27/10/2016	17/10/2016
BCom	-	1 - 3 - 5	27/10/2016	17/10/2016
BA	-	2 - 4 - 6	26/04/2017	08/04/2017
BCom	-	2 - 4 - 6	26/04/2017	08/04/2017
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

2 5 2 Reforms in Continuous Internal Evaluation (CIE) System The Institution has a Continuous Internal Evaluation (CIE) System in place which is strictly in accordance to the Gujarat University norms and subject to reforms accordingly. The Institutional Reforms in the Continuous Internal Evaluation (CIE) System are as under 1) Prior to the introduction of the CBCS by the University in 2012-13, the Institution had adopted a unique pattern of the Weekly Tests in the Continuous Internal Evaluation System but it was discontinued from the academic year 2012-13. 2) As part of the Reforms, the Institution reintroduced the pattern of the Weekly Tests instead of the single semester end tests in the Continuous Internal Evaluation System from the academic year 2016-17. 3) In the newly introduced the pattern of the Weekly Tests, a student has to take two tests in addition to the submission of the assignments of each paper in the respective semester. 4) Those who missed any of the weekly tests, were given the opportunity to appear at the remedial/extra test in the respective papers. 5) The submission of assignments and appearing at the weekly tests formed an obligatory part of the Continuous Internal Evaluation System of the Institution. 6) The Continuous Internal Evaluation System carries the weightage of 30 while the External Evaluation System carries the weightage of 70. 7) Students' objections regarding the Internal Evaluation are addressed by the Examination Committee in a systematic way.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar 2016-17 (A) General 1) Commencement of the 1st Term : June 15,2016 2) Duration of the 1st Term : June 15 to October 27, 2016 3) Total working Days : 107 4) Dipawali Vacation : October 28 to November 17, 2016 5) Duration of the 2nd Term : November 18 to April 26, 2017 6) Total working Days : 113 (B) Monthwise Planning • June 15 - Opening of the new academic year. Online Admission Process. - International Yoga Day • July - Mahakavi Kalidas Jayanti - Guru Purnima - Co-operative Training Program - NSS Orientation Program and tree plantation - Premchand Jayanti • August - Interclass Competitions- Sport and Cultural Activities. - Independence Day - CWCD Workshop - Raksha Bandhan in slums and Police Stations by NSS volunteers • September - Teacher's day on September 5 - University Youth Festival - NSS Day - Hindi Day

• October - Campus Placement Camp - Internal examinations - NSS Camp • November - Dipawali Vacation, University Examinations, New Term to start • December - AIDS Day Event by NSS - Celebrations of various Days as per University Guidelines • January - Yajna on January 1 - National Youth Day January 12 - Departmental activities/ Seminars/ Study Tours - One Day Academic Tour - Special programs on Management's Diamond Jubilee year - Republic Day Celebrations on January 26 - Blood Donation, Health Check up Camp by NSS on January 26 • February - Internal examinations - Campus Placement Camp - Career oriented programs • March - International Women's Day on March 8 - Annual Function - Alumni Association Event - Parents Meet - University Examinations • April - University Examinations - Need based events and occasional Departmental/ Co-curriculum/ Extension programs would be held over and above the events mentioned in the Calendar. The Institution by and large adhered to the Academic calendar for the conduct of Examination and other related matters.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.appatelcollege.org/program-specific-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Graduate	253	177	69.96
BCom	BCom	Graduate	315	256	81.27
MA	MA	Post Graduate	102	96	94.12
MCom	MCom	Post Graduate	58	56	95.55

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.appatelcollege.org/wp-content/uploads/2022/07/2-7-1-%E2%80%93-Student-Satisfaction-Survey-SSS-on-overall-Institutional-performance-2016-17.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	Not Applicable	0	0
Minor Projects	0	Not Applicable	0	0

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Not Applicable	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Not Applicable	Not Applicable	Nil	Not Applicable
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not Applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	3	Nil
National	Sanskrit	2	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	6
English	1
Gujarati	2
Sanskrit	7
Hindi	6
Physical Education	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2016	0	NA	0
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2016	0	0	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	16	20	20	0
Presented papers	9	20	5	0
Resource persons	2	3	1	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Co-operative Training	Commerce Faculty, Ahd. Dist. Co-op Union Ltd	4	100
Tally Training	Commerce Faculty, Priyank Computers	2	9
Skill Training for Youth Festival	Alumni Association	5	85
Leadership Development	Students Council, NSS, Lions Club, Naroda	4	50
Blood Donation	NSS, Lions Club, Naroda and Red Cross	20	30
Career Guidance	Alumni Association	4	150
Digital Training	NSS, Gujarat University	1	8
Skill development	CWCD, Pidilite Ind Ltd	2	40

SCOPE DELL Lab	Higher Edu Dept	1	8
Health Check up, Thalassemia Awareness	NSS, Shantiman Hospital	2	28
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Co-operative Training	Ahmedabad Dist. Co-op Union	Co-operative Training	4	100
Skill Training for Youth Festival	Alumni Association	Skill Training for Youth Festival	5	85
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Workshop in Manuscriptology	16	Guj. Sahitya academy	7
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Skill Development	Skill Development	Pidilite Industry	02/02/2017	04/02/2017	50
Training	Manuscriptology	Guj Sahitya Academy	03/01/2017	09/01/2017	16
Literacy	Literacy	Chanchalben Library	06/04/2017	31/05/2017	145
View File					

Weeding (hard & soft)	0	0	0	0	0	0
e- Journals	0	0	0	0	0	0
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Manjula Viradiya	Nitishatak	SANDHAN AGIC, Govt. of Guj	29/03/2013
Shri D. P. Suthar	Textual Unit Diamond Necklace	SANDHAN AGIC, Govt. of Guj	25/03/2014
Shri Jagdish V. Anerao	Tolstoys Short stories- Too Dear	SANDHAN AGIC, Govt. of Guj	15/04/2014
Shri D. A. Patel	Capital Reduction in BOM	SANDHAN AGIC, Govt. of Guj	02/03/2012
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	0	0	0	0	0	0	0	0	0
Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1200000	1032071	1200000	1032071

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in

institutional Website, provide link)

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities
Classrooms The Institution has 18 spacious and well-ventilated classrooms in addition to 10 other rooms for support services including Girls' Room, Sports Room, NSS, Office. All classrooms have the LCD projectors for the use of the ICT. The College premises is an exclusively independent part of the PK Patel Educational Campus. Separate parking for the faculty and students, drinking water facilities and separate toilets for boys and girls are provided at different places on the campus. A spacious Assembly Hall forms the part of the shared facility. The whole campus is covered under the CCTV surveillance as per the Governments norms. The Institution has the fire safety facilities as per the Governments norms. The infrastructure of the Institution is fully maintained by the Management.
Library The partly automated College library has also a reading room facility for the faculty and students. The working hours of the library are from 8 am to 2 pm while the reading room remains open for the students till 6 pm. The students are given two tickets to borrow books. Apart from books of prescribed syllabi and general interest, the students can also avail paper sets of past examinations and CDs from the library. The students can use computers for the academic purpose.
Sports The Institution has a shared ground for outdoor sport events which the Institution uses during the training of the sport students and interclass and University sport events. All students can avail of the Gymnasium facility before and after the college hours. Necessary kits and uniform are provided to the students who are representing the college at various sport events.
Computers The Institution has a computer centre with 40 computers and Wi-Fi for the students offering computer as an elective subject in Arts faculty. Laptops have been provided to all the members of the faculty to enable them to use ICT. A computer system is provided in the staff room for general use. The office is fully computerised. Most library data have been uploaded. In the library, the students can use computers for the academic purpose. DELL the Digital English Learning Lab, funded by the Higher Education Department of the Gujarat Government, has 25 computers where candidates can take a Certificate Course. It is an AV centre

https://www.appatelcollege.org/wp-content/uploads/2022/08/4_4_2_Procedures_and_policies_for_maintaining_and_utilizing_facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Kankuba-Jagjivan Scholarship	54	10800
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Skill development	02/02/2017	40	CWCD, Pidilite Ind Ltd

Remedial coaching in English	01/07/2016	50	English Dept.
SCOPE DELL Lab	01/07/2016	8	College Faculty
Yoga, Meditation	15/06/2016	150	NSS
Personal Counselling	01/07/2016	20	College Faculty
Tally Training	05/02/2017	9	Com. Faculty, Priyank Computers
Co-operative Training	20/07/2016	100	Com. Faculty, Ahd. Dist. Co-op Union Ltd
Career Guidance	30/06/2016	150	Alumni Association
Skill Training, Guidance or Youth Festival	16/08/2016	85	Alumni Association
Leadership Development	13/08/2016	50	NSS, Lions Club, Naroda

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Nil	0	0	0	0
2017	Nil	0	0	0	0

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
30	30	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Bank	25	2	KCG	30	5

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
2016	21	BA	English	Smt AP Patel Arts NP Patel Com. College	MA
2016	32	BA	Hindi	Smt AP Patel Arts NP Patel Com. College	MA
2016	26	BA	Gujarat	Smt AP Patel Arts NP Patel Com. College	MA
2016	3	BA	Sanskrit	Smt AP Patel Arts NP Patel Com. College	MA
2016	100	BCOM	Commerce	Smt AP Patel Arts NP Patel Com. College	MCOM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SLET	0
TOFEL	0
Civil Services	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Interclass Kho kho Competitions	College	160
Interclass Chess Competitions	College	20
Interclass Cultural Competitions	College	700
English Poetry Recitation	College	27
Elocution in Hindi	College	11
Hindi Poetry Recitation	College	17
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Nil	National	Nil	Nil	NA	Nil
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 - Activity of the Students Council, Representation of students on academic administrative bodies/committees of the institution. The Students Council with the Head of the Institution as the ex officio chairman, is formed every year purely on the merit basis strictly as per the University Guidelines. The toppers of the preceding years are made the CRs of the respective classes. The College topper at the Semester 4 University examination is made the GS of the council while the topper among the girls is made the LR. Generally, 3 to 4 meetings of the Council are held during the academic year. The students' representatives play an active role in the decision-making process of fixing the schedule of the internal examinations and various events like interclass and University level completions and study tours. Need based meetings of the Council are also held. They also play a supportive role during the special programs organized by the Institution. The CRs are assigned the task of addressing the issues pertaining to their respective classes while the LR takes care of the girl students' issues, if any. Every year, at least four programs are held at the behest of the Student Council 1) Induction-Welcome Program for the freshers 2) Teacher's Day 3) Garba program during the Navaratri and 4) Annual Function and Farewell Program for the Semester - 6 students. The GS performs the role of the Head of the Institution on the Teacher's Day. This year, a Seminar on Leadership Development was held in the Institution at the behest of the NSS and the Students Council in collaboration with the Lions Club, Naroda on 13-08-2016.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.1 The Alumni Association Engagement in 2016-17. The Alumni Association of the Institution has been registered since its inception and actively plays a supportive role for the benefit of the current students. The activities of the Association are decided at the Meetings of its executive committee which comprises of the president, vice president, a secretary, a treasurer and committee members. The Head of the Institution happens to be ex officio president of the Association. A faculty functions as the co-ordinator. The one-time life membership of the Association is Rs. 500/. Generally, three to four meetings of the executive committee are held during an academic year. The Report card is presented at the AGM during which the members also present a cultural program on the campus. In 2016-17, the Association arranged a special workshop to train the students for various events of the Gujarat University Youth Festival. Besides, a career counselling program and an on-campus placement camp by ICICI Bank were also held at the behest of the Association.

5.4.2 – No. of enrolled Alumni:

116

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

5.4.4 - Meetings/activities organized by Alumni Association in 2016-17. 1) The Alumni Association of the Institution has duly been registered. Till 2016-17, there were 116 members. The Life time membership fee of the Association is Rs. 500/. 2) The Head of the Institution is the ex officio chairman of the Association. A member of the faculty co-ordinates the affairs of the Alumni Association. 3) Three Meetings of the executive body of the Alumni Association were held in 2016-17 on 10-07-2016, 14-08-2016 and 04-12-2016. 4) The Alumni Association undertook a tree plantation drive in July 2016. 5) The alumni Palk Mehta and Yogesh Bhardava played an active role by way of training the existing students for the Gujarat university Youth festival. 6) An alumnus, Avaniish Rathod provided the orchestra support for the cultural event of Garba in the Navratri on the campus. 7) The Alumni Association also organized a program for Career Guidance in marketing on 12-12-2016. 8) An on-campus placement camp by ICICI Bank was held at the behest of the Alumni Association on 08-04-2017.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1 - Two practices of decentralization and participative management in 2016-17 To ensure the decentralization and participative management, various committees are formed in June every year and each faculty becomes a member of one or more committee as per his aptitude. Most events during the academic year are organized on the basis of the decentralization and participative management. 1) Interclass competitions in kho-kho - boys and girls - and cultural activities are held generally in August every year. Class/subject wise teams under the mentorship of respective members of faculty are prepared for these competitions. Each faculty takes care of preparing teams of the class/subjects assigned. To ensure the participative management, each faculty is assigned to handle all the affairs of one of the competitions. Besides the participation of all the members of the academic and administrative staff, over 900 students participate in these events. This mega event is one of the two practices of decentralization and participative management in the Institution. 2) The celebration of the Republic Day happens to be a signature event that mark the decentralization and participative management in the Institution. Three different events are held during the celebrations of the Republic Day. 1) The Tricolour Flag Hoisting 2) Blood Donation Camp and 3) Cultural program. Each faculty is assigned a specific task to ensure decentralization and participative management. The CRs also ensure the participation of maximum numbers of students from their respective classes in the events. The NSS volunteers ensure the smooth conduct of the Tricolour Flag Hoisting and Blood Donation Camp. Besides all the members of the academic and administrative staff, over 1500 students are involved in these events. Thus, the celebration of the Republic Day happens to be the second of the two practices of decentralization and participative management in the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	1) Curriculum development The individual faculty of the institution

	<p>has no role to play in Curriculum development as this is the prerogative of the BoS of the respective subjects.</p> <p>Three of the faculty members (Dr. Ramesh J Chaudhari, Dr. MG Prajapati and Dr. MJ Viradiya) happened to be the members of the BoS of their respective subjects during 2016-17. They contributed in designing, revising and developing the curriculum of their respective subjects.</p>
Teaching and Learning	<p>2) Teaching and Learning Teaching and Learning happens to be an outstanding feature of the Institution because of extensive use of the ICT and strict adherence to the academic calendar. The time table is set in a way that no student can roam free during any of the lectures. Co-curriculum activities expand the scope of the learners. All classrooms have the LCD projectors. The faculty have been provided with the laptops to ensure the use of the ICT.</p>
Examination and Evaluation	<p>3) Examination and Evaluation Examination and Evaluation procedure is totally transparency. Punitive actions are taken against any form of malpractices. The results are uploaded on the institutional website and students' objections are addressed within the stipulated time. Students are given the internal assessment marks based on their performance at the internal examination, attendance and submission of the assignments.</p>
Admission of Students	<p>4) Admission of the students The Institution has no role to play whatsoever in the admission process. As per the Gujarat University decision, all admissions at the entry levels are available online only, hence no scope for the Institution to improve the system. The institution strictly follows the online admission procedure. Importantly, the Management has also surrendered its quota to the University for total transparency.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>e-governance in Planning and Development Planning as per the Academic Calendar is uploaded on the website so that all stakeholders can access it easily. Details of the upcoming events, internal examination</p>

schedules and results are also notified on the website.

Administration

e-governance in Administration The Administrative Office is fully computerised and functions with e-governance. The Admin Office communicates all the student related inputs to the students through emails and WhatsApp. Internal Examination schedules and results are also uploaded on the website. A student can complete his monetary transaction within 2-3 minutes if everything is fine. The amount of the scholarships is transferred online to the bank accounts of the respective students. All data is received and sent through emails by the Administrative Office to ensure an eco-friendly and quick communication.

Finance and Accounts

e-governance in Finance and Accounts Finance and Accounts are maintained by the Administrative Office which is fully computerised and functions with e-governance. Accounts are maintained and stored in the respective files provided by the SHIV SHAKTI software. Any stakeholder can complete his monetary transaction within 2-3 minutes if everything is fine. All data is received and sent through emails by the Administrative Office to ensure an eco-friendly and quick communication.

Student Admission and Support

e-governance in Student Admission and Support Total Admission process at each entry level is online and governed by Gujarat University. The Institution strictly follows the online admission procedure. The aspirant students have to follow the online process of Registration, Registration Fees payment, uploading documents, choice of subjects and college, reshuffling. The aspirant students can get the Institutional information including the courses and facilities from the website while filling the choice in the online admission process.

Examination

e-governance in Examination The notification of the schedules of the Institutional and University Examinations are uploaded on the respective websites. Similarly, the results of the Institutional and University Examinations are also uploaded on the respective websites from where any student can easily

download his result.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Nil	NA	NA	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Computer Training	Nil	16/06/2016	30/06/2016	22	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programmes	3	01/06/2016	30/04/2017	7
Short Term Course	9	01/06/2016	30/04/2017	7

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The members of the College Staff have formed a co-operative credit society which has been duly registered and functions strictly as per the Government norms. The full time and permanent	The full time and permanent members of the Non-teaching Staff of the Institution are also the shareholders of the co-operative credit society which has been duly registered and functions	1) The Institution facilitates the meritorious students of each class with institutional scholarships. 2) The Institution passes on all the benefits of the

teacher only can become the shareholder of the society. The society provides term deposit schemes and loan facilities at attractive rates to the members. The society also partly contributes to the annual accident policies of the members. The members are also given gifts out of the shareholders' welfare fund in accordance with the Government norms. The faculty who retires from the Institution is felicitated as per the Institutional protocol.

strictly as per the Government norms. The society provides term deposit schemes and loan facilities at attractive rates to the members. The society also partly contributes to the annual accident policies of the members. The members are also given gifts out of the shareholders' welfare fund in accordance with the Government norms. The members of the Non-teaching Staff who retires from the Institution is felicitated as per the Institutional protocol.

Governmental welfare schemes for the students as per norms. 3) The students with outstanding performance and achievements in various curricular and co-curricular activities including sport and NSS are felicitated at the Annual Function.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.1 - Institution conducts internal and external financial audits regularly strictly.as per rules. The Institution conducts internal and external financial audits regularly. Generally, the Accountant and the Head of the Institution undertake the internal financial audit of books of the Institution and of the College Credit Society during the course of the year. The external audit is done and signed by a Chartered Accountant by August every year strictly in accordance with the Government norms. The Government Audit of the books of accounts takes place by the auditor appointed by the Government as per schedule set by the Government.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	NA
View File		

6.4.3 – Total corpus fund generated

287527

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

6.5.2 Activities and support from the Parent Association in 2016-17 1) The Parents Association is formed and a Meeting of the working committee an AGM of the Association were held in 2016-17. 2) The Parents Association has decided to

render support to the existing students in terms of employment. 3) The Parents Association has shown readiness to extend support in the form of cash and kind to the needy students on the recommendation of the Head of the Institution.

6.5.3 – Development programmes for support staff (at least three)

6.5.3 - Development programmes for support staff in 2016-17 1) Each Support Staffer is given new uniform after every two years by the Management. 2) The Support Staff receives salary and allowances as per the Government norms. 3) Those support staff members who are also the members of the co-operative credit Society of the Institution enjoys all the benefits of the Society as per norms.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

6.5.4 - Post Accreditation initiatives in 2016-17. The following initiatives were implemented on the Recommendations of the Peer Team in 2012. 1) The ICT facilities were provided in all the classrooms. 2) Library and reading room were shifted to more spacious place. 3) Vocational and job-oriented programs in Tally and Co-operation were started. 4) Canteen was upgraded.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Extensive Use of the ICT by the faculty	25/06/2016	15/06/2016	26/04/2017	22
2016	Guidance by Alumni to the Youth festival Contestants	25/06/2016	16/08/2016	20/08/2016	85
2016	National Sanskrit Shikshak Prashikshan Varg	25/06/2016	07/09/2016	12/09/2016	52
2016	Two more computers provided in Library	25/06/2016	01/08/2016	26/04/2017	300
2017	State level workshop in manuscriptology	24/12/2016	03/01/2017	09/01/2017	16
2017	Enhancement of time of	24/12/2016	01/02/2017	26/04/2017	100

	Reading room				
2017	Campus Placement Camp by ICICI Bank	24/12/2016	08/04/2017	08/04/2017	25
2017	National Seminar in Physical Education	24/12/2016	28/02/2017	01/03/2017	110
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Induction program for the Freshers	04/07/2016	04/07/2016	300	200
Interclass Competitions in sport and Cultural Activities	01/08/2016	01/08/2016	400	300
Raksha Bandhan in slums and Police Station	17/08/2016	17/08/2016	20	5
Tie and Dye workshop	24/08/2016	25/08/2016	40	10
One Day Study Tour	04/02/2017	04/02/2017	175	225
Int'l Women's Day - Self Defense Training	08/03/2017	08/03/2017	250	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives in 2016-17. 1) Dr. Suresh P. Patel, a faculty uses bicycle instead of a petrol vehicle to attend the college every day. 2) All students, faculty and administrative staff are sensitized towards the motto of 'Save water, save power', hence in order to ensure no wastage of water and energy, we switch off all lights and fans when their use is done and allow no leakages in the water pipe lines. 3) Every year, the tree plantation activity is undertaken by the NSS on campus and off campus. 4) The Institution is run by ShriNaroda Kelavani Mandal and so all decisions in view of the infrastructure and alternative energy initiatives are taken by the Mandal. The Mandal has initiated actions towards alternative energy initiatives by way of installing the solar pant

panels for electricity generation, on the roof tops of the school building, which happens to be a part of the campus. The Mandal will install the solar panel panels on the roof tops of the other buildings by stages. Thus, though till date there is no alternative energy generation plant with us, our Institution will also have its own solar plant in near future, as an alternative energy initiative.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	09/08/2016	1	Cleansing Drive by NSS	Cleansing of the Sabarmati River front after immersion of idols	52
2017	1	1	Nil	1	Matrubhasha Abhiyan	Provided 1500 books to the community library in a backward area	172

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Beginning the day with live prayers	15/06/2016	26/04/2017	20
Interclass	01/08/2016	01/08/2016	700

Competitions in Sport, Cultural Activities			
Anti Addiction Drive	02/08/2016	02/08/2016	360
Cleansing Drive by NSS	09/08/2016	09/08/2016	52
Disaster Management Training	10/08/2016	16/08/2016	10
Raksha Bandhan Police station, slums	16/08/2016	16/08/2016	25
Visit to Orphanage Home	27/09/2016	27/09/2016	13
Visit to Old Age Peoples Home	13/10/2016	13/10/2016	10
Pulse Polio Service	08/01/2017	08/01/2017	1
Save Birds Campaign	14/01/2017	15/01/2017	5
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly in 2016-17 (at least five) 1) Solar panel installed for power generation on the rooftop of a building in the campus. 2) 'Save water, save power' policy followed by all the stakeholders of the Institution. 3) A faculty uses bicycle every day to attend duties. 4) Good area covered with tree plantation which is taken care of and well maintained. 5) Minimal use of plastic on the neat and clean college campus. 6) Interactive Workshop on Segregation of the waste organized on 06-08-2016.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2.1 - Describe at least two institutional best practices in 2016-17 The two institutional best practices in 2016-17 are as under 1) Blood Donation Camp on the Republic Day It has been an unbroken practice of the Institution to celebrate the Republic Day on the campus with the ceremonial flag unfurling, a cultural program by students and a Blood Donation Camp. The Blood Donation Camp has today become a signature event of our Institution. It is held at the behest of the NSS department in collaboration with the Lions Club. The Red Cross team undertakes the necessary testing and collection of the blood of the donors. Generally, around 50 units of the blood is collected making our Institution instrumental in saving the lives of many. Alongside of the Blood Donation Camp, we also conduct the general health check up for the students and other stakeholders. 2) Interclass Competitions of sport and cultural activities Every year, generally in July-August, our Institution holds Interclass Competitions of sport and cultural activities in which class/division/subject wise teams participate. A mentor is assigned to each team. In sport, competitions are held in Kho kho - boys and girls - and chess. In all, over 250 students participate in the sport competitions and over 700 students participate in the competitions of the cultural activities. These competitions prove instrumental in selecting the students for the University sport events and Youth Festival. This year,

five students of the Institution were selected in the Gujarat University teams for the WEST ZONE Inter University events in Kabaddi and Kho kho.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.appatelcollege.org/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3.1 - The details of the performance of the institution in one area distinctive to its vision, priority and thrust in 2016-17. The Vision of the Institution is To impart quality education for the all-round development of the learners, to equip the learners to address the challenges of the modern times. The Institution has by and large ensured that the performance of the Institution matches to the Vision. In order to impart quality education, all the members of the faculty have been using the ICT in the classroom teaching. All the members of the faculty have been provided with the laptops and all classrooms are equipped with the LCD Projectors. The Strategy In view of quality enhancement, skill development and qualitative improvement in the students' performance at the University examinations, the extensive use of ICT in Teaching and Learning was mooted as a special feature of the Institution. For the all-round development of the learners and to equip the learners to address the challenges of the modern times, the Faculty of Commerce had decided to arrange on-campus special coaching/training of Tally, a syllabus topic, at subsidized fees. Besides, a seven day on-campus Co-operative Training Course was arranged for skill development. Students were encouraged to get admitted in both the on-campus programs. In all, 50 students participated in the seven day on-campus Co-operative Training Course of which 15 students had also attended the on campus special coaching/training of Tally. The Outcome • It was observed that the use of ICT in Teaching and Learning had resulted in a positive qualitative change in terms of the students' comprehension and interest in the respective topics. The students became more articulate and participative. • All the students who secured First Class with Distinction at the B Com Sem 6 University examinations were those who had attended both the on-campus training programs. • Those students, who had attended both the on-campus training programs, also fared better and many of them secured First Class at the B Com Sem 6 University examinations. • The following table shows how the strategy was resulted into quality enhancement.

B Com Sem 6 Results	No of Students in 2015-16	No of Students in 2016-17	Difference
1st Class with distinction	2	7	5
1st Class	18	27	9
2nd Class	63	66	3
Pass	16	20	4
Fail	119	59	-60
Total Students	280	319	

The Conclusions 1) The extensive use of ICT in Teaching and Learning has brought about a positive qualitative change in the learners' interactions, comprehension and performance. 2) The extensive use of ICT has not only enhanced the learners' overall comprehension and performance at the examinations but also opened the vistas to trace resources for the study materials for the next level.

Provide the weblink of the institution

<https://www.appatelcollege.org>

8.Future Plans of Actions for Next Academic Year

8. Future Plans of action for next academic year (2017-16) The Institution is poised to ensure quality enhancement through various initiatives for the next Academic Year of 2017-18. The following initiatives were worked out at the General Meeting of the teaching and admin staff of the Institution, 1) To conduct carrier-oriented programmes for the students. 2) Extensive use of the ICT in

teaching and learning. 3) To organize more co-curricular activities. 4) To ensure greater co-operation from the Alumni and Parents Association. 5) To host workshops/multi-disciplinary seminars. 6) To host the University level event/competitions 7) To ensure greater participation of the faculty in research activities and publication. 8) To enhance the departmental activities. 9) To ensure MOUs are signed with other HEIs.