Yearly Status Report - 2018-2019

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 Vidya Mandir 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.	07922816581
Mobile no.	9825604664
Registered Email	anerao_jagdish@rediffmail.com
Alternate Email	jagdishanerao@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_aqar/eyJpdiI6IlFEaHFHNEh3and3OFpOR1pTRkpBZEE9PSIsInZhbHVlIjoiRUdSYkFMTVd2MDBPSGpPK1NWVG5wdz09IiwibWFjIjoiMmE5OGFhN2NhYzkyZjM1OTM5MTY1OWMxZjJhODBhNTQzNTM2ZDgxM2ZmNmQ5ZGMyOT
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/2022/10/A_4_Academic_Calendar_2018-19.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 in teaching and learning	30-Jun-2018 226	20
Starting of the Eco Club	30-Jun-2018 12	30
Starting of the Counselling Cell for Students	30-Jun-2018 12	26
Co-operative Training for employability	30-Jun-2018 7	100
Engagement of the Alumni for guidance to the University Youth festival and Sport Events Contestants	30-Jun-2018 6	90
Encouragement to Departments to organizet National Seminars.	30-Jun-2018 1	400
Collaborative State level workshop in manuscriptology	30-Jun-2018 7	36
Encouragement for Collaboration and MoUs with other organizations for quality enhancement.	30-Jun-2018 200	100
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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	2019 00	0
View File				

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 during the year?	No

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

1 Encouragement to Departments for organizing multidisciplinary Seminars/ Workshops.

2 Starting of the Student Counselling Cell in the Institution.

3 Starting of the Eco Club in the Institution.

4 Collaboration and MoUs with other organizations for quality enhancement.

5 Engagement of the Alumni and the Parents Association for training, quality enhancement and career guidance.

View File

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
Encouragement to Departments for organizing multidisciplinary Seminars/ Workshops.	Encouraged by the IQAC suggestion, four Departments (Sanskrit, Hindi, Psychology, Computer) organized One Day national Seminar in respective subjects on January 4, 2019.
Starting of the Student Counselling Cell in the Institution.	Taking up the suggestion from the IQAC, the Institution started the Student Counselling Cell. 26 students were given individual counselling during the year.
Starting of the Eco Club in the Institution.	On the suggestion of the IQAC, the Eco Club started functioning from July 2018. At the behest of the Eco Club, various activities were initiated which included 'Clean Campus', Vehicle sharing and tree plantation.
Collaboration and MoUs with other organizations for quality enhancement.	During the year, the MoUs were signed with Shri Hanuman pathological Laboratory, Naroda and Shantaba

	Charitable Trust- Hospital to advantage of the students in the field of health care. Besides, Gujarat Sahitya Academy, Gandhinagar had in principal agreed to extend support for the academic events organized by the Institution.
Engagement of the Alumni and the Parents' Association for training, quality enhancement and career guidance.	The members of the alumni guided around 90 aspirant students who were participating in the University Youth Festival and Sport events.
Use of the ICT in teaching and learning.	Use of the ICT by way of PPT and eresources in teaching and learning has led to the quality enhancement.
Extensive Use of the ICT in teaching and learning.	Extensive Use of the ICT by way of PPT and e-resources in teaching and learning has now become a practice in the Institution.
Co-operative Training for employability.	Co-operative Training in collaboration with Ahmedabad Dist. Co-op. Union Ltd. has now become a regular activity for skill development and employability.
View File	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Shri Naroda Kelvani Mandal	19-Oct-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	2019
Date of Submission	25-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	A 17 Management Information System in 201819 Every year, the head of the Institution appraises the Management of the overall performance, including the University Examination results and all activities done in the Institution during the Academic year by way of the Institutional Progress Report. The

	Report forms a part of the General Report of the Management which is published in JuneJuly. The copy of the AQAR Report, if ready, is also placed before the Working Committee during the Meeting of the Management. 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 2018.19 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 semesters 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 Drop Box-Redressal System. 6) Various co-curriculum programs including Expert’s lectures, competitions and study tours are being 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) Thirteen members of the faculty attended the UGC sponsored FDPs while eleven members of the faculty attended the UGC sponsored STCs for quality enhancement and 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) Learners were encouraged to explore e-contents in their respective subjects. 12) Value-added co-curricular Programs like Tally and Co-operative Training, workshop in Sanskrit were offered to the students for quality enhancement. 13) Evaluation of the learners’ progress was done through

assignments and internal examinations. 14) Based on the slow learners' performance at the internal evaluation, necessary remedial steps, including extra classes and assignments, were taken by respective departments. 15) The initiative of Star Batch started by the Department of Hindi showed excellent output. 16) Services of the Alumni were availed for training for the co-curriculum activities and exposure to the employability. 17) Department-wise Review Meetings on the Curriculum Implementation were held at the end of the semesters in October and April. 18) Library support including books and computers and Reading room facility were provided to the students. 19) Schemes of Institutional Scholarships, recognition and felicitation of the meritorious students were implemented to encourage the students to achieve better results. 20) Six of the faculty members (Dr. Ramesh Chaudhari, Dr. Mukesh Prajapati, Dr. Suresh Patel, Dr. Manjula Viradiya, Jagdish V. Anerao, Manoj Parekh) happened to the members of the BoSs, Gujarat University, in their respective subjects and they had contributed to the Curriculum Planning and Implementation in their respective subjects 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/entreprene urship	Skill Development
Certificate Course in Tally	Nil	07/01/2019	21	Employability and Skill Development	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
View File		

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	36	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	09/07/2018	100
Workshop on Manuscriptology	04/01/2019	36

Certificate Course in Tally	07/01/2019	36
View File		

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
1 4 2 The feedback system in the Institution in 2018-19. 1) Feedbacks from all stakeholders are obtained during the year and are being analysed and utilized for overall quality enhancement in the institution. 2) A Drop Box is placed for the students to receive their feedbacks, suggestions or complaints. The Drop Box is opened twice a month by the Students Redressal Committee which takes necessary actions in view of the feedbacks. The actions taken by the Committee are announced through the general address system. 3) Need based curative steps are taken in view of the feedbacks from the students. 4) A student can also approach the faculty concerned or the Head of the Institution for his issue to be addressed. 5) The students' issues are also taken up for discussion and addressed to at the Meeting of the Students' Council. 6) Feedbacks of the students are also obtained in a printed Feedback Form at the end of the academic year. They are reviewed and analysed by the Redressal Committee and necessary corrective actions are taken. 7) 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. 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 their feedbacks or issues, if any, to be addressed. 11) Feedbacks form the parents obtained during the meeting of the Parents Association are analysed promptly and necessary corrective actions are taken. 12) Feedbacks form the Alumni are obtained during their General Meeting. 13) 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	331	331
BCom	Graduation	450	451	451

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
2018	2008	466	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	Numberof smart classrooms	E-resources and 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 mentor has the responsibility to prepare the students of his assigned class for the interclass competitions and other events of the Institution. 3) The students can also approach the faculty concerned for the redressal their issues. 4) If not satisfied, the students can also see the head of the institution for the redressal their issues. 5) The mentor of a given class prepares the teams for various interclass competitions. 6) The Anti-ragging cell is in place to address the ragging issues, if any. 7) The girl students can approach the CWDC in case of their harassment. 8) The SC/ST students can approach the SC/ST Cell in case of their harassment. 9) The Students Counselling Cell provides counselling to the needy learners on request.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2008	22	1:91

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	10

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
2018	Nil	Nill	Nil
2019	Nil	Nill	Nil

View File

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	Nil	1 - 3 - 5	20/10/2018	31/10/2018
BCom	Nil	1 - 3 - 5	20/10/2018	31/10/2018
BA	Nil	2 - 4 - 6	28/02/2019	09/03/2019
BCom	Nil	2 - 4 - 6	28/02/2019	09/03/2019

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 in 2018-19 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) The Institution follows the University norms which allows a teacher to give him a maximum of five marks to a learner based on his overall performance, regularity and behaviour in the respective subject during the semester. 5) 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. 6) Those who missed any of the semester-end examinations, were given the opportunity to appear at the remedial/extra tests in the respective papers. 7) The submission of assignments and appearing at the semester-end examination form an obligatory part of the Continuous Internal Evaluation System of the Institution. 8) The Continuous Internal Evaluation System carries the weightage of 30. 9) Students' objections are addressed by the Examination Committee in a systematic way. 10) Those who are caught in any type of malpractices 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 Adherence to the Academic Calendar in 2018-19 (A) General 1) Commencement of the 1st Term : June 12,2018 2) Duration of the 1st Term : June 12 to November 03, 2018 3) Deepawali Vacation : November 05 to November 17, 2018 4) Duration of the 2nd Term : November 19 2018 to April 20, 2019 5) Total working Days in 2018-19 : 226 (B) Month wise Planning • June 12, 2018 - Opening of the new academic year. Online Admission Process. • June 21 - International Yoga Day Celebration • July - Induction Program for the freshers - Mahakavi Kalidas Jayanti Celebration- July 13 - Guru Purnima Celebration- July 27 - Co-operative Training Program (July 09-14) - NSS Orientation Program and Tree Plantation on the Campus - Premchand Jayanti Celebration • August - Interclass Competitions of Sport and Cultural Activities. - Independence Day Celebrations - Raksha Bandhan in slums and Police Stations by NSS volunteers • September - Teacher's Day Celebration on September 5 - University Youth Festival - NSS Day Celebration - Hindi Day Celebrations • October - Navaratri Vacation -Internal Examinations and uploading the results on the website - Annual NSS Camp, University Examinations • New Term to start from November 19, 2018 • November - Deepawali Vacation, University Examinations • December - AIDS Day Event by NSS - Celebrations of various Days as per University Guidelines • January 2019 - Yajna on January 1 - National Youth Day Celebration on January 12 - Departmental activities/ Seminars/ Study Tours - One Day Academic Tour - Republic Day Celebrations Blood Donation, Health Check-up Camp by NSS • February - Internal examinations and uploading the results on the website - Campus Placement Camp - Career oriented programs • March - International Women's Day Celebration on March 8 - Annual Function – Felicitation of the meritorious students - Alumni Association Event - Parents Meet - University Examinations • April - University Examinations, Summer Vacation from April 22. 2019. ? Need based events and occasional Departmental/ Co-curriculum/ Extension programs would be held over and above the events mentioned in the Calendar. ? Internal examinations were conducted and results were uploaded on the institutional website strictly as per the calendar and 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/2022/10/2_6_1_Program_outcomes_program_specific_outcomes.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	145	140	96.55
BCom	BCom	Graduation	352	298	84.66
MA	MA	Post-Graduation	88	78	73.27
MCom	MCom	Post-Graduation	103	100	88.04

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/2022/10/2_7_1_Student_Satisfaction_Survey_SSS.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	Nill	Not Applicable

View File

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Nill

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	0
National	Hindi	3	0

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	4
English	2
Sanskrit	5
Physical Education	1
Computer	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	Nil	Nil	2018	0	Nil	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	2018	0	0	Nil
Nil	Nil	Nil	2019	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	3	15	8	5
Presented papers	3	16	2	0
Resource persons	2	1	0	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
Cleanliness Awareness rally in Golvanta village	NSS, Golvanta Gram Panchayat	2	75
Cleanliness Awareness drive in	NSS, Eco Club	3	25

Naroda			
Tree plantation in Naroda area	NSS, Eco Club	3	100
Fund raising for the flood affected Kerala	NSS, Eco Club	3	100
Rakshabandhan in slums, Police station	NSS	2	22
Cloth Distribution in Nana Chiloda slums	NSS, Dr. Hedgewar Seva Samiti	2	15
Rally for Blood Donation and Environment Electoral Awareness in Naroda	NSS, Eco Club, Lions Club, Naroda	22	750
Blood Donation on Campus	NSS, Lions Club, Naroda, Red Cross	22	200
Blood Donation on Demand	NSS, Civil Hospital	2	5
View File			

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 activites	Number of students participated in such activites
Swachh Bharat Mission	NSS, Golvanta Gram Panchayat	Cleanliness Awareness campaign- Rally in Golvanta village	2	75
Swachh Bharat Mission	NSS, Eco Club	Cleanliness Awareness campaign in Naroda	3	25
Tree plantation	NSS, Eco Club	Tree plantation in Naroda area by students, NSS volunteers	3	100
Social Service	NSS, Eco Club	Fund raising for the flood affected Kerala	3	100

Social Service	NSS	Rakshabandhan in slums, Police station	2	22
Social Service	NSS, Dr. Hedgewar Seva Samiti	Cloth Distribution in Nana Chiloda slums	2	15
Blood Donation, Environment, Electoral Awareness	NSS, Eco Club, Lions Club, Naroda	Rally for Blood Donation, Environment, Electoral Awareness	22	750
Blood Donation	NSS, Lions Club, Naroda, Red Cross	Blood Donation on Campus	22	200
Blood Donation	NSS, Civil Hospital	Blood Donation on demand	2	5

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
Co-operative Training	100	Ahmedabad Dist. Co-op Union Ltd	6
International Multi-disciplinary Conference	110	Dept of Physical Education, GU	3
National Seminar in Sanskrit	90	Gujarat Sahitya Academy, Gandhinagar	1
Workshop in Manuscriptology	36	Gujarat Sahitya Academy Gandhinagar	7
Cloth Distribution in slums	15	Dr. Hedgewar Seva Samiti	1
Blood Donation	200	Red Cross, Lions Club, Naroda	1
Skill Development	50	Pidilite Industry	3

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
Medical		Hanuman	01/07/2018	30/04/2019	50

	Pathological tests	Path Laboratory, Naroda			
Medical	Medical Emergency	Shantaba Cheritable Hospital, Naroda	01/07/2018	30/04/2019	50
Co-operative Training	Job Training	Ahmedabad Dist. Co-op Union Ltd	09/07/2018	14/07/2018	100
Training	Workshop on Manuscriptology	Gujarat Sahitya Academy, Gandhinagar	04/01/2019	10/01/2019	36
Job Training	Skill Development	Priyank computers	07/01/2019	26/01/2019	36
Training	Skill Development	Pidilite Industry	07/03/2019	09/03/2019	50

View File

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	Nill	Nil	0

View File

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	1161119

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	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	Nature of automation (fully	Version	Year of automation

software	or patially)		
SOUL 2.0	Partially	SOUL 2.0	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23983	1656383	31	2371	24014	1658754
Reference Books	36	53660	0	0	36	53660
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	Quintilian as a critic	SANDHAN AGIC, Govt. of Gu	24/03/2014
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	91	0	1	0	50	3	25	30	13
Added	0	0	0	0	0	0	0	0	0
Total	91	0	1	0	50	3	25	30	13

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
Not Applicable	Nill

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 incurredon maintenance of physical facilites
12	1161119	12	1161119

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 2018 -19 All the following facilities are maintained by the Management and the legitimate stake holders are allowed to utilize them as per the norms without any discrimination. Classrooms and Assembly Hall The Institution has 18 specious 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 specious 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. Most library data have been uploaded. Three computers have been provided in the library which the students can use for the academic purpose. Sports and Gymnasium 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 till 6 pm. 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. Parking Separate parking slots are provided for the vehicles of the staff and students. Besides, a separate slot for the parking of the four wheelers is also provided on the campus. Canteen A shaded canteen providing fresh snacks is on the campus for the utility of all students on the campus.

https://www.appatelcollege.org/wp-content/uploads/2022/11/4_4_2_Procedures_and_policies.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	29	15950
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
Yoga, Meditation Training	18/06/2018	200	NSS
Remedial coaching in English	09/07/2018	50	English Dept
Co-operative Training	09/07/2018	100	Ahmedabad Dist. Co-op Union Ltd
Personal Counselling	16/07/2018	26	College Faculty
De-addiction Counselling	26/07/2018	150	NSS
Skill Training, Guidance for Youth Festival	10/09/2018	90	Alumni Association
Workshop on Manuscriptology	04/01/2019	36	Gujarat Sahitya Academy, Gandhinagar
Career Counselling	02/03/2019	100	Alumni Association
Skill Development	07/03/2019	50	Pidilite Industry

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 passedin the comp. exam	Number of studentsp placed
2018	Nil	0	0	0	0
2019	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
45	45	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Nil	0	0

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
2018	32	BA	English	Smt AP Patel Arts NP Patel Com. College, AhmedabadSmt AP Patel Arts NP Patel Com. College, Ahmedabad	MA
2018	45	BA	Hindi	Smt AP Patel Arts & NP Patel Com. College, Ahmedabad	MA
2018	58	BA	Gujarati	Smt AP Patel Arts & NP Patel Com. College, Ahmedabad	MA
2018	16	BA	Sanskrit	Smt AP Patel Arts & NP Patel Com. College, Ahmedabad	MA
2018	126	BCom	Commerce	Smt AP Patel Arts & NP Patel Com. College, Ahmedabad	MCom

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
NET	1

View File

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

Activity	Level	Number of Participants
International Yoga day	College	600
Maha Kavi Kalidas Jayanti Celebrations	College	70
Guru Purnima Celebrations	College	150
Interclass Kho kho Competitions	College	360
Interclass Chess Competitions	College	70
Interclass Cultural Competitions	College	1350
Hindi Day Celebrations	College	75
Premchand Jayanti Celebrations	College	160
Cultural Program on the Republic Day	College	250
Yanja Day	College	1300

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
2018	Nil	National	Nill	Nill	Nil	Nil
2018	Nil	International	Nill	Nill	Nil	Nil
2019	Nil	National	Nill	Nill	Nil	Nil
2019	Nil	International	Nill	Nill	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 – Activities of the Students Council in 2018-19 Activities of the Students Council, Representation of students on academic administrative bodies/committees of the institution. The Student’s Council is formed every

year, strictly as per the University Guidelines, purely on the merit basis, with the Head of the Institution as the ex officio chairman. The toppers at the University Examinations 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. 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. The GS is made ex officio member of the IQAC for the year. 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 completions, Annual Function and study tours. Need based meetings of the Council are also held. The members of the Students Council also play a supportive role during various programs organized by the Institution. 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 on July 9,2018 2) Teacher's Day, the GS performed the role of the Head of the Institution on September 5, 2018. 3) Garba program during the Navaratri on October 24, 2018. 4) Annual Function and Farewell Program for the Semester – 6 students on March 6, 2019.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5 4 1 The Alumni Association Engagement in 2018-19 The Alumni Association of the Institution has been registered since its inception and actively playing a supportive role for the benefit of the current students. The activities of the Association for the year 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. Two-fold membership of the Association is available, viz Annual and Life time. While the Annual membership fee is Rs. 100/, the one-time life membership of the Association is Rs. 500/. In 2018-19, 19 past students became the life time membership of the Association taking the total of the life time members to 135. Two Meetings of the executive body of the Alumni Association were held in 2018-19, on 03-07-2018 and 04-02-2019. The Report card is presented at the AGM of the Association during which the members also present a cultural program on the campus. In July 2018, the Association had arranged tree plantation in Naroda. In September 2019, the Association had arranged a special drive to train the students for various sport events and Youth Festival of the Gujarat University. The Alumni Association played a supportive role during the Three-fold celebrations of the Republic Day on the Campus on January 26, 2019. A Career counselling program was also held on March 2, 2019 at the behest of the Association. Around 20 past students served as invigilators during the University examinations 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 2018-19 1) The Alumni Association of the Institution has been registered since its inception

and actively playing a supportive role for the benefit of the current students. 2) The Life time membership fee of the Association is Rs. 500/. Till 2018-19, there were 135 Life time members of the Alumni Association. 3) 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. A past student is made the Secretary of the Association. 4) Two Meetings of the executive body of the Alumni Association were held in 2018-19 on 03-07-2018 and 04-02-2019. 5) The Alumni Association undertook a tree plantation drive in Naroda area in July 2018. 6) 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 in September 2018. 7) The Alumni Association played a supportive role during the Three-fold celebrations of the Republic Day on the Campus on January 26, 2019. 8) The Alumni also rendered services as the invigilators during the University Examinations in November and April in 2018-19.

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 2018-19 Most events in the Institution during the academic year are organized on the basis of the decentralization and participative management. To ensure the decentralization and participative management, various committees are formed in June every year and each faculty is made a member of one or more committees as per his aptitude and choice. Two practices of decentralization and participative management in 2018-19 are as under 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 1200 students participate in these events. This mega event is one of the two practices of decentralization and participative management in the Institution. This proves beneficial during the University Youth festival as 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, the following three different events are held simultaneously during the celebrations of the Republic Day 1) The Tricolour Flag Hoisting 2) Blood Donation Camp 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 participate 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)?

Yes

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	Curriculum development The Institution or the individual faculty of the institution has no direct role to play in Curriculum development as this is the prerogative of the BoS of the respective subjects. Six of the faculty members (Dr. Ramesh J Chaudhari, Dr. MG Prajapati, Dr. Suresh Patel, Dr. MJ Viradiya, Jagdish V. Anerao and Manoj Parekh) happened to be the members of the BoS of their respective subjects during 2018-19. They became instrumental in designing, revising, improving and developing the curriculum of their respective subjects.
Teaching and Learning	Teaching and Learning 1) The time table is set in a way that no learner can roam free during any of the lectures. 2) 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. 3) All classrooms have the LCD projectors to felicitate the use of the ICT. 4) The faculty have been provided with the laptops to ensure the use of the ICT. 5) Proxy lectures are arranged when the respective faulty is on leave. 6) Co-curriculum activities are held in order to expand the comprehension of the learners.
Examination and Evaluation	Examination and Evaluation 1) Examination and Evaluation procedure are conducted strictly as per the University norms. 2) Examination and Evaluation procedure is totally transparent. 3) Students are given the internal assessment marks based on their performance at the internal examination, attendance and submission of the assignments. 4) Punitive actions are taken against any form of malpractices by the students. 5) The results are uploaded on the institutional website within the stipulated time. 6) The students' objections are addressed within the stipulated time. 7) The University withholds the results of those who fail to clear the Internal Examinations until they clear the Internal ATKT through the remedial examinations held

	by the Institution.
Admission of Students	Admission of the students 1) In order to bring in total transparency in the admission process, the Management has also surrendered its quota to the University. 2) Following the online admission process adopted by the University, the Institution has no decisive role to play whatsoever in the admission process. 3) As all admissions at the entry levels of the UG and PG programs are available online on the merit basis only, hence no scope for the Institution to introduce any change in the system. 4) The institution strictly follows the online admission procedure of the University and the reservation policy of the Government.

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

E-governace area	Details
Planning and Development	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. The students are intimated of schedules of various programs through emails and WhatsApp.
Administration	e-governance in Administration The Administrative Office is fully computerized 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 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. 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.
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, fee payment, uploading documents, choice filling for subjects as well as college and 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 been uploaded on the Institutional website for the convenience of the aspirant students.
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. A few faculty have also opted for the paperless submission of the assignments through emails.

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
2018	Nil	Nil	Nil	0
2019	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	Title of the administrative	From date	To Date	Number of participants	Number of participants

	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Computer Training	Nil	15/04/2019	20/04/2019	22	Nill

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	14	01/06/2018	31/05/2019	7
International Faculty Development Programmes	3	01/06/2018	31/05/2019	7
Short Term Course	11	01/06/2018	31/05/2019	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. Only the full-time permanent teacher 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	The full-time permanent members of the Non-teaching Staff of the Institution are also the members of the co-operative credit society 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	1) The Institution distributed Tablets to all the 576 qualified UG Semester 1 students under the NAMO scheme of the Government of Gujarat. 2) The Institution facilitates the Institutional toppers at the Semester – 4 University Examinations with the book sets of their Semester – 5, 6 syllabi. 3) The Institution facilitates the meritorious students of each class with institutional scholarships. 4) The Institution passes on all the benefits of the

fund in accordance with the Government norms. The faculty who retires from the Institution is felicitated as per the Institutional protocol.	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.	Governmental welfare schemes for the students as per norms. 5) 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) The Institution has linkage with shri Hanuman Pathological laboratory and shri Shantaba Charitable Hospital where the existing students can avail the medical services at subsidized 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 2018-19 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. The internal and external financial audits of the Staff co-operative Credit Society are conducted regularly strictly as per the existing Government rules.

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

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)

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 2018-19. 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. 5) The Parents' Association has shown readiness to extend sponsorship in part in any event of the Institution.

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

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)

The following initiatives were implemented on the Recommendations of the NAAC 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 576 Semester 1 UG students under the NAMO Scheme of the State Government. 3) Library and reading room were shifted to more specious place with the extended hours. 4) Vocational and job-oriented programs in Tally and Co-operation were started. 5) Canteen was upgraded. 6) Gymnasium was upgraded and hours were extended for the students.

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
2018	Extensive Use of the ICT by the faculty	30/06/2018	02/07/2018	20/04/2019	22
2018	Starting the Eco Club	30/06/2018	02/07/2018	20/04/2019	30
2018	Starting Personal Counselling Cell	30/06/2018	16/07/2018	20/04/2019	26
2018	Guidance by Alumni to the Youth festival Contestants	30/06/2018	10/09/2018	15/09/2018	90
2019	State level workshop in	30/06/2018	04/01/2019	10/01/2019	36

	Manuscriptology				
2019	National Seminar in Sanskrit	30/06/2018	04/01/2019	04/01/2019	90
2019	National Seminar in Hindi	29/12/2018	04/01/2019	04/01/2019	105
2019	National Seminar in Commerce	29/12/2018	04/01/2019	04/01/2019	90
2019	National Seminar in Computer Science	29/12/2018	04/01/2019	04/01/2019	55
2019	National Seminar in Psychology	29/12/2018	04/01/2019	04/01/2019	65

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
Personal Counselling	16/07/2018	20/04/2019	12	14
Induction of the Freshers	02/07/2018	02/07/2018	350	250
Co-operative Training	09/07/2018	14/07/2018	45	55
Interclass Competitions in sport and Cultural Activities	10/08/2018	11/08/2018	800	550
Teacher’s Day Celebration	05/09/2018	05/09/2018	35	19
Garba Program	24/10/2018	24/10/2018	500	300
Gayatri Havan	01/01/2019	01/01/2019	300	250
Republic Day Celebrations	26/01/2019	26/01/2019	350	250
One Day Study Tour	02/02/2019	02/02/2019	160	222
Career Counselling	Nill	Nill	60	40
Skill	Nill	Nill	40	10

development Training by Pidilite				

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 2018-19. 1) As suggested by the IQAC in June 2018, Eco Club was formed in July 2018 in the Institution to sensitize and create awareness for conservation of our environment. The Club undertook activities including tree plantation, awareness for cleanliness and waste management, minimal use of plastic, promotion of use of the public transport and vehicle sharing. 2) Six of the staff members have started vehicle sharing to attend the duties. 3) Dr. Suresh P. Patel, a faculty uses bicycle instead of a petrol vehicle to attend the college every day. 4) 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. 5) Every year, the tree plantation activity is undertaken by the NSS on campus and off campus. 6) The Institution encourages minimum use of the plastic carry bags on the campus and during the NSS camp. 7) 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 generation 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 pant panels on the roof tops of the other buildings by stages. Thus, our Institution will also have its own solar pant 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	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

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	10/07/2018	1	Tree Plantation	Tree Plantation by NSS, Eco Club and Alumni Association	150
2018	1	1	04/08/2018	1	Clean India	Campain by NSS	25

					Mission	for Awareness of Clean India Mission in Naroda	
2018	1	1	10/08/2018	1	Clean India Mission	Campain by NSS for Awareness of Clean India Mission in Golvanta village	75
2018	1	1	21/08/2018	1	Clean India Mission	Cleanliness drive by NSS on the River Front	35
Nill	1	1	24/08/2018	6	Fund raising for the flood affected Kerala	Fund raising by NSS volunteers for the flood affected Kerala	100
2018	1	1	29/09/2018	1	Blood Donation on Demand	Blood Donation by NSS Volunteers on Demand	2
2018	1	1	15/10/2018	1	Blood Donation on Demand	Blood Donation by NSS Volunteers on Demand	1
2018	1	1	18/12/2018	1	Visit to the Old age People Home	Visit by NSS Volunteers to the Oldage People Home	15
2018	1	1	27/12/2018	1	Cloth Distribution in slums	Cloth Distribution by NSS in Nana Chiloda slums	15
2019	1	1	23/01/2019	1	Awareness	Rally for	750

					for Blood Donation and Environment	Awarenes for Blood Donation and Environment	

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	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Day Beginning with live recital of National Song, prayer	15/06/2018	20/04/2019	20
Tree Plantation by NSS, Eco Club and Alumni Association	10/07/2018	10/07/2018	150
Campain by NSS for Awareness of Clean India Mission in Naroda	04/08/2018	04/08/2018	25
Clean India Campaign in Golvanta by NSS	10/08/2018	10/08/2018	75
Interclass Competitions in Sport, Cultural Activities	10/08/2018	11/08/2018	1350
Cleanliness drive by NSS on the River Front	21/08/2018	21/08/2018	35
Fund raising by NSS volunteers for the flood affected Kerala	24/08/2018	31/08/2018	100
Blood Donation by NSS Volunteers on Demand	29/09/2018	15/10/2018	3
Visit by NSS Volunteers to the Old age People Home	18/12/2018	18/12/2018	15
Cloth Distribution in Nana Chiloda slums	27/12/2018	Nil	15

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

Initiatives taken by the institution to make the campus eco-friendly in 2018-19 (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 is followed by all the stakeholders on the Campus. 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

Two Institutional best practices in 2018-19 The two institutional best practices in 2018-19 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 three events on the Campus ? the ceremonial Tri-colour flag unfurling, ? a cultural program by the students ? a Blood Donation Camp at the behest of the NSS department. 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 procedure testing and collection of the blood of the donors. Students, staff and the Alumni of the Institution as well as the members of the society overwhelmingly respond to the call for blood donation. This year on January 26, 170 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 conducted the general health check-up for the students and other stake holders. The Alumni Association also played a supportive role in the Three-fold event. 2) The Eco Club The Institution started the Eco Club in July 2018, following a suggestion made at the IQAC Meeting held on June 30, 2018. It is an open, informal and voluntary forum for the students and the staff of the Institution. The prime aim of the Eco Club is to sensitize and create an awareness for the conservation of our environment. The volunteers of the Club take a pledge to protect and conserve the environment in various ways. A faculty is assigned the task of conducting and co-ordinating various activities of the Club in co-operation with others. Generally, the members of the Club meet twice a month after the lectures are over. In 2018-19, the Club undertook the activities of tree plantation and conservation, awareness for minimum use of plastic, tobacco-free campus, waste management, cleanliness drive, promotion of use of public transportation and vehicle sharing. The Club also collaborated with the NSS Department in holding a rally in Naroda area on January 23, 2019, for the awareness for blood donation and conservation of our environment. Six of the staff members started sharing vehicles to attend their duties honouring the call given by the Club in 2018-19.

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 2018-19 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 offers Computer course as an elective subject in BA in order to equip the learners with the e-literacy. This course also enhances their chances

of employment. 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 Department of Commerce had arranged a seven day on-campus Co-operative Training program 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 Department of Commerce had arranged a three-week Certificate Program in Tally in January 2019. 36 candidates were registered in the program. This program also enhances their chances of employment. The Outcome and Conclusions • Tally Program and Co-operative Training received good response from the stake holders as it ensured employability. The Institution is exploring to continue with the Program as a value-added course. • 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 Co-operative Training and Tally 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/wp-content/uploads/2022/10/7_3_1_The_details_of_the_performance.pdf

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.