



Yearly Status Report - 2017-2018

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.		07922816582
Mobile no.		9824131922
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		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Jagdish Vinayakrao Anerao			
Phone no/Alternate Phone no.		07922816582			
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/2022/09/IOAR_for_Website_2016-17.pdf			
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/2022/09/Academic_Calendar_2017-18.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-2017 232	20
Co-operative Training	24-Jul-2017 7	100
Sanskrit Sambhashan Varg by Sanskrit Bharati	31-Jul-2017 7	40
Guidance to the Youth festival Contestants by Alumni	23-Aug-2017 3	75
Training to students for sport events by Alumni	23-Aug-2017 5	25
Relaunch of Wall Magazine 'Navonmesh'	10-Nov-2017 150	2000
State level workshop in manuscriptology	20-Mar-2018 7	33
National Seminar in Sanskrit	20-Mar-2018 1	50
International Conference in Physical education	08-Jan-2018 3	170
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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
Government of Gujarat	Maintenance Grant	State Government	2018 365	292500
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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 :

2

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

No

during the year?

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

A 12 Significant contributions made by IQAC in 201718 1) Felicitating toppers at Sem 4 University Examinations with free book sets. 2) Engaging the Alumni for training and vocational career guidance. 3) Relaunching of the Wall Magazine Navonmesh in the Silver Jubilee year of the Institution for equal opportunity to students to showcase creativity. 4) Collaboration with other organizations . 5) Encouragement to Departments for Hosting multidisciplinary Seminar / Workshop to commemorate the Silver Jubilee year of the Institution.

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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	Achievements/Outcomes
1) Felicitating of the toppers at the Semester 4 University examinations with a free book set as per the syllabus of the Semester 56 to mark the Silver Jubilee Year celebrations of the institution.	1) Three college students who topped at the Semester 4 University Examinations were felicitated with the free book set of their respective Semester 5, 6 programs in 201718.
2) Extension of the hours of the college gymnasium.	2) The hours of the gymnasium were extended till 6 pm w. e. f July 1, 2017 for the convenience of the students.
3) Engaging the Alumni for vocational career guidance and training.3) Relaunching of the Wall Magazine Navonmesh in the Silver Jubilee Year of the institution for equal opportunity to students to showcase creativity.	3) Engaging the Alumni for vocational career guidance and training in sport and cultural activities proved very useful. After they trained the students for the various competitions of the University Youth festival, 31 out of a total of 61 participants found ranks in various group/individual events. Similarly, 8 college students found their places in the Interzonal University sport events.
4) Relaunching of the Wall Magazine Navonmesh in the Silver Jubilee Year of the institution for equal opportunity to students to showcase creativity.	4) In view of the Silver Jubilee Year of the Institution, the relaunching of the Wall Magazine Navonmesh provided equal opportunity to the students to showcase creativity. All the contents of the handwritten wall magazine were contributed and presented by the students only. Three issues of the magazine were furnished on the designated space.
5) Collaboration with other organizations.	5) In view of the suggestion of Collaboration with other organizations, the Institution sought collaboration with various organisations in holding

quality enhancement programs including seminars and workshops.

6) Encouragement to Departments for Hosting multi-disciplinary Seminar / Workshop to commemorate the Silver Jubilee Year celebrations of the institution.

6) As the Departments were encouraged for Hosting multi-disciplinary Seminars/ Workshops to commemorate the Silver Jubilee Year of the institution, the Sanskrit Department and Physical Education Department had organized a national and an international seminar.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Shri Naroda Kelavani Mandal	20-Sep-2022

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

2018

Date of Submission

21-Feb-2018

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)

A 17 Management Information System in 2017 18 Every year, the Management is appraised of the overall performance, including the University Examination results and all activities, of the Institution during the Academic year by way of the Institutional Progress Report which is submitted in a book form, generally in June July. 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 of the Management 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.

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 2017-18. 1) The Institution has developed a well-planned Curriculum Planning and Implementation mechanism over the years. 2) Curriculum Planning and Implementation mechanism for all programs is worked out at the very outset of the new semester at the Staff 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 were 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) Seventeen members of the faculty attended the UGC sponsored FDPs/STCs for quality enhancement for an improved output in the classroom teaching. 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) Evaluation of the learners was done through assignments and internal examinations. 13) Based on the slow learners' performance at the internal evaluation, necessary remedial steps, including extra classes and assignments, were taken by respective departments. 14) Services of the Alumni were availed for training and the exposure to the employability aspects of the Curriculum. 15) Department-wise Review Meetings on the Curriculum Implementation were held at the end of the semesters in October and April. 16) Library support including books and computers and Reading room facility were provided to the students. 17) Schemes of recognition and felicitation of the meritorious students were implemented to encourage the students to achieve better results. 18) Five of the faculty members (Dr. Ramesh Chaudhari, Dr. Mukesh Prajapati, Dr. Suresh Patel, Dr. Manjula Viradiya, Manoj Parekh) happened to the members of the BoSS, Gujarat University, of their respective subjects and they had contributed to the Curriculum Planning and Implementation at the University level.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Nil Nil Nil 00 NA NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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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	0	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
Co-operative Training Program	24/07/2017	100
Sanskrit Training Program	05/08/2017	40
Workshop on Manuscriptology	20/03/2018	33
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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
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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

1.4.2 The feedback system in the Institution in 2017-18. 1) Feedbacks from all stakeholders are obtained during the year and are being analyzed 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 Drop Box is opened twice a month and the Redressal Committee takes up every feedback and takes necessary actions are taken accordingly. The actions taken by the Committee are announced through the general address system. 3) A student can also approach the faculty concerned or the Head of the Institution for his issue to be addressed. 4) The students' issues are also taken up for discussion 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 reviewed and analyzed by the Redressal Committee and necessary corrective actions are taken. 6) The CWCD addresses the feedbacks and issues of the girl students. Any girl student can approach the CWCD for her issues pertaining to gender bias or sexual harassment, if any. 7) The Anti-ragging Committee is in place in the institution which any student can approach with the complaints of ragging, if any. 8) 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. 9) The faculty and other employees can approach the Head of the Institution for their feedbacks or issues, if any, to be addressed. 10) Feedbacks form the parents obtained during the meeting of the Parents Association are analyzed promptly and necessary corrective actions are taken. 11) Feedbacks form the Alumni are obtained during their General Meeting. 12) The Institution is glad to place on the record that not a single case of either ragging, casteist discrimination or sexual harassment has been reported in the Institution since its inception.

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	373	373
BCom	Graduation	450	459	459

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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
2017	1949	360	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	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
22	22	38	18	0	2

[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)

2.3.2 – Students mentoring system in the Institution in 2017-18 The Institution has developed a Students Mentoring System to ensure an easy access for the students to the mentors for their issues, feedbacks and redressal. 1) A mentor has been assigned to each class the students of the class can approach the mentor for the redressal their issues, if any. 2) The students can also approach 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 mentor of a given class prepares the teams for various interclass competitions. 5) The Anti-ragging cell is in place to address the ragging issues, if any. 6) The girl students can approach the CWDC in case of their harassment. 7) 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
1949	22	1:89

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	0	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 receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	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	28/09/2017	12/10/2017
BCom	-	1 - 3 - 5	28/09/2017	12/10/2017
BA	-	2 - 4 - 6	24/02/2018	08/03/2018
BCom	-	2 - 4 - 6	24/02/2018	08/03/2018

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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 in 2017-18 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. 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. Each student was required to appear at least two out of the three weekly tests of each paper. 3) In view of the weekly test pressure on the learners, the Institution had decided to scrape the weekly test pattern and reintroduce the semester-end examination pattern from the year 2017-18. 4) In the re-introduced semester-end examination pattern, a student has to take semester-end examination of each paper in addition to the submission of the assignments of each paper in the respective semesters. 5) Those who missed any of the semester-end examinations, were given the opportunity to appear at the remedial/extra tests in the respective papers. 6) The submission of assignments and appearing at the semester-end examination form an obligatory part of the Continuous Internal Evaluation System of the Institution. 7) The Continuous Internal Evaluation System carries the weightage of 30. 8) Students' objections are addressed by the Examination Committee in a systematic way. 9) Those who are caught in any type of malpractice during the written tests face punitive actions.

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

2 5 3 Academic calendar prepared and adhered to the conduct of Examination and other related matters in 2017-18 (A) General 1) Commencement of the 1st Term : June 15, 2017 2) Duration of the 1st Term : June 15 to October 4, 2017 : 3) Deepawali Vacation : October 15 to November 5, 2017 4) Duration of the 2nd Term : November 6 to April 23, 2018 5) Total working Days in 2017-18 : 232 : (B) Month wise Planning • June 15, 2017 - Opening of the new academic year. Online Admission Process. • June 21 - International Yoga Day • July - Induction - Mahakavi Kalidas Jayanti Celebration - Guru Purnima Celebration - Co-operative Training Program - NSS Orientation Program and tree plantation - Premchand Jayanti Celebration • August - Interclass Competitions- Sport and Cultural Activities. - NSS Orientation - Independence Day - Tree Plantation on the Campus - Raksha Bandhan in slums and Police Stations by NSS volunteers • September - Teacher's Day Celebration on September 5 - University Youth Festival - NSS Day Competitions - Hindi Day Competitions • October - Internal Examinations - Annual NSS Camp • November - Deepawali Vacation, University Examinations • New Term to start from November 6, 2017 • December - AIDS Day Event by NSS - Celebrations of various Days as per University Guidelines • January 2018 - Yajna on January 1 - National Youth Day Celebration on 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 Summer Vacation ? Need based events and occasional Departmental/ Co-curriculum/ Extension programs were held over and above the events mentioned in the Calendar. ? Internal examinations were conducted and results were declared in accordance with the University norms.

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/wp-content/uploads/2022/09/course_outcomes_for_all_programs_in_2017-18.pdf

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	Graduation	197	136	69.03553299
B Ccom	BCom	Graduation	372	272	73.11827957
M.A.	MA	Post Graduation	76	64	84.21052632
M Com	MCom	Post Graduation	81	72	88.88888889

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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/2022/09/Institutional_performance_2017-18.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

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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

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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
0	0	0

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
International	English	1	Nil
National	Hindi	1	Nil

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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	2
Gujarati	1
Sanskrit	5
Hindi	6
Physical Education	1
Computer	1

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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	2017	0	NA	0

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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	Institutional affiliation as mentioned in
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					citation	the publication
Nil	Nil	Nil	2017	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	10	6	6
Presented papers	17	17	3	0
Resource persons	1	0	1	0
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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
Cleanliness Awareness at Lilapur	NSS, Lilapur Gram Panchayat	2	9
Food Packet Distribution in the flood affected Kotarpur Noblenagar slums	NSS, Lions Club, Naroda	2	10
Food Packet Distribution in the flood affected villages of Golvanta Valad	NSS, Valad Gram Panchayat	2	10
Relief work in the flood affected Dhanera town	NSS, Gujarat University	2	4
Cloth Distribution in Nana Chiloda slums	NSS, Dr. Hedgewar Seva Samiti	2	10
Electoral Awareness Rally in Naroda area	NSS, Gujarat Govt, Lions Club, Naroda	20	170
Electoral Awareness Drive in Golvanta village	NSS, Gujarat Govt	2	20
Save Birds Campaign	NSS, Papa Foundation	2	1
Blood Donation on Campus	NSS, Lions Club, Naroda, Red Cross	20	200
Pulse Polio Drive	NSS, AMC	2	60

in Noblenagar

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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
Electoral Awareness	Best Campus Ambassador District level	Gujarat Govt.	1

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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
Cleanliness Awareness-Swachh Bharat Mission	NSS, Lilapur Gram Panchayat	Cleanliness Awareness campaign	2	9
Social Service	NSS, Lions Club, Naroda	Food Packet Distribution in the flood affected Kotarpur Noblenagar slums	2	10
Social Service	NSS, Valad Gram Panchayat	Food Packet Distribution in the flood affected villages of Golvanta Valad	2	10
Social Service	NSS, Gujarat University	Relief work in the flood affected Dhanera town	2	4
Social Service	NSS, Dr. Hedgewar Seva Samiti	Cloth Distribution in Nana Chiloda slums	2	10
Electoral Awareness	NSS, Gujarat Govt, Lions Club, Naroda	Electoral Awareness Rally in Naroda area	20	170
Electoral Awareness	NSS, Gujarat Govt	Electoral Awareness Drive in Golvanta village	2	20
Save Birds Campaign	NSS, Papa Foundation	Participation in Save Birds Campaign	2	1

Blood Donation	NSS, Lions Club, Naroda, Red Cross	Blood Donation on Campus	20	200
Pulse Polio Drive	NSS, AMC	Pulse Polio Drive in Noblenagar	2	60
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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
Co-operative Training	100	Ahmedabad Dist. Co-op Union Ltd	6
Sanskrit Language Teaching	40	Rashtriya Sanskrit Sansthan, New Delhi	90
International Multi-disciplinary Conference	148	Dept of Physical Education, GU	3
Health Hygiene Awareness	480	P and G	1
Skill Development	50	Pidilite Industry	3
National Seminar in Sanskrit	55	Gujarat Sahitya Academy Gandhinagar	1
Workshop in Manuscriptology	55	Gujarat Sahitya Academy Gandhinagar	7
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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
Medical	Pathological tests	Maruti Path Laboratory, Naroda	01/07/2017	26/04/2018	50
Medical	Medical Emergency	Shantaba Cheritable Hospital, Naroda	01/07/2017	26/04/2018	50
Co-operative Training	Job Training	Ahmedabad Dist. Co-op Union Ltd	24/07/2017	29/07/2017	100
Training	Job Training	Rashtriya Sanskrit Sansthan,	05/08/2017	04/11/2017	40

		New Delhi			
Training	Skill Development	Pidilite Industry	01/03/2018	03/03/2018	50
Training	Workshop on Manuscriptology	Gujarat Sahitya Academy, Gandhinagar	20/03/2018	26/03/2018	55
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1200000	1199812

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Others	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	SOUL 2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23919	1646325	64	10058	23983	1656383
	36	53660	0	0	36	53660

Reference Books						
CD & Video	23	0	0	0	23	0
Journals	1	950	0	0	1	950
Weeding (hard & soft)	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	Sales and Collection Letters	SANDHAN AGIC, Govt. of Guj	08/01/2015
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	91	40	1	0	25	3	20	30	3
Added	0	0	0	0	0	0	0	0	0
Total	91	40	1	0	25	3	20	30	3

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	---

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 in 2017-18 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. The whole campus is covered under the CCTV surveillance and fire safety facilities as per the Governments norms. The Campus, including the academic infrastructure is maintained by the Management- Shri Naroda Kelvani Mandal. Classrooms The Institution has 18 spacious and well-ventilated classrooms in addition to 10 other rooms for support services including the Principal's Chamber, the College Office, Girls' Room, Sports Room, Gymnasium, NSS Office. All classrooms have the LCD projectors for the use of the ICT. A spacious Assembly Hall forms the part of the shared facility. 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. Computers are provided to the students for the academic use in the library. 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 for the students offering computer as an elective subject in the 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 computerized. 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 in English DELL also serves the purpose of an AV Room.

https://www.appatelcollege.org/wp-content/uploads/2022/10/4_4_2_Procedures_and_policies_2017-18.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 Scholarships and Sport Scholarships	30	18000
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 implementation	Number of students enrolled	Agencies involved
Health and Hygiene Awareness	03/02/2018	480	CWCD, P and G
Self-defence Training	23/02/2018	380	CWCD, Gujarat Government
Skill Development	01/03/2018	50	Pidilite Industry
Career Counselling	10/07/2017	130	Alumni Association
Yoga, Meditation Training	19/06/2017	175	NSS
Remedial coaching in English	01/07/2017	50	English Dept
Personal Counselling	01/07/2017	35	College Faculty
Co-operative Training	24/07/2017	100	Ahmedabad Dist. Co-op Union Ltd
Coaching in Sanskrit Language Teaching	05/08/2017	40	Rashtriya Sanskrit Sansthan, New Delhi
Skill Training, Guidance for Youth Festival	30/08/2017	55	Alumni Association
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
2017	Nil	0	0	0	0
2018	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
35	35	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, HDFC Bank, SBI Life Insurance	275	5	KCG	25	5
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	34	BA	English	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2017	19	BA	Hindi	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2017	41	BA	Gujarati	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2017	1	BA	Sanskrit	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2017	110	B Com	Commerce	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	M Com
View File					

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
SLET	4
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	College	180

Competitions		
Interclass Chess Competitions	College	120
Interclass Cultural Competitions	College	1250
Hindi Day Celebrations	College	53
Guru Purnima Celebrations	College	70
Cultural Program on the Republic Day	College	250
MahaKavi Kalidas Jayanti Celebrations	College	120
Poetry Recitation in English	College	50
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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nil	National	Nil	Nil	Nil	Nil
2017	Nil	International	Nil	Nil	Nil	Nil
2018	Nil	National	Nil	Nil	Nil	Nil
2018	Nil	International	Nil	Nil	Nil	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 in 2017-18 Activity of the Students Council, Representation of students on academic administrative bodies/committees of the institution. The Student's Council is formed every year purely on the merit basis with the Head of the Institution as the ex officio chairman, 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 sorting out the students' issues' if any, 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. As per the convention of the Institution, the four programs were held at the behest of the Student Council in 2017-18. 1) Induction-Welcome Program for the freshers was held on July 7,2017 2) Teacher's Day- The GS performed the role of the Head of the

Institution on September 5. 3) Garba program during the Navaratri was held on October 7, 2017. 4) Annual Function and Farewell Program for the Semester - 6 students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.1 The Alumni Association Engagement in 2017-18 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 of the Association during which the members also present a cultural program on the campus. In August 2017, the Association had arranged a special drive to train the students for various sport events and Youth Festival of the Gujarat University. Besides, a career counselling program was also held on July 31, 2017 at the behest of the Association. Around 20 past students also served as invigilators during the University examinations held on the campus. In view of the Silver Jubilee year of the Institution, the Alumni had arranged some special programs. In July 2017, the Alumni had arranged a tree plantation program on the campus. In March 2018, the Alumni also felicitated the faculty and the rankers at various sport events and Youth Festival of the Gujarat University at a special program held on the campus.

5.4.2 – No. of enrolled Alumni:

135

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 2017-18. 1) The Alumni Association of the Institution has duly been registered. Till 2017-18, there were 135members. 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) Four Meetings of the executive body of the Alumni Association were held in 2017-18 on 01-07-2017, 06-08-2017, 03-12-2017 and 04-03-2018. 4) The Alumni Association undertook a tree plantation drive in July 2017. 5) Three members of the Association, Palak Mehta, Rahul Vaghela and Rupesh Makwana provided training the existing students for the Gujarat university Youth festival and sport events. 6) On July 10,2017, Kavita Modi, a past student, hosted a career counselling event on the campus for the final year students. 130 students attended the function. 7) In view of the Silver Jubilee year celebrations of the Institution, the Alumni Association felicitated the faculty and admin staff as well as the students who had participated in the Gujarat University Youth Festival and Sport Competitions in a special function held in March 2018, 8) The Alumni also rendered services as the invigilators during the University Examinations.

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 2017-18 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 committees 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 active participation of all the faculty and administrative staff, over 1000 students participate in these events. This mega event is one of the two practices of decentralization and participative management in the Institution. Similarly, each faculty is assigned a specific event during the University Youth Festival. The faculty takes care of every aspect of the event, from preparedness to participation. 2) The celebration of the Republic Day happens to be a signature event that mark the decentralization and participative management in the Institution. Every year, three different events are held simultaneously 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 that ensures the 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 has no role to play in Curriculum development as this is the prerogative of the BoS of the respective subjects. Four of the faculty members (Dr. Ramesh J Chaudhari, Dr. MG Prajapati and Dr. MJ Viradiya, Manoj Parekh) happened to be the members of the BoS of their respective subjects during 2017-18. They contributed in designing, revising and developing the curriculum of their respective subjects.
Teaching and Learning	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.

Examination and Evaluation

3) Examination and Evaluation Examination and Evaluation procedure is totally transparent. 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.

Admission of Students

4) Admission of the students Following the online admission process adopted by the University, the Institution has no role to play whatsoever in the admission process. As 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 of the University and the reservation policy of the Government. Importantly, the Management has also surrendered its quota to the University for total transparency.

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

E-governance area	Details
<p>Planning and Development</p>	<p>e-governance in Planning and Development The Academic Calendar is uploaded on the website so that all stakeholders can access it easily. Details of the upcoming events, internal examination schedules and results are also notified on the website.</p>
<p>Administration</p>	<p>e-governance in Administration The Administrative Office is fully computerised and functions with e-governance. The correspondence between the Admin Office and the Government as well as the University takes place online only, The Admin Office communicates all the student related inputs to the students through emails and WhatsApp. Internal Examination</p>

	<p>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.</p>
Finance and Accounts	<p>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.</p>
Student Admission and Support	<p>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. The details of the Programs offered, faculty and infrastructure have also been uploaded on the Institutional website for the convenience of the aspirant students.</p>
Examination	<p>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.</p>

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
2017	Nil	Nil	Nil	0
2018	Nil	Nil	Nil	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)
2017	Computer Training	Nil	26/06/2017	01/07/2017	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	16	01/06/2017	31/05/2018	7
International Faculty Development Programmes	5	01/06/2017	31/05/2018	7
Short Term Course	8	01/06/2017	31/05/2018	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
For teaching staff The members of the College Staff have formed a co-operative credit society which has been duly registered and functions strictly as per the	For non- teaching staff The full-time permanent members of the Non-teaching Staff of the Institution are also the members of the co-operative credit society	For students 1) The Institution distributed Tablets to all the qualified UG Semester 1 students under the NAMO scheme of the Government of Gujarat. 2) The

Government norms. The full-time permanent teacher only can become the member 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.

which has been duly registered and functions 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. The support staffers are given new uniforms after every two years.

Institution facilitates the meritorious students of each class with institutional scholarships. 3) The Institution passes on all the benefits of the Governmental welfare schemes for the students as per norms. 4) The students with outstanding performance and achievements in various curricular and co-curricular activities including sport and NSS are felicitated at the Annual Function. 5) The Institution has linkage with shri Hanuman Pathological laboratory and shri Shantaba Charitable Hospital where the existing students can avail the medical services at subsidised rates.

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 in 2017-18 The Institution conducts internal and external financial audits regularly strictly as per rules. 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 of the books of the Institution is done and signed by a Chartered Accountant as a part of the consolidated audit of the Management 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

292500.00

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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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 2017-18 1) The Parents' Association is formed with the Head of the Institution as its chair person. 2) A Meeting of the working committee and the AGM of the Association were held in 2017-18. 3) The Parents' Association has shown its readiness to render support to the existing students in terms of career guidance and employment. 4) 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 2017-18 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 Employee's co-operative credit Society of the Institution enjoy 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 2017-18. 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) To promote the ICT culture among the freshers, Tablets were given to the Semester 1 UG students under the NAMO Scheme of the State Government 3) Library and reading room were shifted to more spacious place. 4) Vocational and job-oriented programs in Tally and Co-operation were started. 5) 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
2017	Extensive Use of the ICT by the faculty and students	17/06/2017	19/06/2017	26/04/2018	22
2017	Guidance by Alumni to the Youth festival Contestants	17/06/2017	19/06/2017	26/04/2018	55
2017	Enhancement of time of the	17/06/2017	19/06/2017	26/04/2018	150

	Gymnasium				
2017	Sanskrit Prashikshan Varg	17/06/2017	05/08/2017	04/11/2017	40
2018	State level workshop in manuscriptology	17/06/2017	20/03/2018	26/03/2018	55
2018	International Conference in Physical Education	17/06/2017	08/01/2018	10/01/2018	148
2018	Campus Placement Camps	17/06/2017	01/02/2018	31/03/2018	275
View File					

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
Sahajyog Meditation	26/02/2018	26/02/2018	160	210
One Day Study Tour	24/02/2018	24/02/2018	120	130
Induction of the Freshers	07/07/2017	07/07/2017	350	200
Co-operative Training	24/07/2017	29/07/2017	40	60
Interclass Competitions in sport and Cultural Activities	04/08/2017	04/08/2017	700	550
Garba Program	07/10/2017	07/10/2017	800	450
Gayatri Havan	01/01/2018	01/01/2018	400	350
Republic Day Celebrations	26/01/2018	26/01/2018	450	350
Self Defence Training	03/02/2018	03/02/2018	480	25

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 2017-18. 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 sensitised 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) We encourage minimum use of the plastic carry bags on the campus and during the NSS camp. 5) The Institution is run by Shri Naroda 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 panel 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, our Institution will also have its own solar panel 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
2018	1	1	26/01/2018	1	Blood Donation	Blood Donation on Campus by NSS, Lions Club	220
2018	1	1	15/06/2017	365	Blood Donation on Demand	Blood Donation by NSS Volunteers on Demand	10
2017	1	1	30/06/2017	1	Clean India Campaign by NSS	Campaign for Awareness of Drive in Lilapur village	11
2017	1	1	01/08/2017	1	Food packet Distribution in	Distributed 1500 Food packets	12

					flood hit slums	in flood hit Kotarpur Noblenagar slums	
2017	1	1	01/08/2017	1	Food packet Distribution in flood hit Valad Golvanta	Distributed 1500 Food packets in flood hit Valad Golvanta	12
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
Food packet Distribution in flood hit Kotarpur Noblenagar slums	01/08/2017	01/08/2017	12
Food packet Distribution in flood hit Valad Golvanta	01/08/2017	01/08/2017	12
Relief work in the flood affected Dhanera town	04/08/2017	08/08/2017	4
Interclass Competitions in Sport, Cultural Activities	04/08/2017	04/08/2017	1250
Cloth Distribution in Nana Chiloda slums	16/10/2017	16/10/2017	10
Save Birds Campaign	12/01/2018	13/01/2018	1250
Blood Donation on Campus	26/01/2018	26/01/2018	200
Blood Donation by NSS Volunteers on Demand	15/06/2017	26/04/2018	10
Day Beginning with live recitation of National Song, prayer	15/06/2017	26/01/2018	20
Clean India Campaign in Lilapur	30/06/2017	30/06/2017	11

by NSS

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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 2017-18 (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 encouraged on the neat and clean college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2.1 - The two institutional best practices in 2017-18 The two institutional best practices in 2017-18 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 at the behest of the NSS. 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. 155 units of the blood was collected that made 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 stake holders. 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. This year, in all, over 1250 students participated in the interclass sport events and the competitions of the cultural activities. These competitions prove instrumental in selecting the students for the University sport events and Youth Festival. This year, eight students of the Institution were selected in the Gujarat University teams for the West Zone Inter University events in Kabaddi, Handball, Volleyball 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/wp-content/uploads/2022/10/7_2_1_Describe_at_least_two.pdf

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 2017-18. 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. All members extensively use the ICT in classroom teaching. Besides, they also encourage the learners to explore online platform. 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 arranged a seven day on-campus Co-operative Training Course for employability and skill development. Students were encouraged to get admitted in the on-campus program. In all, 100 students participated in the seven day on-campus Co-operative Training Course. The Outcome and Conclusions • 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. • Those students, who had attended the on-campus training program, fared better and many of them secured First Class at the B Com Sem 6 University examinations. • The extensive use of ICT in Teaching and Learning has brought about a positive qualitative change in the learners' interactions, comprehension and performance. • 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. • The learners also find the online resources quite helpful.

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 of 2018-19 The Institution is poised to ensure quality enhancement through various initiatives for the next Academic Year of 2018-19. 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 co-curricular departmental activities. 9) To ensure MoUs are signed with other HEIs, Corporate bodies for quality enhancement and skill development.